



## **BASIC TITLE INFORMATION**

### **Summary of Changes**

Made some conforming changes due to Laws 2009, Chapter 70, which require lienholders, who are customer type "O" to use the electronic lien and title (ELT) process, except for mobile homes. In addition, made some clarifications.

### **Purpose**

To provide guidelines for the issuance of an Arizona Certificate of Title.

### **Policy**

- A. The title is a legal instrument providing evidence of ownership.
- The title is issued in the name of the owner and is valid for the life of the vehicle/mobile home
  - ~~The Division allows the voluntary electronic recording of vehicle title information for a newly issued title in lieu of the submission and maintenance of paper documents~~

~~Note: To obtain detailed information, regarding acceptable out of state and out of country titles, refer to the R.L. Polk's Motor Vehicle Registration Manual (I, II and/or III).~~

- B. Title transactions processed by the Division are listed below:
- Title and Registration
  - ELECTRONIC LIEN AND TITLE (ELT)
  - Title Only
  - Duplicate Title
- C. The issuance of a title for a mobile home shall be as provided by law for titling a vehicle, except that in the case of a mobile home that consists of two or more separate sections, each section shall have a separate title.
- Pursuant to A.R.S. § 28-2054, in addition to all other requirements, if the application is for a mobile home, the Division shall not issue or transfer a title on the mobile home if there is any delinquent unsecured personal property taxes owed, see Policy [13.2.2 Mobile Home](#)
- D. When satisfactory proof of ownership is submitted to the Division, the Division may issue a title for a vehicle/mobile home whether or not a title has ever been issued for that vehicle/mobile home.
- E. Vehicles arriving in Arizona from a non-title issuing jurisdiction may be issued a title.
- The out-of-state ownership document(s) and registration certificate must be surrendered
  - A vehicle that is new to the state (previously registered in another state or country) may be required to undergo a physical inspection, see Policy [13.1.2 Vehicle Verification Inspection](#)
- F. Pursuant to A.R.S. § 28-2003, the fee charged for each:
- Vehicle Certificate of Title is \$4, ~~pursuant to A.R.S. § 28-2003~~
  - Mobile Home Certificate of Title is \$7 per section, ~~pursuant to A.R.S. § 28-2003~~

## BASIC TITLE INFORMATION

Page 2 of 3

G. Pursuant to A.R.S. § 28-2051, the customer must apply for a title within 15 business days after acquiring the vehicle or the customer shall pay an additional title transfer penalty fee.

H. Pursuant to A.R.S. § 28-2162, the customer must apply for a title within 30 business days after acquiring a mobile home or an unregistered vehicle or the customer shall pay an additional title transfer penalty fee.

Note: The customer is given 30 business days in which to apply for a certificate of title when purchasing a mobile home, an expired vehicle, or any vehicle acquired as a result of an operation of law.

I. The Division shall deliver the original (paper or electronic) title to:

- The lienholder or, in cases where more than one lien has been recorded, the first lienholder listed on the record
- The customer, if there is no lien recorded on the title and the customer is able to present acceptable identification with a photo

NOTE: AS OF MAY 31, 2010, LIENHOLDERS, WHO ARE CUSTOMER TYPE "O", WILL RECEIVE AN ELECTRONIC LIEN FILING NOTICE.

J. Individuals, companies, and organizations must provide acceptable proof of identification and authorization (authorization is specific to an employee who is conducting business on behalf of a company or organization) when obtaining an over-the-counter title. **WHEN DEALING WITH AN ELT TITLE, SEE POLICY [2.1.9 ELECTRONIC LIEN AND TITLE \(ELT\)](#).**

K. The Division will mail a title and/or registration document to the address on record, for a customer who presents one (or more) of the following non-photo identification documents:

- Bank card
- Birth Certificate
- Certified Documents from a Court of Record:
  - Adoption Decree
  - Bankruptcy Decree
  - Divorce Decree
  - Emancipation Decree
  - Marriage License
  - Name Change Decree
- Concealed Weapons Permit
- Delayed Birth Certificate
- Credit card
- Employee Identification (no photo)
- Medical Insurance card
- Motor vehicle record (presented within 30 days of issuance)
- Legal Guardian Affidavit
- Professional license
- Selective Service card
- Social Security card
- United States Certificate of Birth Abroad
- United States Military DD-214
- Veteran's card

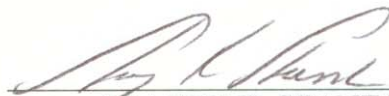
## BASIC TITLE INFORMATION

Page 3 of 3

- W-2 Form
- L. Although A.R.S. §§ 28-2051 and 28-2157 state that the Division may request a customer, who appears in person and who is applying for a title and/or registration, to complete the vision screening. However, it is the policy of the Division that vision screening will not be administered to any customer applying for a title and/or registration.
- M. The Division shall refuse to issue a title if it is determined that the owner is not entitled to a title.
- The Division shall revoke/cancel an outstanding title if it is determined that the owner listed on the title is not entitled to the title
- N. A title shall be canceled when purchased with non-sufficient funds or upon nonpayment of a check, see Policy [6.1.1 Non-Sufficient Funds \(NSF\) Collections and Cancellations](#)
- O. The previous title and all supporting documents are surrendered to the Division at the time of application, and are filmed to serve as evidence of the public filing of the title transaction, see Policy [5.1.3 Film Imaging Preparation](#).
- P. Supporting documents must be:
- Written in English
  - An original or a copy certified by the issuing agency
    - When accepting a certified copy, the certification attached to or on the document must be original
- Q. A document faxed directly from the issuing agency to a Customer Service ~~field~~ office may be accepted only at the discretion of the supervisor or their designee.
- Any faxed document accepted shall be attached to the application
  - The name of the supervisor or designee authorizing the acceptance of the fax shall be printed legibly on the application
    - An Authorized Third Party Provider must first obtain approval from the Third Party ~~Quality Assurance~~ **MANAGEMENT SUPPORT** Unit (TPMSU), at ~~(602) 712-5711~~ [TPMSU@AZDOT.GOV](mailto:TPMSU@AZDOT.GOV), prior to accepting a faxed document

Date

25 May 2012



STACEY K. STANTON  
Division Director

**Authority:** United States Code, Title 49, Chapter 301, Section 30112, Chapter 323, Section 32304, Chapter 327, Section 32705, A.R.S. §§ 28-443, 28-2003, 28-2009, 28-2051, 28-2054, 28-2055, 28-2057, 28-2059, 28-2063, 28-2064, and 28-2162

**Procedure Information:** [Arizona Title Documents](#)