



ELECTRONIC TITLE AND/OR REGISTRATION PROCESSING TRAINING RESOURCE

WisDOT-DMV

Bureau of Vehicle Services

Dealer & Agent Section

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1 Purpose

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The purpose of this training resource is to provide information from policy, procedure and law to successfully process a title/registration transaction. This document is intended for agents who process electronic title/registration transactions using either the eMV PARTNER system or a vendor system.

2 General Information

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Electronic Transaction Processing hours:

The program is generally available for both inquiry and update between the hours of 6:00 AM and 8:00 PM Monday through Saturday. The system is often available outside of those general hours, including Sundays. DMV performs normal maintenance on Sundays between 5:00 AM and 9:00 AM, so Agents must avoid use during those hours. Other planned outages may occasionally occur; DMV or your vendor will give notice with sufficient lead-time to allow for contingency plans whenever possible.

Manual Transaction Processing:

Mail applicable application documents, applicable “mail to DOT” form telling us why you could not process ([MV2132](#) – Dealer & Agent; [MV2142](#) – Lien Holder), and check payable to Registration Fee Trust to the following address:

WI Dept. of Transportation
PO Box 7949
Madison, WI 53707-7949

Passwords:

Each individual user processing a title/registration transaction using the eMV PARTNER system or a vendor system will be required to have a [WAMS ID](#). Vendor system users may also have a separate User ID/password to gain access to their vendor system.

It is not acceptable for users to share their individual login/password information with others. Sharing login/passwords violates legal agreements, and in some cases, federal privacy laws.

3 Helpful Contacts

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| | |
|--|--|
| <p>Dealer Licensing Unit (DLU)</p> <ul style="list-style-type: none"> • Dealer licensing questions • Dealer Complaints • Between the hours of 8:00 AM and 4:30 PM, Monday through Friday | <ul style="list-style-type: none"> • Phone: 608-266-1425 • Email: dealerlicensingunit@dot.wi.gov • Fax: 608-267-0323 |
| <p>Agent Partnership Unit (APU)</p> <ul style="list-style-type: none"> • Questions related to the completion of eMV PARTNER electronic title/registration applications <ul style="list-style-type: none"> ○ For vendor system questions, contact your specific vendor's help desk • Between the hours of 8:00 AM and 4:30 PM, Monday through Friday | <ul style="list-style-type: none"> • Phone: 608-266-3566 • Email: agentpartnershipunit@dot.wi.gov • Fax: 608-266-9552 |
| <p>Driver Licensing</p> | <ul style="list-style-type: none"> • Phone: 608-266-7447 |
| <p>Emissions</p> <ul style="list-style-type: none"> • Questions about emission testing, locations and hours of operation | <ul style="list-style-type: none"> • Website: wisconsinvip.org • Email: helpdesk@websti.com • Phone: 866-OB-D-TEST (866-623-8738) |
| <p>General title or registration questions</p> <ul style="list-style-type: none"> • Customer questions • 7:30 AM to 4:30 PM | <ul style="list-style-type: none"> • Phone: 608-264-7447 • Email: Wisconsin DMV email service |
| <p>Request a Secured Party Number</p> | <ul style="list-style-type: none"> • Email: DOTVRI@dot.wi.gov <ul style="list-style-type: none"> ○ Must include the following information in the email: <ul style="list-style-type: none"> ▪ Lender Name ▪ Mailing Address ▪ City/State/Zip Code ▪ Lender Telephone Number ▪ Dealer contact info (if applicable) <ul style="list-style-type: none"> ➤ Dealer Telephone Number ➤ Dealer Contact Name ➤ Dealer Email Address |
| <p>Revenue (Dept. of)</p> <ul style="list-style-type: none"> • Sales tax issues | <ul style="list-style-type: none"> • Phone: 608-266-2772 • Website: www.revenue.wi.gov |
| <p>Special Plates</p> <ul style="list-style-type: none"> • Special plates and disabled ID questions • 8:00 AM to 4:15 PM | <ul style="list-style-type: none"> • Phone: 608-266-3041 • Email: special-plates.dmv@dot.wi.gov |

4 WisDOT Website Links

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- WisDOT Website: wisconsindot.gov
- eMV PARTNER Website: emvpartner.wi.gov
- WisDOT Forms:
 - [General Vehicle Title and/or Registration forms](#)
 - [Dealer and Agent forms](#)

5 Processing Capabilities Allowed by Business Type/Processing Type/Processing System

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5.1 Wisconsin Dealer Vehicle Title/Registration Processing

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A vehicle dealer's license must be in good standing for the dealer to process electronically, or to have an Independent Processing Agent to process electronically on behalf of the dealer. The system automatically prevents dealer processing if the dealer license is expired or otherwise ineligible. The Wisconsin dealer's Legal Business Name as listed with the [Wisconsin Department of Financial Institutions](#) (DFI) must be listed on all transaction documents.

Includes the following Business types that process Title/Registration – WI Dealer Sales and may process using eMV PARTNER or contract with a Vendor:

- Independent Processing Agent processing title/registration WI dealer sales
- WI Motorcycle/Moped (MC) Dealer
- WI Motor Vehicle (MV) Dealer
- WI Recreational Vehicle (RV) Dealer
- Independent Processing Agent (Processing Type of Title Registration WI Dealer Sales)

As of 7/1/2007, Wisconsin licensed vehicle dealers that process 49 or more title/registration applications per calendar year became required to process such applications electronically.

Dealers not exempt from the mandatory dealer processing law will be required to submit a surcharge fee in addition to the processing fee per application sent to DMV for manual processing for title/registration transactions that could have been processed electronically either through eMV PARTNER or a Vendor.

- The following transaction types are allowed
 - Title transfer with Plate Transfer or Issue New Plate
 - New Vehicle (MCO/MSO)
 - Wisconsin Title
 - Out of State Title
 - Title Only
 - Out of State Resident in conjunction with adding a Lien
 - For a vehicle that will/has obtained plates through the [International Registration Plan \(IRP\)](#)
 - Junk a vehicle
 - A junked vehicle is a vehicle that is incapable of operation upon public roads and has no resale value except as a source of parts. It may also be a vehicle for which an insurance company has taken possession of, or title to, if the estimated cost of repairing the vehicle exceeds its fair market value.
 - Once a vehicle is junked, it is no longer eligible to be titled/registered; securely destroy the ownership documents or, if preferred, stamp the title junked and place in your files.

- If a lien exists on the vehicle record, the dealer must have a valid lien release document in hand in order to junk the vehicle. See the [lien releases](#) section for acceptable documents for releasing a lien.
 - Required documents – one of the following is required
 - Wisconsin Title
 - [MV2459](#) Junked Vehicle Bill of Sale
- Review all documents from the customer and verify the following
 - Vehicle title (not a photocopy)
 - Must be the current vehicle title
 - Chain of ownership
 - Signatures
 - Odometer
 - Brands
 - If the title is currently held by a lien holder (WI title only; out-of-state titles must be in-hand before the vehicle can be sold), the following is required for a Wisconsin dealer to sell the vehicle retail. After processing, the first two items listed below must either be uploaded or mailed in with the MV11 and any other required documents for imaging.
 - MV2690 POA/Vehicle Odometer Disclosure and Transfer of Ownership
 - Pre-processing inquiry print showing title held by lien holder
 - Proof of payment to the lien holder
 - MV11 application completed/signed
 - Required for all retail sales
 - When all reassignments have been filled on the back of a Wisconsin title, a licensed Wisconsin dealer can use the MV11 as the final reassignment when retailing the vehicle to a customer
 - Valid/original lien release, if applicable (not a photocopy)
 - Any other required documentation
- Other information
 - [Opt Out](#)
 - Under Wisconsin law, Wisconsin Department of Transportation (WisDOT), Division of Motor Vehicles must provide information from its records to requesters. If the registered owner does not want their name and address included in requests for 10 or more records, they may have the department withhold their name and address from those requesters
 - Indicate the following for the primary registration owner
 - Yes – customer’s name will be withheld from record lists that WisDOT sells
 - No – customer’s name will not be withheld from record lists that WisDOT sells
 - Unknown – customer’s current opt out status will remain
 - [eNotify](#)
 - eNotify is an electronic notification system. Subscribing to this service will allow you to get the following notifications via email and text:
 - Driver license, ID card and license plate **renewal notices** for [eligible vehicles](#)

- Confirmation of transactions to **avoid fraudulent activities** on your account
- **CDL notifications**, such as:
 - Federal Medical (Fed Med) Card renewals (for Tier 1 CDL drivers)
 - School bus physical and testing requirement reminders
 - Hazardous Materials (Haz Mat) renewals
- Correspondence for vehicle or driver record updates, if allowed by motor vehicle laws
 - Enter the primary registration owner's email to receive information on how to enroll in WisDOT's electronic notification program
- Taxes
 - Refer to the Sales Tax section of the [Right Way Manual](#) for additional information on how to submit taxes.

Title-only processing by Wisconsin dealers

It's important for dealers to know when title-only processing is acceptable. Please review the following scenarios to determine when a title-only transfer can be processed electronically, and when it can be mailed to WisDOT for manual processing.

Title-only transfer into the dealership's name

Dealers can receive a title only in their name in limited circumstances, as outlined by Wis. Admin. Code ch. [Trans 154.13\(1\)\(a\) through \(1\)\(g\)](#). Remember that an MV11 Title and Registration application can be used for the last reassignment to a retail customer when all reassignments are full, satisfying situation (1)(a).

If you qualify for a title only, the transaction must be mailed to WisDOT for processing. **Do not use the Title Only-IRP option in eMV PARTNER to process the application.** When submitting to WisDOT, including the following:

- MV11 Title and Registration application
- Title
- [MV2132](#) Mail to DOT form
- Any other applicable documents and fees

Title and registration transfers into dealership's name

A vehicle to be titled and registered to the dealership must be available for resale. You may process the title and registration electronically. A new plate must be issued or list a valid plate to transfer. Keep in mind that registration must remain on the vehicle a minimum of 30 days, per Wis. Admin. Code ch. [Trans 154.13\(1\)\(f\)](#). **Do not use the Title Only-IRP option in eMV PARTNER to process the application.**

Title-only to a retail customer

Dealers have the option to electronically process title-only to retail customers in two circumstances:

1. In-state customers applying separately for [IRP registration](#). Vehicles with IRP registration are used for transporting persons or property, travel in two or more IRP jurisdictions (including WI), and
 - Have a registered gross vehicle weight or actual weight in excess of 26,000 pounds (property carrying vehicle) OR
 - Are power units with three or more axles regardless of weight, including buses OR
 - Are used in combination and the actual weight of the combination exceeds 26,000 pounds
2. Out-of-state residents where a lien needs to be secured on the title.

See the contents under the [Policies/Procedures](#) section for additional information.

5.2 Temporary Plate Processing

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Includes the following Business types (some business types may have standalone temporary plate only capabilities through eMV PARTNER; other business types may be allowed to issue a temporary plate as part of a title/registration transaction or separately process a standalone temporary plate through eMV PARTNER or a vendor):

- Currency Exchange (Check Cashing Agency)
- County Clerk (including tribal offices)
- Fleet Agent
- Independent Processing Agent
- Law Enforcement Agency
- Municipal Agency
- Non-Wisconsin Dealer
- Salvage Inspector
- Secured Party/Financial Institution
- WI Motorcycle/Moped Dealer
- WI Motor Vehicle Dealer
- WI Recreational Vehicle Dealer
- WI Trailer Dealer

An organization that has temporary plate only capabilities does not have full processing capabilities for a transfer of ownership (title transfer).

When issuing a standalone temporary plate, the following information will be required (there may be some exceptions/differences in the required information for Salvage Inspectors and Emissions Test Centers):

- Answering some preliminary questions; e.g., “Is this vehicle to be operated for hire?”
- Entering vehicle information
- Entering customer information

- If customer does not exist in the Wisconsin database, you will need to create a customer record

If the temporary plate transaction is part of a full title/registration transaction that is unable to be completed electronically, all necessary transaction documents for the title/registration must be mailed to WisDOT for manual processing. When issuing a standalone temporary plate, *do not* send an [MV2505](#) Temporary plate application to WisDOT.

Temporary plate types and fees:

| BUSINESS TYPE | TEMPORARY PLATE AND ASSOCIATED FEE |
|---|---|
| <ul style="list-style-type: none"> ● WI Motor Vehicle Dealer ● WI Motorcycle/Moped Dealer ● WI Recreational Vehicle Dealer ● Independent Processing Agent processing on behalf of a WI Dealer | <ul style="list-style-type: none"> ● 90-day temporary plate for in-state residents for autos and light trucks up to 8,000 lbs. <ul style="list-style-type: none"> ○ No temporary plate fee ● 90-day temporary plate for in-state residents for vehicles other than autos and light trucks <ul style="list-style-type: none"> ○ \$3 temporary plate fee automatically withdrawn ○ Note: Temporary plates are optional for vehicles other than autos and light trucks ● 30-day temporary plate for out-of-state residents <ul style="list-style-type: none"> ○ \$3 temporary plate fee automatically withdrawn ○ Only the below scenarios will yield a 30-day out-of-state resident temporary plate: <ul style="list-style-type: none"> ▪ Scenario 1 <ul style="list-style-type: none"> ● Primary Residence Address = WI ● Mailing Address = Out-of-State ● Vehicle Kept In (VKI) = Out-of-State ● Customer is currently not a WI resident checkbox is checked ▪ Scenario 2 <ul style="list-style-type: none"> ● Primary Residence |

| | |
|--|--|
| | <p>Address = Out-of-State</p> <ul style="list-style-type: none"> • Mailing Address = Out-of-State • Vehicle Kept In (VKI) = Out-of-State |
| <ul style="list-style-type: none"> • Currency Exchange (Check Cashing Agency) • County Clerk • Fleet Agent • Independent Processing Agent processing for walk-in customers and Non-WI Dealers • Law Enforcement Agency • Municipal Agency • Non-WI Dealer • Secured Party/Financial Institution • WI Trailer Dealer | <ul style="list-style-type: none"> • 90-day temporary plate for in-state residents for any vehicle or trailer <ul style="list-style-type: none"> ○ \$3 temporary plate fee automatically withdrawn ○ Note: Temporary plates are optional for vehicles other than autos and light trucks |
| <ul style="list-style-type: none"> • Salvage Inspector | <ul style="list-style-type: none"> • 90-day temporary plate for in-state residents for autos and light trucks up to 8,000 lbs. <ul style="list-style-type: none"> ○ No temporary plate fee • 90-day temporary plate for vehicles other than autos and light trucks <ul style="list-style-type: none"> ○ \$3 temporary plate fee must be mailed in with salvage inspection documents/fees for manual processing by WisDOT ○ Note: Temporary plates are optional for vehicles other than autos and light trucks |

Other temporary plate information:

The processing system will **not** allow temporary plates to be issued for the following:

- Buses
- Vehicles operating quarterly or consecutive monthly
- Vehicles operated with the [International Registration Plan \(IRP\)](#) or [for-hire](#)
- Motorcycles/Mopeds without a valid Federal Certification label
- Vehicles with disqualifying brands such as Salvage
 - Note: Temporary plates for vehicles that have a WI Salvage brand are eligible for a temporary plate upon passing a rebuilt salvage inspection (temporary plate issued by a Salvage Inspector).
- The vehicle is a heavy truck (registered at 10,000 pounds or more) and is loaded for service

- The vehicle is a semi-trailer that is either empty or loaded for service, but the power unit (truck-tractor) is currently not registered

Other reasons may disqualify a vehicle for a temporary plate. The above list is not all-inclusive.

5.3 Secured Party/Financial Institution processing Lien transactions

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Includes the following Business types and may use eMV PARTNER or contract with a Vendor:

- Secured Party/Financial Institution

The following transaction types are allowed

- Release a lien
- Add a lien
- Replacement Title + Add a lien
- Repossession

It is the responsibility of the lien holder to ensure a lien is properly listed and released.

As of 7/1/2010, lien holders that process 49 or more lien applications per calendar year, became required to electronically process applications for original listing and subsequent release of lien. These lien holders are not exempt from the mandatory lien processing law and will be required to submit a processing fee plus an additional surcharge fee per application sent to DMV for manual processing of lien transactions that could have been processed by the non-exempt lien holder.

See the contents under the [Policies/Procedures](#) section for additional information.

Also, see [Lien Holder Processing FAQs](#).

5.3.1 Secured Party/Financial Institution – Releasing a Lien

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When processing a lien release without adding a new lien, a secured party can only remove their own lien.

If you hold the title (because the lien was listed on or after 7/30/2012), you will have the option of adding a one-time name and mailing address to redirect delivery of the new title to a name/address other than that of the vehicle owner listed on the title. This option is available whether the original title held is paper or electronic.

This will be useful to direct delivery of titles to:

- Motor vehicle dealerships paying off a lien on a vehicle that has been traded in
- Other financial institutions processing a refinance on the vehicle
- Customers who have moved out of state and need a paper title to re-list your lien in their new state

This transaction type does not require uploading or mailing of the completed transaction documents to WisDOT. A Secured Party is required to keep the transaction documents for 60 days before they are securely destroyed.

If a lien holder is clearing a lien that was originally listed before 7/30/2012, a new title will not automatically generate.

If a lien holder is clearing a lien that was originally listed after 7/30/2012, a new title will automatically generate.

5.3.2 Secured party/Financial Institution – Adding a Lien

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The current Wisconsin title and MV1 are required to be in physical possession when adding a lien to a vehicle.

When a lien is listed on a Wisconsin title, the lien holder will receive the paper or electronic title.

This transaction type does not require uploading or mailing of the completed transaction documents to WisDOT. A Secured Party is required to keep the transaction documents for 60 days before they are securely destroyed.

A secured party number issued by WisDOT is required for a lien holder's lien to be listed on a Wisconsin title. See [Helpful Contacts](#) section for information on how to request a secured party number.

When adding a lien

- The lien is being added to the existing owners' Wisconsin title. This is not a transfer of ownership nor is the transfer of ownership titling fee charged.
- The following items are required to add a lien
 - MV1
 - Wisconsin Title
 - Loan filing fee
- If a current lien exists on the vehicle, a different lien holder other than the existing lien holder can release the lien when a new lien is added, provided one of the following is true:
 - You have a valid lien release in physical possession
 - You sent the other lender the payoff amount
 - You have contacted the other lender to verify their lien has been paid
 - You have the above items required to add a lien

5.3.3 Secured Party/Financial Institution – Replacement Wisconsin Title & Adding a Lien

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A replacement Wisconsin title should be applied for when the Wisconsin title was lost, stolen, mutilated, destroyed or illegible.

The Secured Party must be adding their lien as part of the replacement title transaction.

The current title holder (identified below) is required to sign the [MV2119](#) application:

- Owner if no lien or lien listed prior to 7/30/2012
- Lien holder if lien listed on or after 7/30/2012

Some restrictions for the issuance of a replacement title are, but not limited to:

- Last Wisconsin title was delivered electronically to the lien holder
- The title is currently held by the lien holder

- Last Wisconsin title was issued 10 or fewer calendar days ago.

Replacement titles must be mailed to the title holder's address.

If a lien exists, a valid lien release is required to release the lien.

If processing a replacement title application, make a print out of the inquiry page *prior* to processing the transaction. Upload or mail it along with the completed MV2119 application and all applicable documents (such as a completed/signed [MV2790](#) Trustee Statement for Certificate of Title if a trust is the current title holder) for imaging to the WisDOT.

If a replacement title transaction has been reset, an MV2412 reset form must either be uploaded if uploading other title transaction documents for a given day or submitted with the mailed in daily work bundle in place of the reset title number.

5.3.4 Secured party/Financial Institution – Repossession

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A Secured Party/Financial Institution can process a Repossession title:

- Use form [MV2117](#)
 - The lien holder's name/address listed on the MV2117 Repossession Application must match the lien holder's name/address on DMV records
 - If more than one lien exists, the reposessor must indicate on the MV2117 that all other existing lien holders have been notified of the repossession.
- Standard odometer rules apply
 - Tax Exemption Code – 9
 - Reason – Other/Miscellaneous
 - Qualifier – Repossession
- If processing a repossession, make a print out of the inquiry page *prior* to processing the transaction. Upload or mail it along with the completed MV2117 application and all applicable documents for imaging to the WisDOT.

A repossession is considered a transfer of ownership to the reposessor/lien holder. Therefore, a title transfer fee is charged for this transaction.

If a repossession transaction has been reset, an MV2412 reset form must either be uploaded if uploading other title transaction documents for a given day or submitted along with the mailed in daily work bundle in place of the reset title number.

5.4 License Plate Renewal Only Processing Agent

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Includes the following Business types and must contract with a Vendor:

- Auto Parts Store
- Auto Repair
- Car Wash
- County Clerk
- Emission Test Center
- Currency Exchange (Check Cashing Agency)
- Fleet Agent

- Gas Station
- Grocery Store
- Hardware Store
- Independent Processing Agent
- Kiosk
- Law Enforcement Agency
- Municipal Agency
- Other License Plate Renewal Agent

A license plate renewal agent can renew existing license plate registrations:

- Allowable Registration Periods
 - Annual
 - Biennial
- See the allowable plate types by transaction type chart in section 6.3 – Plates
- Valid registration can be renewed up to 180 days in advance
- If the plate is expired for multiple registration periods, it can be renewed for all past registration periods
 - Must be expired ≤ 3 years for annual registrations
 - Must be expired ≤ 4 years for biennial registrations
 - If the customer indicates the vehicle was out of operation for one or more FULL registration periods, the renewal cannot be processed using a vendor system. Customer must mail their renewal into WisDOT or visit a full-service WisDOT Customer Service Center. They may also be able to renew their plate and complete the non-operation statement using DMV's [online plate renewal system](#)
- If an error message is returned, the application cannot be processed by an agent. It must be processed by DMV.
- During the renewal process, the following can also be updated:
 - Fleet Number
 - For primary plate owners (If driver exists, then primary driver; if lessee exists, then primary lessee; if owner exists, then primary owner)
 - Residence Address
 - Mailing Address
 - Vehicle Kept In (VKI)
 - [Opt Out](#)
 - Under Wisconsin law, Wisconsin Department of Transportation (WisDOT), Division of Motor Vehicles must provide information from its records to requesters. If the registered owner does not want their name and address included in requests for 10 or more records, they may have the department withhold their name and address from those requesters
 - Indicate the following for the primary registration owner
 - Yes – customer's name and address will be withheld from record lists that WisDOT sells
 - No – customer's name and address will not be withheld from record lists that WisDOT sells
 - Unknown – customer's current opt out status on record with WisDOT will remain unchanged
- [eNotify](#)

- eNotify is an electronic notification system. Subscribing to this service will allow you to get the following notifications via email and text:
 - Driver license, ID card and license plate **renewal notices** for [eligible vehicles](#)
 - Confirmation of transactions to **avoid fraudulent activities** on your account
 - **CDL notifications**, such as:
 - Fed Med Card renewals (for Tier 1 CDL drivers)
 - School bus physical and testing requirement reminders
 - Haz Mat renewals
 - Correspondence for vehicle or driver record updates, if allowed by motor vehicle laws
 - Enter the primary registration owner's email for them to receive information on how to enroll in WisDOT's electronic notification program
- Verify that the vehicle, plate number, and owner name listed on the renewal notice or substitute renewal document matches what is displayed on the processing system. The owner/lessee/driver name cannot be changed on a renewal transaction.
- Compare address on the renewal notice or substitute renewal document with the address on the processing system.
 - Change address, county vehicle kept in, and city/village/town vehicle kept in if necessary. Do not abbreviate the word 'County' in the street address.
 - If the customer lives in an apartment, list the apartment number with a number sign; e.g., #3, #R. If the customer has a PO box, they must still provide their street address.
 - When using an address with both a street and PO Box, make sure the ZIP code used corresponds to the PO Box.
- If the registration being renewed is subject to a \$10 late renewal fee, the late renewal fee will automatically be included and display on the fee screen.
- Vehicles registered as automobiles and light trucks may be subject to a wheel tax at time of renewal. The DMV system will automatically calculate the correct fees for the wheel tax. The WisDOT website lists [current and upcoming wheel tax information](#).
- Vehicles subject to emissions testing: See the Wisconsin Vehicle Inspection Program website for more information about emissions testing, including [inspection facility listings](#).

Acceptable documents for a plate renewal transaction:

- License Plate Renewal Notice Postcard or Statement
- Email print-out of eNotify License Plate Renewal
- [MV2016](#) Substitute Renewal Notice
- A previously issued Certificate of Vehicle Registration
- A print-out of the plate record before the transaction is processed
- Any document which includes the plate number

Upon completion of the renewal, a Certificate of Vehicle Registration will be available for the user to print and provide to the customer along with the applicable sticker. Print the Certificate of Vehicle Registration and ask the customer to verify that the information printed on the registration card is correct. (Name, vehicle, address, expiration year, etc.). If information is correct, provide the customer with the printed Certificate of Vehicle Registration and one correct year sticker to be placed in the lower

right-hand corner of the rear facing license plate. If a new plate is being issued by DMV, provide the customer with the Certificate of Vehicle Registration but no year sticker. Any required sticker(s) will be provided with the newly issued plates.

Persons other than the owner/lessee/driver of the vehicle may renew the registration and can be provided the sticker and Certificate of Vehicle Registration upon successful completion of the transaction.

If an error was made, you must **reset** the transaction the same day it was completed prior to 8:00 PM. If the customer obtains a duplicate certificate of registration elsewhere before you reset the transaction, you will not be able to reset the transaction and your business will need to pay the registration fees. **If you have already issued a sticker and the Certificate of Vehicle Registration to the customer, it is your responsibility to retrieve those products.**

If a customer returns at a later date with the Certificate of Vehicle Registration and states that the incorrect plate number has been renewed, contact the Agent Partnership Unit at (608) 266-3566 for assistance. Your vendor system may have reports to help you identify a similar plate number processed at your business that day; e.g., ABC123 on report and customer has plate number ACB123.

If your organization would like to add/edit information on the [title-registration service providers page](#), complete a [MV2133 - Automated Processing Partnership System \(APPS\) Contact Information Record](#), and email the form to emvpartner@dot.wi.gov.

5.5 Auction Processing

[Return to TOC](#)

See the contents under the [Policies/Procedures](#) section for additional information.

Delivery of Titles/Address Issues

- Mailing or Handing Products to Those Other than Product Owners:
 - MV2922: Permission to Receive Title and/or Registration
 - <https://wisconsin.gov/Documents/formdocs/mv2922.docx>
 - MV2932: Notice – Permission to Pick Up Title
 - <https://wisconsin.gov/Documents/formdocs/mv2932.pdf>
 - MV2119: Application – Replacement Title
 - <http://wisconsin.gov/Documents/formdocs/mv2119.pdf>
 - Example: Title was sent to customer, permission submitted to pick up title.

Reassignments and Power of Attorney

- There is a VERY BIG difference between a basic POA and the MV2690
 - What are the differences?
 - The bottom portion of the MV2690 is required to be filled out when the title has been signed by the authorized representative. This portion of the form certifies they have received and reviewed the title for mileage discrepancies.

| Person Exercising Power of Attorney (Certifier) | | | |
|---|---------------------|--|--|
| Seller's appointed Power of Attorney (Certifier) completes this section once the Authorized Representative receives the original title. | | | |
| Print Name of Person Exercising Power of Attorney (Certifier) | | I certify that I have received and reviewed the title for the vehicle described above and that there are no indications of mileage discrepancies. X (Signature of Person exercising above Power of Attorney) (Date) | |
| Certifier's Street Address | | | |
| City | State Zip Code | | |

- Power of Attorney (POA): General Information

| POWER OF ATTORNEY | |
|--|--|
| STATE of _____ | |
| COUNTY of _____ | |
| KNOW ALL PARTIES BY THESE PRESENT, that I, _____, the undersigned, having power on behalf of _____, do hereby make, constitute, and appoint, _____, my true and lawful attorney-in-fact for me and by name, place and stead, and on our behalf, and for our use and benefit; | |
| To sign vehicle titles on behalf of _____, and to receive titles directly from the Wisconsin Department of Transportation on behalf of _____, for transfer of same, and hereby grant them power in any and all matters pertaining to the transfer of vehicle titles and any papers necessary thereto on behalf of _____. | |
| The rights, powers and authorities of said attorney-in-fact granted in this instrument shall commence and be in full force and effect on _____, and such rights, powers and authority shall remain in full force and effect thereafter until _____ shall give notice in writing that such power is terminated. | |
| Dated this _____ day of _____, 20____ | |
| By _____ | |

- POAs are required to be submitted with each transaction
- A POA cannot sign for a replacement title, unless it very clearly states the intent of the POA is to allow for a replacement title
- MV2488: Statement – Vehicle Transfer and Odometer Mileage (Reassignment Form) – see below sample

VEHICLE TRANSFER AND ODOMETER MILEAGE STATEMENT

Wisconsin Department of Transportation (WisDOT)
MV2488 7/2015

Alterations void this document.

1410023



| | | | | | |
|-------------------|-------|---------------|----------------------|--|----------|
| Vehicle Year | Make | Model | Body Type | Vehicle Identification Number (standard VIN has 17 characters) | |
| Sale Date | | Selling Price | | Vehicle Delivered Date | |
| Print Seller Name | | | Print Purchaser Name | | |
| Street Address | | | Street Address | | |
| City | State | ZIP Code | City | State | ZIP Code |

The seller is required to state the mileage and provide written vehicle disclosure in connection with the transfer of ownership. Failure to complete a mileage statement or disclose required information, or providing a false statement may result in fines and/or imprisonment and may make the seller liable for damages to the purchaser. See Federal 49 USC and Ch. 342 WI laws.

I, the seller, certify that to the best of my knowledge the information contained on this document is true and correct and that I have entered the vehicle odometer reading, brand disclosure, and selling price in compliance with federal and state law as referenced above. For value received, I sell, assign or transfer the vehicle described on this document to the purchaser named above.

ODOMETER NOW READS (No Tenths): _____ The odometer reading reflects the amount of mileage in excess of its mechanical limit. The odometer reading is NOT actual mileage. **WARNING ODOMETER DISCREPANCY**

and to the best of my knowledge is actual mileage of this vehicle unless one of the following statements checked:

BRAND DISCLOSURE (will be printed on future titles) Check all that apply:

| | | | | | |
|--|--|---------------------------------------|--|---|---|
| <input type="checkbox"/> Salvage Vehicle | <input type="checkbox"/> Flood Damaged | <input type="checkbox"/> Hail Damaged | <input type="checkbox"/> Previous Police vehicle | <input type="checkbox"/> Previous Taxicab | <input type="checkbox"/> Manufacturer Buyback |
|--|--|---------------------------------------|--|---|---|

| | |
|---|--|
| _____ (Print Name of Seller Signing Below) | _____ (Print Name of Purchaser Signing Below) |
| <input checked="" type="checkbox"/> _____ (Seller Signature) | <input checked="" type="checkbox"/> _____ (Purchaser Signature) |

Ply 1 - DMV; Ply 2 - Seller; Ply 3 - Purchaser

5.5.1 Auction - Title Only Transfer of Ownership to a Dealer or Insurance Company

[Return to TOC](#)

The following Business type may only process using a Vendor:

- WI Auction Dealer
 - An auction can process a title only for transfer of ownership to:
 - A Wisconsin Dealer
 - Can only be completed if all reassignments are full on current title
 - Can be a Wisconsin Title or Out of State title
 - Use form [MV1](#)
 - Standard odometer rules apply
 - Tax Exemption Code – 7
 - Reason – Wisconsin Dealer
 - Qualifier – Purchasing Dealer Number
 - Vehicle Kept In (VKI): Should be of the purchaser, not of the auction
 - Completed transactions are required to have the newly issued title number listed on the top/right of the application
 - A Wisconsin Insurance Company or an out of state insurance company (salvage titles only)
 - -
 - Can be a Wisconsin Title or Out of State title
 - Use form [MV2849](#)
 - [Power of Attorney if signing on insurance company's behalf](#)
 - May add Out of State or Wisconsin brands
 - Wisconsin brands that can be added:
 - Flood Damaged
 - Hail Damaged
 - Insurance Claim Paid
 - Manufacturer's Buyback
 - Police Vehicle
 - Salvage Vehicle
 - Taxi Vehicle
 - Standard odometer rules apply
 - Tax Exemption Code – 9
 - Reason – Other/Miscellaneous
 - Qualifier – Insurance Loss
 - Vehicle Kept In (VKI): Should be of the purchaser, not of the auction
 - Completed transactions are required to have the newly issued title number listed on the top/right of the application

MV2849: Title Application Branding Notification – A Guide for Insurance Companies

The following is a general overview of the form [MV2849](#). Requested specifically for the purpose of instructing insurance companies of the items required for completion of the form. The Wisconsin DOT puts great effort into the creation and updating of our forms. As a rule, we avoid including fields requiring the applicant to submit information which is not necessary to the business needs of the

department, the applicant, and other parties involved.

Front of MV2849:

**TITLE APPLICATION
BRANDING NOTIFICATION**
MV2849 3/2020 s.340.01(18p),
s.340.01(20m), s.340.01(55g), s.342.06,
342.065(1)(a), 342.065(1m) Wis. Stats.
Received - Date - Opened

██████████
██████████
██████████

Title Number #
Amount Received
Check Cash

#: Title Number. Enter new title number created *after* having processed the application.

Use this form to notify Wisconsin Department of Transportation of vehicle title branding and, if applicable, to transfer title to an insurer.

Section A Vehicle Information

| | | | | |
|------------------------|------|-------|--------------|--|
| Year | Make | Model | Color | Vehicle Identification Number (standard VIN has 17 characters) |
| | | | | A |
| Current State of Title | | | Title Number | |

Section B Vehicle Owner Information

| | |
|---|--|
| Owner Legal Name | |
| Owner Social Security Number or Wisconsin Driver License Number | |
| B | |
| Street Address, City, State, Zip Code | (Area Code) Daytime Telephone Number |
| Date Damage Occurred (if applicable) | <input type="checkbox"/> Title is attached <input type="checkbox"/> Wisconsin lien holder is in possession of title |

Section C Insurer Information (Do not complete if no insurance claim is involved)

| | | |
|---------------------------------------|--------------------------------------|--|
| Insurance Company Name | | |
| FEIN | | |
| C | | |
| Street Address, City, State, Zip Code | (Area Code) Daytime Telephone Number | |
| Claim Number | Date Damage Occurred | Date Acquired from Owner (if applicable) |

Notification Only - Owner is retaining the vehicle. (See reverse for title transfer to insurer.)

The Department will issue a new, branded title in the current owner's name. Send the title with this form to the address below. If there is a lien on your title and a Wisconsin lender holds the title, you may send this form without the title. There is no title fee for title notification only.

D

Check all applicable brands from the list below.

- Salvage** - The vehicle is less than 7 years old and was damaged to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.
- Hail Damage** - The vehicle is less than 7 years old and was damaged by hail to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.
- Flood Damage** - The vehicle was damaged by flood to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.
- Previous Police** - The vehicle was previously used as a police vehicle by a law enforcement agency.
- Previous Taxi** - The vehicle was previously used as a taxicab or for public transportation.

I certify the information on this application is true and correct.

X _____ X _____
(Owner/Insurance Company Authorized Agent - Print Name) (Owner/Insurance Company Authorized Agent Signature) (Date)

Mail to: Wisconsin Department of Transportation, P.O. Box 7949, Madison, WI 53707-7949

Clear form Print

Note: A Lien release is required for all liens listed on the title record.

Back of MV2849:

Title Only – Transfer title to insurance company. (See reverse for owner retention.)

The insurer listed in Section C of this form is applying for title to the vehicle listed in Section A. By obtaining a title only without registration, operation of the vehicle is not permitted upon public highways. If applying for registration (non-salvage vehicle only) or adding a lien, submit form MV1, Title and License Plate Application, and applicable fees with this form.

Check all applicable brands from the list below. **E**

Salvage - The vehicle is less than 7 years old and was damaged to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.

Flood Damage - The vehicle was damaged by flood to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.

Hail Damage - The vehicle is less than 7 years old and was damaged by hail to the extent that the estimated or actual repair cost, whichever is greater, exceeds 70% of its fair market value.

Insurance Claim Paid - The vehicle is less than 7 years old and was transferred to the insurer upon payment of a claim for damages of 30% through 70% of its fair market value.

To apply for title in insurance company's name, submit: **F**

The current title, with the odometer information completed and signed by all required previous owners in the reassignment area

Lien release for any lien listed on the vehicle title or electronic vehicle record

\$164.50 title transfer fee; \$5.00 counter service fee (if applying in person at DMV Customer Service Center)

Make check payable to: **Registration Fee Trust**

Previous owner does not execute assignment and warranty of title. Applies only to salvage title. **G**

An insurer taking delivery in Wisconsin of a salvage vehicle that is not currently titled as salvage upon payment of an insurance claim that, including any deductible amounts, exceeds 70 percent of the fair market value of the vehicle, may submit the following in lieu of the title:

Completed and signed MV2488, Vehicle Transfer and Odometer Mileage Statement, showing vehicle odometer reading

Copy of proof that the insurer has paid the owner or secured party a total loss claim that exceeds 70 percent of the fair market value of the vehicle

Signed acknowledgement below of the following affidavit:

I have provided notice to the previous owner of the requirement under [s.342.15\(1\)\(c\)](#) to execute an assignment and warranty of title for the _____ Year _____ Make _____ Vehicle Identification Number _____

Notice was provided concurrently with the payment of the claim or by certified mail or electronic means. The previous owner did not execute an assignment and warranty of title for the vehicle to me, the insurer, within 30 days of receiving the notice.

I have on at least 2 occasions requested in writing addressed to the previous owner and secured parties that the previous owner execute an assignment and warranty of title for the vehicle to me. These requests were addressed to the previous owner and secured parties and were sent by certified mail or electronic means, including electronic mail or posting on an electronic network or site that is accessible via the Internet by using a mobile application, computer, mobile device, tablet, or any other electronic device.

Name of owner notified: _____

Names of secured parties notified: _____

Mail to: Wisconsin Department of Transportation
 P.O. Box 7949
 Madison, WI 53707-7979

I certify the information on this application is true and correct. **H**

_____ (Insurance Company Authorized Agent - Print Name)

_____ (Insurance Company Authorized Agent Signature)

_____ (Date)

E: Title Only-Transfer title to insurance company. *A non-resident insurance company may only apply when acquiring ownership of a vehicle titled in Wisconsin through payment of a total loss claim and the insurance company makes application for salvage title.

F: Checklist. Verify all items required accompany this document.

G: Previous owner does not execute assignment and warranty of title. Applies only to salvage title and WI Dealers

**See below

H: Certification of Fact. "Title Only" The authorized agent must print and sign their name. Include the date the application was completed.

* [Trans 154.13\(2\)](#) **(2)** ELIGIBILITY OF NONRESIDENT TO APPLY FOR A WISCONSIN CERTIFICATE OF TITLE IN OWN NAME. You may issue title to an out-of-state insurance company acquiring ownership of a vehicle for which they paid a claim if **all** the following are true:

- The vehicle is currently titled in Wisconsin
- The vehicle is eligible for Wisconsin SALVAGE brand
- The insurance company applies for SALVAGE title

** Requirements, Insurance company applying for title Transfer Without Reassigned Title:

- To qualify for salvage title without the current reassigned title, all the following must apply:
 - Vehicle meets the Wisconsin definition of salvage
 - Vehicle is not currently titled as salvage
 - Insurer takes delivery in Wisconsin upon payment of an insurance claim
 - Insurer makes payment that, including any deductible amounts, exceeds 70 percent of the fair market value of the vehicle
 - Insurer provides notice to the owner of the requirement to provide the insurer the reassigned title
 - Owner does not provide the reassigned title to the insurer within 30 days of receiving notice
 - Insurer has requested title in writing to the owner and secured parties on at least

2 occasions

- Who is eligible to apply?
 - Wisconsin insurers that have a Wisconsin street address may apply if the vehicle is currently titled in Wisconsin or out of state
 - Out-of-state insurers may apply only if the vehicle is currently titled in Wisconsin; other applications will be refused as usual in compliance with DMV policy and administrative code

Note: A corporate “resident” for DMV purposes is a corporation that has is either incorporated under the laws of the State of Wisconsin, or which maintains its principal place of business in Wisconsin. A nonresident is any company that meets neither test. s. 340.01(37), Stats.

An auction has 14 days following the date of sale to provide the vehicle title to the purchasing dealer.

Note: Auctions cannot process retail sale transactions.

5.5.2 Auction – Replacement Wisconsin Title

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An auction can process a replacement Wisconsin title to be issued only to the current owner of record.

A replacement Wisconsin title should be applied for when the title was lost, stolen, mutilated, destroyed or illegible.

The current title holder is required to sign the [MV2119](#) application.

- Owner if no lien
- Owner if lien listed prior to 7/30/2012
- Lien Holder if lien listed on or after 7/30/2012

Some restrictions for the issuance of a replacement title are, but not limited to:

- If the last title was delivered electronically to the lien holder
- The title is currently held by the lien holder
- Last title was issued within the previous 10 or fewer calendar days ago.

If a lien exists on a vehicle record, a valid lien release is always required to release the lien.

If processing a replacement title application, make a printout of the inquiry page **prior** to processing the transaction. Upload or mail it along with the completed MV2119 application and all applicable documents (such as a completed/signed MV2790 Trustee Statement for Certificate of Title if a trust is the current title holder) for imaging to WisDOT.

Vehicle Kept In (VKI): Should be of the current owner, not of the auction.

Completed transactions are required to have the newly issued title number listed on the top/right of the application.

If a replacement title transaction has been reset, an MV2412 reset form must be submitted with the mailed in daily work bundle in place of the reset title number.

5.5.3 Auction – Repossession

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An auction can process a Repossession title to be issued to the lien holder on record:

- Use form [MV2117](#)
 - The lien holder’s name/address listed on the MV2117 must match the lien holder’s name/address on DMV records
 - If more than one lien exists, the reposessor must indicate on the form that all other existing lien holders have been notified of the repossession
- Standard odometer rules apply
 - Tax Exemption Code – 9
 - Reason – Other/Miscellaneous
 - Qualifier – Repossession
- If processing a repossession, make a printout of the inquiry page **prior** to processing the transaction.
- Vehicle Kept In (VKI): Should be of the reposessor, not of the auction
- Completed transactions are required to have the newly issued title number listed on the top/right of the application

If a replacement title transaction has been reset, an MV2412 reset form must be either uploaded if documents for other transactions have been processed that day or submitted with the mailed in daily work bundle in place of the reset title number.

5.5.4 Auction – Junk a Vehicle

- A junked vehicle is a vehicle that is incapable of operation upon public roads and has no resale value except as a source of parts. It may also be a vehicle for which an insurance company has taken possession of, or title to, if the estimated cost of repairing the vehicle exceeds its fair market value.
- Once a vehicle is junked, it is no longer eligible to be titled/registered; securely destroy the ownership documents or, if preferred, stamp the title junked and place in your files.
- If a lien exists on the vehicle record, the auction must have a valid lien release document in hand in order to junk the vehicle. See the [lien releases](#) section for acceptable documents for releasing a lien.
- Required documents – one of the following is required
 - Wisconsin Title
 - [MV2459](#) Junked Vehicle Bill of Sale

5.5.5 Auction – Title Printing

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For all allowable transactions for auctions, the system will generate a Certificate of Title PDF for the auction to print on WisDOT's title stock.

Note: If a title transaction is reset, ensure to not to hand over the reset title to the customer.

5.6 Title/Registration for Private Sales, Non-WI Dealer Sales, WI Trailer Dealer Agents

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Includes the following Business types and must contract with a Vendor:

- County Clerk
- Currency Exchange (Check Cashing Agency)
- Fleet Agent
- Independent Processing Agent
- Law Enforcement Agency
- Municipal Agency
- Non-Wisconsin Dealer
- Secured Party/Financial Institution
- WI Trailer Dealer

Allowable transaction types:

- Title transfer + Plate Transfer or New Plate
 - New Vehicle (MCO/MSO)
 - Wisconsin Title
 - Out of State Title
 - Standalone license plate renewal (except for Non-WI Dealers)
 - Standalone temporary plates
 - Add Lien/Remove Lien/Replace Title + Add Lien/Repossession (Secured Party business type only)

Review all documents from the customer and verify the following:

- Original vehicle title (not a photocopy)
 - Must be the current title
 - Chain of ownership
 - Signatures
 - Odometer reading recorded
 - Not applicable for trailers
- [MV1](#) application completed/signed
- Valid/original lien release, if applicable
 - Photocopy is not acceptable
 - Note: WI title transfer not allowed if current title is held electronically by existing lien holder
- Any other required documentation
- Other required information:
 - [Opt Out](#)
 - Under Wisconsin law, Wisconsin Department of Transportation (WisDOT), Division of Motor Vehicles must provide information from its records to requesters. If the registered owner does not want their name and address

- included in requests for 10 or more records, they may have the department withhold their name and address from those requesters
 - Indicate the following for the primary registration owner
 - Yes – customer’s name will be withheld from record lists that WisDOT sells
 - No – customer’s name will not be withheld from record lists that WisDOT sells
 - Unknown – customer’s current opt out status will remain
- [eNotify](#)
 - eNotify is an electronic notification system. Subscribing to this service will allow you to get the following notifications via email and text:
 - Driver license, ID card and license plate **renewal notices** for [eligible vehicles](#)
 - Confirmation of transactions to **avoid fraudulent activities** on your account
 - **CDL notifications**, such as:
 - Fed Med Card renewals (for Tier 1 CDL drivers)
 - School bus physical and testing requirement reminders
 - Haz Mat renewals
 - Correspondence for vehicle or driver record updates, if allowed by motor vehicle laws
 - Enter the primary registration owner’s email to receive information on how to enroll in WisDOT’s electronic notification program

See the contents under the [Policies/Procedures](#) section for additional information.

If your organization would like to add/edit information on the [title-registration service providers page](#), complete a [MV2133 - Automated Processing Partnership System \(APPS\) Contact Information Record](#), and email the form to emvpartner@dot.wi.gov.

5.7 Salvage (Junk) Dealer Processing

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A Salvage dealer’s license must be in good standing for the dealer to process electronically. The system automatically prevents junk processing if the license is expired or otherwise ineligible.

Includes the following Business type and may only process using eMV PARTNER:

- WI Salvage (Junk) Dealer

A junked vehicle is a vehicle that is incapable of operation upon public roads and has no resale value except as a source of parts. It may also be a vehicle for which an insurance company has taken possession of, or title to, if the estimated cost of repairing the vehicle exceeds its fair market value.

A Wisconsin junk dealer will have the capability of entering a VIN and selecting to junk a vehicle. Once a vehicle is junked, it is no longer eligible to be titled/registered; securely destroy the ownership documents or, if preferred, stamp the title junked and place in your files.

If a lien exists on the vehicle record, the junk dealer must have a valid lien release document in hand in order to junk the vehicle. See the [lien releases](#) section for acceptable documents for releasing a lien.

Required documents – one of the following is required

- Wisconsin Title
- [MV2459](#) Junked Vehicle Bill of Sale

See the contents under the [Policies/Procedures](#) section for additional information.

6 Policies/Procedures

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6.1 Processing Capabilities Not Allowed

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The following scenarios cannot be processed electronically and must be mailed to WisDOT for manual processing:

- More than two owners/lessees/drivers
- More than one lien
- Title held electronically by existing lien holder for the following transactions (regardless if a valid lien release is confirmed)
 - Add Lien
 - Replace Title + Add Lien (Secured Party)
 - Replace Title (Auction)
 - Title/Registration for Private Sales and/or Non-WI Dealer Sales
- Title held in paper by existing lien holder for the following transactions
 - Title/Registration for Private Sales and/or Non-WI Dealer Sales
 - Unless valid lien release is confirmed
 - Replace Title + Add Lien (Secured Party)
 - Replace Title (Auction)
- Foreign/Out-of-country Title
- Vehicles currently titled by U.S. Government (some auctions may process these)
- Heavy vehicle with gross weight registration over 54,000 lbs.
- For-Hire Title/Registration (transporting passengers or property for compensation)
 - Allowed for license plate renewal only
- Title/Registration for multi-stage vehicles except motor homes already titled in WI
 - A multi-stage vehicle is an incomplete motor vehicle (basic vehicle chassis) that has had its assembly completed by another manufacturer to become a complete vehicle. Examples would be motor home and ambulance.
- Standalone temporary plate for multi-stage vehicles other than motor home or ambulance
- New vehicle (with MCO/MSO) which is more than two model years old
- Municipal/official/unmarked squad vehicles
- Non-operation statement
- Wisconsin title transfer with no existing record in WisDOT database
- Out of sequence Wisconsin title (not the most recent Wisconsin title)
- Certain body styles
- Transfer of a personalized/non-personalized plate when going from an auto (AUT) to a light truck (LTK) registration or vice versa
- Issuance of new eligibility special plate, such as Military, Firefighter or Disabled

- Replacing personalized or collector special (CLS) plates
- Unacceptable combination of Vehicle Status/Title Status/Title Notation
- Unacceptable combination of Plate Status/Registration Status/Registration Notation
- Disqualifying existing Wisconsin brands
- Disqualifying new Wisconsin or out-of-state Brands
- Unacceptable brand or flag returned from National Motor Vehicle Title Information System (NMVTIS)
 - Note: When WI Dealers receive message E317 or I121, please take the following steps:
 - When calling the phone# provided in the message:
 - State your name and dealership name
 - Indicate the message number only (E317 or I121)
 - The WisDOT representative will provide the police agency name for which the vehicle has a stolen case
- Vehicle with kilometers (KM) as the unit of measure, and no previous Wisconsin title
- Certain incidents on the owner/lessee/driver, depending on business type
- Deceased owner/lessee/driver
- Transfer of ownership to same/existing owners
- Owner/lessee/driver/lien holder cannot be the same customer
- Issuing/transferring certain Plate Types/Registration Types
- Changing plate type, registration type, or registration period
- Plate transfer for an eligibility special plate (e.g., Military) where the new owner does not match the current primary owner of the eligibility special plate
- Residence address change for an owner/lessee/driver who holds a commercial driver license
- Residence/ mailing address change for an owner/lessee/driver who has an active business relationship with DMV; for example, an individual who has a secured party number
- Plate transfer where the plate has been expired for \geq one year
- Vehicle Delivery Date of \geq 180 days in the past or $>$ 7 days in the future
- Organization is suspended from processing
- Individual and non-individual name changes
- Involuntary transfers of ownership ([MV2881](#))
- Abandoned vehicle title transfer (MV2419)

It has been discovered that some 3rd party agents have been providing metal plates from vendor stock to customers without first pending or completing the transaction. Please use the below guidance when determining whether a metal plate from vendor stock (AUT/LTK/CYC/MPD) should be issued and handed to a customer:

| ISSUE METAL PLATE FROM VENDOR STOCK | DO NOT ISSUE METAL PLATE – ISSUE TEMPORARY PLATE |
|--|--|
| Title/Registration – transaction is pended then subsequently competed | Title/Registration – transaction is not able to be pended (hard-stop error message received)/ application mailed to WisDOT for manual processing |
| Title/Registration – transaction is pended; transaction is not able to be completed (hard- | Title/Registration – transaction is complete for a transaction where a DOT stock plate was issued Examples: |

| | |
|---|--|
| <p>stop error message received); pended transaction is subsequently reset; application is mailed to WisDOT for manual processing; metal plate number is entered on the top/right of the application</p> | <ul style="list-style-type: none"> • Issuing a special plate such as Milwaukee Brewers • The following error message is received (WI dealers only) <ul style="list-style-type: none"> ○ <i>E376: Registrant has an incident, preventing a metal plate from being issued from vendor stock. Reprocess the transaction issuing the plate as DOT stock/out of stock, and provide a temporary plate. The customer will receive their metal plate from DOT once their incident has been resolved.</i> |
|---|--|

6.2 Out of State Titles

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Each state has their own rules specific to vehicle title/registration. When processing an out-of-state title transaction, ensure to check that specific state's rules, such as but not limited to:

- Proper title document
- Seller signature requirements (Ex: more than one seller)
- Deceased owner required documents
- Power of Attorney

6.3 Plates

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- General plate information
 - **Owner name on plate transfer transaction:** When transferring plates, compare the owner of the plate on DMV's record to the owner name on the *MV1/MV11 Application for Title/Registration*. Add or delete names according to the information on the *MV1/MV11 Application for Title/Registration*. Refer to the [plate transfer table](#) to determine when a plate is transferable.
 - **Personalized plate transactions:** When a customer wants new personalized plate, issue a temporary plate. Do not issue a metal plate. All title/registration documents and fees, including a separate personalized plate [application](#) and fees must be mailed to the address on the personalized plate form for manual processing.
 - **Eligibility special plate transactions (e.g., Military, Firefighter):** When your customer wants new eligibility special plate, issue a temporary plate and assist the customer in applying for the desired plate. Do not issue a metal plate. All documents must be mailed to WisDOT for manual processing.
 - **Non-Eligibility special plate transaction (e.g., Green Bay Packers, Ducks Unlimited):** When your customer wants new non-eligibility special plate, fully process the transaction electronically and issue a temporary plate. The non-eligibility special plate will be issued from WisDOT.
 - **Entering plate numbers into the system:** WisDOT does not use the letter O in plate numbers. A zero should be used in place of the letter O. (Amateur Radio (AMA) plates can/may have the letter O in the plate number.)

- Issuing plates from a vendor system
 - Organizations that process title/registration using a vendor system can have the following metal plate inventory for issuance:
 - AUT
 - CYC
 - LTK
 - MPD
 - All other plates allowed to be issued are issued as out-of-stock/WisDOT stock

See the following allowable plate types by transaction type chart.

| eMV PARTNER & Vendor - Allowable Plate Types/Reg Types by Transaction Type | | | | | | |
|---|-------------------------------|--|------------------------|------------------|--------------------------|----------------------|
| Any Reg Type highlighted in bold/red = Mail to DOT * Plate to Transfer for STL is only allowed for lease buyouts (when the lessee has possession of the plate) *Plate renewal is only allowed for HTK that has an annual reg period | | | | | | |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| 4HF | Wisconsin 4H Foundation | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| ACY | Autocycle | ACY | X | | | X |
| AMA | Amateur radio | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | | X |
| AMC | Antique motorcycle | ANT, GOV | X | | | |
| ANT | Antique | ANT, GOV | X | | | |
| AUT | Automobile | AUT, DEV , GOV | X | X | X | X |
| BSA | Scouting Alumni | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| BUS | Bus | BBX, BSB, BUS, GOV | X | | | |
| CCC | Cure Childhood Cancer | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |

| | | | | | | |
|--------------------|----------------------------------|--|------------------------|------------------|--------------------------|----------------------|
| CHW | Children's Hospital of Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| CLS | Collector Special | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| CLW | Choose Life Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| CMC | Collector Motorcycle | CYC, MPD, GOV | X | | | |
| COL | Collector | AUT, BUS , HTK, LTK, MTM, TOR, GOV | X | | | |
| CVG | Civilian Group | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| CYC | Motorcycle | CYC, SDV , GOV | X | X | X | X |
| DIS | Disabled | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| DMC | Disabled Motorcycle | CYC, GOV | X | | X | X |
| DUK | Ducks Unlimited | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| DVC | Driver Education Motorcycle | DEV , GOV | X | | | |

| | | | | | | |
|--------------------|-------------------------------|--|------------------------|------------------|--------------------------|----------------------|
| ELK | Rocky Mountain Elk Foundation | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| EMT | Emergency Medical Technician | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| END | Endangered Resources - Wolf | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| ENN | Endangered Resources - Eagle | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| FFO | Firefighter - red design | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| FRF | Firefighter - white design | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| FRM | 12,000lb. Farm | FRM, GOV | X | X | X | X |
| FTL | Farm Trailer | FTL, GOV | X | X | X | |
| GLF | Golf Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| GST | Gold Star | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | | X |

| | | | | | | |
|--------------------|----------------------------------|---|------------------------|---|---|---|
| HAR | Harley-Davidson - Share the Road | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| HEG | Higher Education | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| HEM | UW Madison | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| HFM | Heavy Farm | HFM, GOV | X | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | |
| HMC | Hobbyist Motorcycle | CYC, MPD, GOV | X | | | |
| HMV | Historic Military Vehicle | HMM, HMV, GOV | X | | | |
| HOB | Hobbyist | AUT, BUS, HTK, LTK, MTM, TOR, GOV | X | | | |
| HSV | Human Service Vehicle | HSV | X | | | |
| HTK | Heavy Truck | DPF, DPV, DRY, HTK, RFP, SPZ, SUX, GOV | X | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual registered up to 54,000 lbs.) |

| | | | | | | |
|--------------------|-------------------------------|---|------------------------|------------------|--------------------------|----------------------|
| IGT | In God We Trust | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| KID | Celebrate Children | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| LCF | Lion Foundation | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| LEM | Law Enforcement Memorial | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| LIF | Donate Life Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| LSV | Low Speed Vehicle | LSV, GOV | X | | | X |
| LTK | Light Truck | DEV , DPF, DPV, DRY , LTK, RFP, SPZ, SUX, GOV | X | X | X | X |
| LTL | Light Trailer | LTL, GOV | X | X | X | X |
| MBK | Milwaukee Bucks | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| MBN | Milwaukee Brewers - M Logo | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |

| | | | | | | |
|------------------------|---|--|----------------------------|------------------|------------------------------|--------------------------|
| MBO | Milwaukee Brewers - Ball and Glove Logo | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| MCA | Musky Club Alliance of Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| MCW | Medical College of Wisconsin | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| MDC | Medal of Honor Motorcycle | MDC, GOV | X | | | |
| MDH | Medal of Honor | MDH, GOV | X | | | |
| MGP | Multi-Group (Free Mason, Lao Veteran) | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| MLG | Military Group | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| MNC | Municipal Motorcycle | GOV | X | | | |
| MPD | Moped | MPD, GOV | X | X | X | X |
| MRQ | Marquette University | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| MTM | Motor Home | MTM, GOV | X | X | X | |
| MUN | Municipal | GOV | X | | | |
| NUR | Nurses Change Lives | AUT, DPF, DPV, FRM, LTK, | X | X | X | X |

| | | | | | | |
|------------------------|-----------------------------------|---|----------------------------|--|--|--------------------------|
| | | MTM, GOV | | | | |
| OFF | Municipal Official | GOV | X | | | |
| PAK | Green Bay Packers | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| RAM | Road America | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| RVT | Recreational Vehicle Trailer | RVT, GOV | X | X | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| SES | Sesquicentennial | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| SOV | State Owned Vehicle | GOV | X | | | |
| SPT | Wisconsin Salutes Veterans | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| SPX | Special X | SPX, GOV | X | | | |
| STL | Semi-Trailer | STL, GOV | X | X | X ()late transfer only allowed for a lease buyout) | |
| TMP | Temporary | TMP, GOV | X | X | | |
| TOR | Truck Tractor | DRY, FTR, RFP, RTR, SPZ, SUX, TOR, GOV | X | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | |

| | | | | | | |
|--------------------|-------------------------------|--|------------------------|---|---|--------------------------------------|
| TPD | Temporary Disabled Motorcycle | TPD, GOV | X | | | |
| TRL | Trailer | DRY, RFP, SPZ, SUX, TRL, XTL, GOV | X | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual, quarterly or consecutive monthly registered up to 54,000 lbs.) | X (annual – all registered weights) |
| TRT | Trout Unlimited | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| Plate Types | Plate Type Description | Reg Types | Vehicle Inquiry | New Plate | Plate to Transfer | Plate Renewal |
| VET | Disabled Veteran | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| VMC | U.S. Veteran Motorcycle | CYC, GOV | X | | X | X |
| VST | Versiti | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| WHF | Women's Health Foundation | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |
| WNG | Wisconsin National Guard | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | X | X |
| WTU | Whitetails Unlimited | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | X | X | X |

| | | | | | |
|-----|--------------------|--|---|--|--|
| XPW | Ex-Prisoner of War | AUT, DPF, DPV, FRM, LTK, MTM, GOV | X | | |
|-----|--------------------|--|---|--|--|

6.3.1 Truck plate or auto plate

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- For a vehicle type of truck, a vehicle may obtain auto or light truck plates – depending on the below scenarios
 - A truck plate is required for any vehicle with an open bed (including a bed topper). This includes vehicles such as the Avalanche, Baja, Escalade EXT and SportTrac.
 - Truck plates are optional on truck type vehicles such as vans and SUVs.
 - If more than half the space inside the vehicle is used for cargo, the vehicle should have a truck plate.
 - If more than half the space is used for passenger seating, the vehicle should have an auto plate.
- **Determining the proper weight for truck plates:**
 - It is the responsibility of your customer to decide what registration weight they wish to have on their vehicle. They are the only ones who know how they plan to use the vehicle.

| Counts Towards Registration Weight | Does Not Count Towards Registration Weight |
|---|---|
| <ul style="list-style-type: none"> • Actual weight of the vehicle equipped for service • Driver • Passenger(s) • Any load in the vehicle • Any towing equipment on or in the vehicle • Full tank of gas | <ul style="list-style-type: none"> • GVWR (gross vehicle weight rating) • Tongue weight of a trailer • Load on a trailer • Trailer weight when considering registration for a vehicle with a bed mounted (fifth-wheel) hitch. |

If registration weight is 8,000 pounds or less, two annual plates are issued which can expire in any month, based on the date of operation. Plates display the appropriate month and year expiration stickers (2 separate stickers) AND the appropriate registration weight letter sticker (see below):

- 4500 lb. plate registration = “A” sticker
- 6000 lb. plate registration = “B” sticker
- 8000 lb. plate registration = “C” sticker

If registration weight is over 8,000 pounds it may be registered annually, consecutive monthly or quarterly. One or two plates are issued, including the appropriate month/year expiration sticker (expiration month and year on a single sticker) AND the appropriate registration weight letter sticker (see below):

- Plates stay with the vehicle
- Plate types
 - HTK – Heavy truck



- TRL - Trailer
- Plates have an alpha prefix that indicates the gross weight
 - 10000 lb. plate = X plate
 - 12000 lb. plate = D plate
 - 16000 lb. plate = E plate
 - 20000 lb. plate = F plate
 - 26000 lb. plate = G plate
 - 32000 lb. plate = H plate
 - 38000 lb. plate = J plate
 - 44000 lb. plate = K plate
 - 50000 lb. plate = L plate
 - 54000 lb. plate = M plate

See the [plate guide](#) and [sticker display guide](#) for more information.

6.3.2 Plate Transfer Table

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| PRESENT OWNER OF PLATE | TRANSFER THIS PLATE TO | OK TO TRANSFER? |
|--|---|-----------------|
| Family Situations | | |
| Husband, Wife or Same-Sex Domestic Partner | Husband, Wife or Same-Sex Domestic Partner | Yes |
| Joint ownership | One of the original owners | Yes |
| Single owner | Joint owners (one is original owner) | Yes |
| Individual | Family member | No |
| Lease Situations | | |
| Leasing company with lessee | Different leasing company, same lessee | Yes |
| Individual | Leasing company with same individual as lessee | Yes |
| Leasing company with individual as lessee | Individual who was lessee | Yes |
| Company name | Leasing company with owner of company as lessee | Yes |
| Leasing company with a company as lessee | Owner of company that was lessee | Yes |
| Leasing company with spouse as lessee | Spouse of lessee | Yes |
| Company Situations | | |
| Sole owner of company | Company | Yes |
| Company | Sole owner of company | Yes |
| Partnership | One of the partners | Yes |
| Corporation | Individual who is owner of corporation | Yes |
| Corporation | Different corporation | No |

| PRESENT OWNER OF PLATE | TRANSFER THIS PLATE TO | OK TO TRANSFER? |
|-----------------------------------|--------------------------------------|-----------------|
| Trust Situations | | |
| Trust (MV2790 required) | Individual who has interest in trust | Yes |
| Individual with interest in trust | Trust (MV2790 required) | Yes |

6.3.3 Prorated plate fee charts

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The processing system will automatically calculate the correct registration fees based on the fee charts below:

- [Motorcycles/Mopeds](#)
- [Farm Truck/Heavy Farm Truck](#)
- [Farm Trailer](#)
- [Light Trailer/Heavy Trailer](#)
- [Heavy Truck](#)
- [Truck Tractor](#)
- Other plate fees – see [fee schedule](#)

When transferring a plate that has an associated gross weight, the weight can be increased or decreased. Increasing the weight will result in a prorated fee adjustment.

6.3.4 Plate Type/Reg Type Definitions

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| PLATE TYPE OR REGISTRATION TYPE | DEFINITION | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---------------------------------|--|---|------------------------------------|
| PLATE TYPES | | | |
| Automobile (AUT) | A motor vehicle designed and used mostly for carrying persons | X | |
| Farm Trailer (FTL) | Plates issued to a trailer owned or leased and operated by a farmer and used exclusively for farming purposes. | | X |
| Farm Truck (FRM) | Vehicles registered under 38,000 pounds gross weight must be used primarily for transporting farm supplies and produce. It may also be used for personal or family purposes, but not for commuting to or in connection with another job. | X | |
| Heavy Farm Truck (HFM) | Vehicles registered at 38,000 pounds gross weight, and greater, must be used exclusively for transporting farm supplies and produce. It may not be used for personal or family purposes or commuting to or in connection with another job. | | X |

| PLATE TYPE OR REGISTRATION TYPE | DEFINITION | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---------------------------------|--|---|------------------------------------|
| Heavy Trailer (TRL) | Plate issued to a vehicle designed to be hauled by a motor vehicle, which is usually a truck or tractor. | | X |
| Heavy Truck (HTK) | Plates issued to truck type vehicles designed, used or maintained primarily for the transportation of property. They are registered by gross weight. | | X |
| Light Trailer (LTL) | Optional registration plate issued to a trailer-type vehicle operated privately at a gross weight of 3,000 pounds or less. Also, for all camping trailers 3,000 pounds or less if operated for hire or rental. | | X |
| Light Truck (LTK) | Plates issued to truck type vehicles designed, used or maintained primarily for the transportation of property. They are registered by gross weight. | X | |
| Moped (MPD) | <p>Any of the following motor vehicles that is not capable of speeds more than 30 miles per hour with a 150-pound rider on a dry, level, hard surface with no wind (excluding a tractor), has a power source as an integral part of the vehicle and a seat for the operator:</p> <ul style="list-style-type: none"> • A bicycle-type vehicle with fully operative pedals and an engine certified by the manufacturer at not more than 130 cubic centimeters (or an equivalent power unit) <p>A Type 1 motorcycle with an automatic transmission and an engine certified by the manufacturer at not more than 50 cubic centimeters (or an equivalent power unit)</p> | | X |
| Motorcycle (CYC) | <p>Motorcycle means a vehicle, excluding a tractor or an all-terrain vehicle, which is capable of speeds in excess of 30 miles per hour with a 150-pound ride on a dry, level, hard surface with no wind, with a power source as an integral part of the vehicle, and which meets the conditions under:</p> <ul style="list-style-type: none"> • Type 1 is a motor vehicle which meets either of the following conditions: <ul style="list-style-type: none"> ○ Is designed and built with 2 wheels in | X | |

| PLATE TYPE OR REGISTRATION TYPE | DEFINITION | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|------------------------------------|--|---|------------------------------------|
| | <p>tandem and a seat for the operator, and may be modified to have no more than 3 wheels by attaching a sidecar to one side of the wheels in tandem without changing the location of the power source</p> <ul style="list-style-type: none"> ○ Is designed and built to have no more than 3 wheels, seating for the operator, and no more than 3 passengers, and does not have the operator area enclosed <p>Type 2 is a motor vehicle designed and built to have at least 3 wheels in contact with the ground, a curb weight of less than 1,500 pounds, and a passenger and operator area with sides permanently enclosed with rigid construction and a top which may be convertible</p> | | |
| Motor Home (MTM) | A motor vehicle designed to be operated on the highway for use as a temporary or recreational dwelling and having the same internal characteristics as a recreational vehicle trailer. | X | |
| Recreational Vehicle Trailer (RVT) | <p>Plates issued for a vehicle that is designed to be towed upon a highway by a motor vehicle, that is equipped and used, or intended to be used, primarily for temporary or recreational human habitation, that has walls of rigid construction, or collapsible/folding structure and that does not exceed 45 feet in length.</p> <p>This includes Travel Trailers, 5th Wheels, Tent Campers and Camping Trailers</p> <p>Note: Manufactured Homes, mobile homes 1976 and newer over 40 feet, and mobile homes 1975 and over 45 feet are not titled by DMV, but rather Department of Safety and Professional Services.</p> | | X |

| PLATE TYPE OR REGISTRATION TYPE | DEFINITION | PLATE STAYS WITH PREVIOUS OWNER WHEN SOLD | PLATE STAYS WITH VEHICLE WHEN SOLD |
|---|---|---|------------------------------------|
| Semi-trailer (STL) | A trailer-type vehicle used with a motor vehicle so that some part of its own weight, and that of its own load rests upon or is carried by another vehicle. | X (The plate only transfers to the owner when the lessee is buying out their lease) | |
| Special Plates | See list of special plates Note: non-eligibility special plates are an option for a new plate and plate to transfer; some eligibility plates are an option for plate to transfer | X | |
| Truck Tractor (TOR) | A motor vehicle designed and used primarily for pulling other vehicles and not constructed to carry a load other than a part of the weight of the vehicle and load pulled. | | X |
| REGISTRATION TYPES | | | |
| Dual Purpose Farm (DPF) Allowable registration type for the following plate types: LTK, special plates, HTK | A motor truck owned and operated by a farmer and used for the transportation of supplies, farm equipment and products on the owner's farm or between the owner's farms, the transportation of farm products from the owner's farm to market, and the transportation of supplies to the owner's farm and also used in furtherance of any non-farm occupation, trade, profession or employment. | | |
| Dual Purpose Vehicle (DPV) Allowable registration type for the following plate types: LTK, special plates, HTK | A vehicle which can be interchangeably equipped as a motor home or motor truck. | | |
| Farm Tractor (FTR) Allowable registration type for the following plate type: TOR | A motor vehicle designed and used primarily as a farm implement for drawing plows, mowing machines and other implements of husbandry. | | |

6.3.5 Registration Periods

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[List](#) of registration periods and definitions on the WisDOT website.

- Annual
- Biennial
- Consecutive Monthly
- Quarterly

6.3.6 Plates – Light Vehicles – Plate to Transfer + Renew/New Plate Rules

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| Plate Type | Plate-To-Transfer + Renewal | New Plate |
|--|---|---|
| <p>Staggered expiring plates: AUT/AUT or special plate type/AUT, LTK/LTK, LTK/DPF, LTK/DPV or special plate type/LTK, DPF or DPV</p> | <ul style="list-style-type: none"> • Valid/non-expiring plate <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional • Expired plate <ul style="list-style-type: none"> ○ Expired ≥ a year ago <ul style="list-style-type: none"> ▪ Must apply for a new plate or list a different plate to transfer ○ Expired < a year ago <ul style="list-style-type: none"> ▪ Must renew current registration period or list a different plate to transfer or apply for a new plate ▪ Once renewed <ul style="list-style-type: none"> ➤ If after renewed plate expires ≤ 180 days, renewal optional | <ul style="list-style-type: none"> • Delivery is current day or ≤ 7 days in the future <ul style="list-style-type: none"> ○ Plate expiration <ul style="list-style-type: none"> ▪ Daily/staggered/annual expiration for AUT/AUT or special plate type/AUT ▪ Staggered/annual expiration for LTK/LTK, LTK/DPF, LTK/DPV or non-eligibility special plate type/LTK, DPF or DPV • Delivery date ≤ 180 calendar days in the past • Plate expires > 180 calendar days in the future <ul style="list-style-type: none"> ○ No renewal option ○ Plate expires ≤ 180 calendar days in the future <ul style="list-style-type: none"> ○ Renewal is optional |
| <p>Fixed expiration plates: CYC/CYC, FRM/FRM or special plate type/FRM, MPD/MPD, RVT/RVT</p> | <ul style="list-style-type: none"> • CYC/FRM/RVT/MPD – valid plate to transfer <ul style="list-style-type: none"> ○ Valid/non-expiring plate <ul style="list-style-type: none"> ▪ If expiration is > 180 days in the future of the fixed expiration, renewal not an option ▪ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional • CYC/FRM – expired plate <ul style="list-style-type: none"> ○ Expired ≥ a year ago <ul style="list-style-type: none"> ▪ Must apply for a new plate or list a different plate to transfer ○ Expired < a year ago <ul style="list-style-type: none"> ▪ Must renew current registration period or list a different plate to transfer or apply for a new plate ▪ Once renewed <ul style="list-style-type: none"> ➤ If after required renewal plate expires ≤ 180 days, renewal optional • MPD/RVT – expired plate <ul style="list-style-type: none"> ○ Renewal required ○ Delivery date will determine new date of operation of plate for new owner | <ul style="list-style-type: none"> • CYC/FRM/MPD/RVT <ul style="list-style-type: none"> ▪ Plate expiration <ul style="list-style-type: none"> ▪ CYC/CYC - Fixed (biennial/April even years) ▪ FRM/FRM – Fixed (biennial/February even years) ▪ Non-eligibility special plate/FRM – staggered/annual ▪ Alerts <ul style="list-style-type: none"> ▪ If expiration is > 180 days in the future of the fixed expiration, renewal not an option ▪ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ▪ If expiration is ≤ 90 days in the future |

| Plate Type | Plate-To-Transfer + Renewal | New Plate |
|------------|---|--|
| | <ul style="list-style-type: none"> ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal is optional but recommended | of the fixed expiration, renewal is optional but recommended |

6.3.7 Plates – Heavy Vehicles – Plate to Transfer + Renew/New Plate Rules

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| PLATE/REG TYPE | PLATE-TO-TRANSFER + RENEWAL | NEW PLATE |
|---|---|---|
| FIXED – ANNUAL – 12/31 HTK/HTK; HTK/DPF; HTK/DPV; FTL/FTL; TRL/TRL; TOR/TOR; TOR/FTR | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional ○ If plate expires ≤ 90 days in the future, renewal optional but recommended • Expired plate <ul style="list-style-type: none"> ○ Renew required ○ Delivery date will determine new date of operation of plate for new owner ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal optional but recommended for next registration period | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the fixed expiration, renewal not an option ○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended |
| FIXED – ANNUAL – 2/28 HFM/HFM | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional <ul style="list-style-type: none"> ○ If plate expires ≤ 90 days in the future, renewal optional but recommended • Expired plate <ul style="list-style-type: none"> ○ Renewal required as renew notice would have gone to the previous owner ○ Delivery date will determine new date of operation of plate for new owner ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal optional but recommended | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the fixed expiration, renewal not an option ○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended |
| FIXED ANNUAL – 3/31 MTM/MTM | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional • Expired plate <ul style="list-style-type: none"> ○ Expired ≥ a year ago | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the fixed expiration, renewal not an option ○ If expiration is ≤ 180 days in the future of the fixed |

| PLATE/REG TYPE | PLATE-TO-TRANSFER + RENEWAL | NEW PLATE |
|---|---|---|
| STAGGERED/ANNUAL SPECIAL PLATE/MTM | <ul style="list-style-type: none"> ▪ Must apply for a new plate or list a different plate to transfer ○ Expired < a year ago <ul style="list-style-type: none"> ▪ Must renew current registration period or list a different plate to transfer or apply for a new plate ▪ Once renewed <ul style="list-style-type: none"> ➤ If after require renewal, plate expires ≤ 180 days in the future, renewal optional | expiration, renewal is optional <ul style="list-style-type: none"> ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended |
| Quarterly (Must be registered @ ≥ 10,000 lbs.; Additional reg period fee of \$5) <ul style="list-style-type: none"> • 1st Quarter: 1/1 – 3/31 • 2nd Quarter: 4/1 – 6/30 • 3rd Quarter: 7/1 – 9/30 • 4th Quarter: 10/1 – 12/31 HTK/HTK; TOR/TOR; TRL/TRL | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional ○ If plate expires ≤ 90 days in the future, renewal optional but recommended • Expired plate <ul style="list-style-type: none"> ○ Renew required as renew notice would have gone to the previous owner ○ Delivery date will determine new date of operation of plate for new owner ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal optional but recommended | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the fixed expiration, renewal not an option ○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended ○ Renewal of more than one quarterly reg period may be required |
| Quarterly (Must be registered @ ≥ 10,000 lbs.; Additional reg period fee of \$5) <ul style="list-style-type: none"> • 1st Quarter: 4/1 – 6/30 • 2nd Quarter: 7/1 – 9/30 • 3rd Quarter: 10/1 – 12/31 • 4th Quarter: 1/1 – 3/31 MTM/MTM | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction ○ If expiration is ≤ 180 days in the future, renewal is optional • Expired plate <ul style="list-style-type: none"> ○ Renew required as renew notice would have gone to the previous owner <ul style="list-style-type: none"> ▪ Renewal of more than one quarterly reg period may be required ○ Delivery date will determine new date of operation of plate for new owner ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal optional but recommended | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the fixed expiration, renewal not an option ○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended ○ Renewal of more than one quarterly reg period may be required |
| Consecutive Monthly – minimum of 3 consecutive months (Must be registered | <ul style="list-style-type: none"> • Valid plate (not expired) <ul style="list-style-type: none"> ○ If expiration is > 180 days in the future, renewal not an option and the agent can continue to complete the transaction | <ul style="list-style-type: none"> • Alerts <ul style="list-style-type: none"> ○ If expiration of new plate is > 180 days in the future of the |

| PLATE/REG TYPE | PLATE-TO-TRANSFER + RENEWAL | NEW PLATE |
|--|--|--|
| @ ≥ 10,000 lbs. plus specific/restricted use ; Additional reg period fee of \$15) HTK/HTK; TOR/TOR; TRL/TRL | <ul style="list-style-type: none"> ○ If expiration is ≤ 180 days in the future, renewal is optional ○ If plate expires ≤ 90 days in the future, renewal optional but recommended ● Expired plate <ul style="list-style-type: none"> ○ Renew required as renew notice would have gone to the previous owner <ul style="list-style-type: none"> ▪ Renewal of more than one quarterly reg period may be required ○ Delivery date will determine new date of operation of plate for new owner ○ If delivery date is ≤ 90 days of the next fixed expiration, renewal optional but recommended | <p>fixed expiration, renewal not an option</p> <ul style="list-style-type: none"> ○ If expiration is ≤ 180 days in the future of the fixed expiration, renewal is optional ○ If expiration is ≤ 90 days in the future of the fixed expiration, renewal is optional but recommended ○ Renewal of more than one quarterly reg period may be required |
| Fixed – Non-Expiring – 12/31/3999 STL/STL | Only allowed on lease buyout (previous lessee = purchaser) | Regardless of delivery date, non-expiring registration period applies |

6.4 Customers

6.4.1 Customer Types

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For a title/registration transaction, there can be up to four types of customers:

- Owner
 - A role for a customer that is the owner of a vehicle
- Lessee
 - A role for a customer who holds a contract granting use or occupation of property during a specified period in exchange for a specified rent. For a leased vehicle, the lessee owns the registration/plate (not the vehicle owner/lessor). Designating a lessee customer role on a registration record will ensure that plates, certificates of registration, year stickers and renewal notices are mailed to the primary lessee, if no driver record exists. Refunds for registration fees also default to the lessee.
- Driver
 - A role for someone who operates a vehicle on behalf of the vehicle owner or lessee. The driver owns the registration/plate (not the vehicle owner/lessor) Designating a driver role on a registration record will ensure that plates, certificates of registration, year stickers and renewal notices are mailed to the primary driver.
- Lien Holder
 - A role for a customer that has security interest in personal property with an obligation for payment. A lending institution or an individual who holds a security interest in a vehicle is referred to as a secured party or lien holder.
 -

Note: The same customer cannot have more than one customer type for the same vehicle (e.g., an owner cannot also be listed as a lien holder) Similarly, an owner, lessee or driver cannot also be a lien holder.

6.4.2 Creating a Customer – Formatting Customer Name

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- Individual customers
 - When creating an individual customer, the following is required
 - First Name
 - Last Name
 - Date of Birth
 - Primary Residence Address
 - Additional customer information below is optional but should be entered if known to make the customer record as complete as possible:
 - Middle Name
 - Name suffix (EX: Jr.)
 - Social Security Number
 - Gender
 - Mailing Address (if one exists)
- Non-Individual Customers
 - When creating a non-individual customer, the following is required
 - Non-individual Legal Business Name
 - As reflected on the [Department of Financial Institutions site](#), unless the business is sole proprietor ownership
 - Primary Residence Address
 - Any other non-individual customer information is optional but should be entered if known to make the customer record as complete as possible:
 - Federal Employer Identification Number (FEIN)
 - Mailing Address
- Trust Customers
 - When creating a trust customer, the following is required:
 - Trust Legal Name
 - Create the customer with their legal trust name exactly as indicated on the [MV2790 - Trustee Statement for Certificate of Title](#) form
 - Do not reverse trust name or show trustee names. You may have to abbreviate the name to fit in the space provided. Call or email the Agent Partnership Unit for assistance on abbreviating if necessary.
 - Trust abbreviations:
 - Estate = EST
 - Family Trust = FMT
 - Living Trust = TST
 - Date of Trust = DTD
 - Example
 - Trust name listed on MV2790 is listed as “John L. Smith and Rebecca M. Smith, Trustees of the John L. Smith and Rebecca M. Smith Revocable Family Trust dated 12/06/04
 - Correct format

- John L Smith and Rebecca M Smith Revocable Trust DTD 12062004
 - Primary Residence Address
 - Any other trust customer information is optional but should be entered if know to make the customer record as complete as possible:
 - Federal Employer Identification Number (FEIN)
 - Mailing Address

6.4.3 Customer Names Change

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Agents must use the current name on DMV records while processing title and registration applications (license plates and renewals).

- Start each transaction with a Social Security Number, Wisconsin Driver's license, Wisconsin Identification Card, or Federal Employee Identification Number (FEIN).
- Name Changes
 - Individual customers
 - The customer will need to follow the [steps](#) on the name change procedure
 - The customer must make all formal name changes or name correction requests in person at a [DMV service center](#).
 - Non-Individual customers
 - The customer's name change must be reflected with the [Department of Financial Institutions](#), unless the business is owned by a sole proprietor.
 - The customer must make all formal name changes or name correction requests by calling, emailing, or visiting their local [DMV service center](#).
 - Trusts
 - The customer must make all formal name changes or name correction requests by calling, emailing, or visiting their local [DMV service center](#).
- After the customer has completed the name change with DMV, it is not mandatory that they obtain title or registration documents with their new name. When DMV issues a subsequent title or registration to the customer, it will reflect the new name.
- Customers may request a title or registration document with their new name. The fee is \$5 per vehicle at the DMV service center, or by mail at no charge, only if the customer's name has changed.

6.4.4 Addresses

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For title/registration and title only transactions the Residence and Mailing addresses for all owners can be updated, unless it is a leased vehicle, in which case only the addresses of the lessees or drivers can be updated. For license plate renewals, only the primary registrant/plate owner(s) addresses can be updated (If owner/lessee/driver exist, allow address change for primary driver; if owner/lessee exist, allow address change for primary lessee; if only owner exists, allow address change for primary owner).

- Residence Address
 - Title/Registration and Title Only – IRP:
 - For the Primary Registrant, one the following ties to Wisconsin is required:
 - Primary Residence Address = WI
 - Mailing Address = WI

- Vehicle-Kept-In (VKI) = WI
 - Title Only – Out-of-State Resident with Lien:
 - For the Primary Registrant
 - VKI must = Out-of-State
 - And one of the following is required
 - Primary Residence Address = Out-of-State
 - Primary Residence Address = WI/Mailing Address = Out-of-State
 - If this option, then it must be indicated that the customer is no longer a WI resident
- Mailing Address
 - Can be either a Wisconsin address or an out-of-state address for both individuals and non-individuals
- County highway or road: Do not use abbreviations such as Co, Cty, or CTH. The word *County* must be spelled out for mailing purposes; e.g., County P.
- # sign: This should be used if you have an address with an apartment number or a lot number. If you type in the abbreviation ‘Apt.’ for the apartment number, or ‘Lot’ number the system will automatically insert the # sign in place of ‘Apt’, or ‘Lot’.
- Post office box:
 - For individuals, the PO Box will be used to mail any items, but a street address is also necessary.
 - Post office box without a residence address is permitted for businesses.
 - When using an address with both a street and PO Box, make sure the ZIP code used corresponds to the PO Box.
 - When both a street and PO Box number are given, key the street address and PO Box in separate fields in your software. Do not key them into the same field.
- Override address validation check
 - Any entered address will be checked against an address validation system
 - If it is determined an address is invalid, the user will receive a message indicating so
 - The user will have the opportunity to select to override the message and accept the address as is
 - Reason for overriding the address validation
 - New building – address is not recognized by the US Post Office
 - Municipality updates local street name

6.4.5 Customer Creating - Formatting Customer Names

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Before creating an owner, lessee or driver, conduct a thorough search by SSN, WI DL/ID or FEIN. If the correct result is not found, conduct a search by the customer name and date of birth or zip code. If still no correct result, then start the process to create a customer:

- Individuals
 - The full legal name and date of birth must be entered as well as listed on the application
 - The proper format for Jr. or Sr. is *Last name, First name, Middle Initial plus Jr./Sr.* (e.g., Jones Richard L Jr.).
 - Allowable characters
 - Letters
 - Apostrophe
 - Dash

- Non-Individuals
 - The full legal name should be entered as well as listed on the application
 - Do not enter a Doing Business As (DBA) name/trade name
 - Allowable characters
 - Letters
 - Numbers
 - Apostrophe
 - Dash/Hyphen
 - Ampersand
- Trusts
 - The full legal name must be entered as well as listed on the application
 - When a vehicle is purchased or sold by a trust, a *Trust Affidavit (MV2790)* must be *completed* by the Trustee AND included with the transaction application documents you send to DOT. Do not reverse trust name or show trustee names (unless the trustee names are part of the legal trust name).
 - You may have to abbreviate the name in order for it to fit in the space available. Call AGENT PARTNERSHIP UNIT @ (608)266-3566 for assistance in abbreviating the name of the trust, if necessary.
 - Trust abbreviations:
 - Burial Fund = BRF
 - Dated = DTD
 - Estate = EST
 - Family Trust = FMT
 - Funeral Trust = FRT
 - Living Trust = LVT
 - Trust = TST
 - Under agreement dated = UAD
 - The full legal name must be entered
 - If a date is part of the trust name, format as follows
 - Dated May 1, 1962 should be formatted as DTD 05011962
 - Allowable characters
 - Letters
 - Numbers
 - Apostrophe
 - Dash/Hyphen
 - Ampersand

6.4.6 Customer 'And/Or' Conjunction

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Check the *MV1/MV11 Application for Title/Registration* to determine the correct conjunction to be used between owners

- In Section A, if no box or the 'and' box is checked on the application
 - The conjunction of 'and' must be entered
- In Section A, if the 'or' box is checked
 - The conjunction of 'or' must entered AND **all** owners must have signed the MV1/MV11 application.

6.4.7 Signatures

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Wisconsin title

- Seller
 - If ownership is being transferred on a vehicle currently titled in Wisconsin, all listed owners are required to sign unless the names are separated by "OR"; then only one listed owner's signature is required.
 - The 'or' conjunction requires only one signature when the vehicle is sold.
 - The 'and' conjunction requires signatures of all listed owners when the vehicle is sold.
- Purchaser
 - When issuing a title to multiple owners, and all co-owners sign the application, use the conjunction indicated by the customers on the application form. If no conjunction is chosen, default to "AND."
 - If a vehicle is being titled jointly, one purchaser's signature is required. Any co-owners listed on the application, (or reassigned title) will be shown on the title when only one purchaser signs. If any purchasers did not sign the title application indicating "OR," then use the conjunction "AND" to protect the rights of any parties not signing.

Out of State Titles seller signatures

- When co-ownership occurs, seller's signature requirements are regulated by the title issuing state.
 - See above [Out of State Titles](#) section.

See information regarding electronic signatures [here](#).

6.4.8 Deceased Owner

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Transfer of vehicle ownership when one or more of the owners are no longer living. This transaction is allowed for WI title transfers for businesses processing title/registration for private sales and non-WI dealer sales.

Refer to the following links for requirements regarding deceased owner transfers:

- [Transfer a vehicle to a surviving spouse/domestic partner](#)
- [Transfer a vehicle to an heir](#)

Form [MV2300](#) Statement of Vehicle Transfer to a Surviving Spouse, Domestic Partner or Heir is required for deceased owner transfers to a surviving spouse, domestic partner or heir.

If transferring a vehicle to a surviving spouse or domestic partner, no title fee is due.

Note: For WI dealer retail sales, if a vehicle is being traded in by a surviving heir, the heir is required to obtain a title in their name prior to trading it in to a dealer.

If a personal representative or executor of the estate has been appointed, Personal Representative Papers (Domiciliary Letter) or Court Order Summary Settlement must accompany the transaction documents submitted.

6.4.9 Customer Consent to Purchase (Minor)

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Organizations other than WI dealer: If a vehicle is being registered to a minor, the following additional information is required:

- Notarized signature from legal custodian/parent/guardian

WI dealer: If a vehicle is being registered to a minor, the following additional information is required:

- Dealer witnessed signature from legal custodian/parent/guardian

For vehicle purchases that include a minor, consent to the legal custodian/parent/guardian to register that vehicle to the minor must be obtained and documented on the MV11/MV1.

Note: for Non-Dealer transactions, the Consent to Purchase section on the MV1 must be notarized.

6.4.10 Power of Attorney

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WI Dealer Sale

- WI dealers may only act as Power of Attorney by signing as seller on sales that qualify for use of MV2690 Power of Attorney when the Wisconsin title is held by the lien holder.

Non-WI Dealer sale

- Wisconsin title not held by lien holder – Power of Attorney can sign as seller. No Power of Attorney form is required to be submitted to WisDOT. Original title is required to transfer title to a new owner.
- Wisconsin title held by lien holder – Lien holders and insurance companies may use the MV2690 form if the POA is specific to that title. Original title and MV2690 are required to transfer title to a new owner.
- Out of State Title – see above Out of State Titles section

6.5 Vehicle information

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- It is important to cross-check a vehicle's VIN against the title/MCO and the application before selling a vehicle or processing electronically.
 - Make sure that the VIN on the *Wisconsin Title & License Plate Application* matches the VIN on the ownership document.
- When entering a VIN, the following three letters are not allowed
 - I
 - O
 - Q

6.5.1 Title Documents

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The following are acceptable title documents for transfer of ownership processing (original – copies are not acceptable):

- Wisconsin Title
- Title from another state
- Manufacturer’s Certificate of Origin (MCO) / Manufacturer’s Statement of Origin (MSO)

Foreign titles (titles issued outside of the U.S. and U.S. Territories) cannot be processed and must be mailed to WisDOT for manual processing.

6.5.2 Inquiry

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Inquiries are limited to WisDOT authorized business purposes only under federal law. Some examples are:

- An inquiry print of the WI title record prior to processing, must be included with completed documents for imaging for the following transaction types:
 - Replacement Title
 - Repossession
 - Title held by lien holder (WI dealers)
- A WI dealer should check inquiry for the following:
 - Appraising a vehicle for a trade-in
 - Dealers that need to obtain a replacement title should check the Wisconsin Department of Children and Families’ [child support lien docket](#). The system will automatically add a child support lien to the sellers’ title if any seller is on the docket
 - Reviewing lien information
 - Reviewing Brands
 - Reviewing ownership

A VIN, plate number/plate type, or WI title number is required to search for a vehicle record. Only vehicles that have previously been titled/registered in Wisconsin will display a record.

To view owners/lessees/drivers associated with the vehicle record, the user must input customer information. The display will include only customers whose information you have entered. The display will say “Additional owners/lessees/drivers exist” if you have not entered information for all existing customers.

Various pieces of information from the vehicle record will display, such as the Title Status/Title Status Reason:

- Example:
 - Title Status: In-Progress
 - Title Status Reason: “No WI TI” or “No Wisconsin Title”
 - No Wisconsin Title has been issued
 - This Title Status Reason means that a previous out-of-state resident moved to Wisconsin and did not have their out-of-state title present to change to a Wisconsin title but did have some sort of proof of ownership. DMV creates an in-progress title record and issues Wisconsin plates, collecting both the title fee and license plate fee.

Note: If a vehicle has been retitled, when viewing Vehicle Inquiry by the plate that is no longer associated to the vehicle, the VIN the plate was previously associated with will display, but the title status will correctly display as History/Newer Title Issued.

6.5.3 Secured Party information:

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Secured party numbers: A secured party number assigned by Wisconsin DMV is required for every lender and must be completed on both the system and the application to list a lien.

- If an application has no secured party number listed, check the [Secured Party Tips List](#)
- If the correct secured party is not found on the Tips List, search by the Legal Business Name and any other identifier such as city and zip code
- Unless the Tips List says otherwise, the secured party Legal Business Name and address listed on the application must match the name and address in the system
- If you are unable to find a secured party number for the lender
 - See [Helpful Contacts](#) section for information on how to request a secured party number
- Lender name/address has changed: The lender must email written notice on letterhead to DOTVRI@dot.wi.gov to change address or Legal Business Name information for their secured party number.
- Owner/lien holder: An owner cannot also be listed as a lien holder on the same application for title/registration.
- If loan information is pending for dealers: select finance pending. This will list a place holder lien (Secured Party # 128850) as well as charge the \$10 loan filing fee. Selecting this option will only allow the transaction to be Pended. When the correct secured party is known it can be added and the transaction can be completed.

6.5.4 Lien releases

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Dealer Agents only

- do not need to hold applications while waiting for lien releases from the lender. You do not need to send in the lien release with documents mailed to WisDOT for imaging or processing

All Other Titling Agents:

- Verify the VIN, name of lender, and lender address on the lien release match the information on the title.

The following are acceptable paper lien release formats:

- WisDOT issued T084 (MV2076) Confirmation of Security Interest
 - Original does not have to be signed.
 - A photocopy is acceptable if it has an original signature and you have the title.
- All items on the “LENDER Certifies Release of Lien” section on the Wisconsin Title completed
 - Lien holder
 - Title
 - Printed name
 - Signature
 - Date
- A letter or statement from the secured party/financial institution on their business letterhead, indicating the lien has been satisfied, and including the following:
 - owner name

- year, make and model of the vehicle
- VIN
- Authorized signature from the secured party/financial institution
- “Paid” stamp on title that has the name of the financial institution and may have an authorized signature from the financial institution
- Handwritten “paid” notation with name of institution and signature on title

6.5.5 Brands

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Any user processing a dealer or non-dealer title transaction must verify all brands disclosed on a title and application are entered/carried forward to the new title. Any brands that did not carry forward must be added.

Once a Wisconsin title is branded salvage, it is no longer road worthy and is not eligible for full registration and plates until the vehicle passes a rebuilt salvage inspection.

6.5.6 New Wisconsin brand capabilities based on Business Type/Processing Type

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| BUSINESS TYPE | PROCESSING TYPE | ALLOWABLE NEW WISCONSIN BRANDS |
|---|---|---|
| WISCONSIN MOTOR VEHICLE DEALER/WISCONSIN RECREATIONAL VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | <ul style="list-style-type: none"> ● FLOOD (if vehicle model year is ≥ 7) ● HAIL ● PRIOR POLICE ● PRIOR TAXI |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION/WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | <ul style="list-style-type: none"> ● FLOOD (if vehicle model year is ≥ 7) ● HAIL ● PRIOR POLICE ● PRIOR TAXI |
| AUCTION | TITLE | <ul style="list-style-type: none"> ● FLOOD ● HAIL ● INSURANCE CLAIM PAID ● PRIOR POLICE ● PRIOR TAXI ● SALVAGE (IF VEHICLE MODEL YEAR IS < 7) |
| SECURED PARTY/FINANCIAL INSTITUTION | LIEN | FOR REPOSSESSIONS: <ul style="list-style-type: none"> ● FLOOD ● HAIL ● PRIOR POLICE ● PRIOR TAXI ● SALVAGE (IF VEHICLE MODEL YEAR IS < 7) |

6.5.7 Odometers

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When a vehicle is sold, all sellers must disclose the odometer in writing when an odometer is required on one of the following:

- Title
- MV11 Wisconsin Title and Registration Application
 - If MV11 is printed on plain paper
 - Odometer must be recorded on one of the following:
 - Title
 - MV2488
 - MV2690 if the title is currently held by the lien holder
 - If MV11 is printed on the secure MV11 stock
 - This is acceptable for odometer disclosure
 - See section 8.1 about ordering this form
- MV2690 Power of Attorney/Vehicle Odometer Disclosure and Transfer of Ownership (used by dealers when the title is currently held by the lien holder)
 - See section 8.1 about ordering this form
- MV2488 Statement of Vehicle Transfer and Odometer Mileage
 - Submit a completed [DT1435](#) – Request for Forms to order this form
- Only the seller can verify the mileage as ‘**actual**’. If the purchaser fills in the odometer reading in your presence, you must indicate on the title “completed by purchaser” and record the mileage as ‘**not actual**’.
- When ‘**excess**’ is indicated, and the vehicle displays a five-digit odometer you must key ‘Excess’ for status. When ‘**Excess**’ is indicated and the vehicle displays a six-digit odometer you must key ‘**actual**’ for status, as the mileage will not be in excess of mechanical limits until it passes 999,999 miles.
- Refer to the issuing state of the title for the acceptable odometer status requirements on out-of-state titles.
- Review all titles to ensure a higher mileage reading is not disclosed on the title than you are representing the vehicle mileage to be. *If the disclosed mileage on the title is higher, use the higher reading.*
- Adding or deleting a co-owner is considered a transfer of ownership that requires an odometer mileage statement in writing and must be entered when processing the application.
- The following are exempt from odometer disclosure:
 - When the vehicle is 20 or more model years old (2010 and older)
 - Gross vehicle weight rating (GVWR) of over 16,000lbs. or is or ever has been registered with a registered gross weight of greater than 16,000lbs.
 - Body style = Moped
 - Body Style = Low Speed Vehicle
 - Vehicle Type = Trailer
- Independent Processing Agents Only – processing title/registration for private sales and/or non-WI dealer sales: If processing an out-of-state title where there is no transfer of ownership, record the odometer reading and date printed on the title by the issuing state.
 - If no status is shown on the out-of-state title, show status as **Actual** and key the date the vehicle was purchased if shown or the date the title was issued.
 - If status is shown, enter mileage, status, and date as follows:
 - Key odometer and the purchase date of the vehicle, or;

- If no purchase date, key date recorded, or;
- If no purchase or date recorded, key issue date of title.

REMEMBER: You are recording the odometer at the time of sale, which previously took place. You should not be recording the present odometer mileage because this transaction is not a transfer of ownership.

Form MV2488: Vehicle Transfer and Odometer Mileage Statement

The MV2488, Vehicle Transfer and Odometer Mileage Statement, is available for use in limited situations when the title is not available (e.g., replacement title application and title transfer, to provide a corrected odometer disclosure when an error was made, etc.).

The MV2488 form is not a replacement for the original ownership document (title or Manufacturer's Certificate of Origin), the title must always physically accompany the MV2488 form when application for transfer is made.

Usage of the MV2488, for private party use, will remain the same.

The MV2488 may be used:

- In T2LH situations.
 - In this scenario, the MV2488 would be used by the seller to give the odometer disclosure when the title is held by a lien holder. The purchaser would wait for the title and once the title arrives, the title would be signed by the purchaser in the first available area for purchaser reassignment, the two forms must travel together and no information is transferred to the title. **The title MUST be in hand before offering the vehicle for sale in this scenario.**
 - The MV2690 would still be the most practical choice for Wisconsin licensed dealers, since it allows sale of a vehicle prior to receiving the title, when the dealer has access to the vehicle's electronic record. Follow the link for more information: <https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/lienholder-dealers.aspx>
- For third-party processors, when holding the title, the MV2488 can be provided to collect assignments and odometer disclosure as mailing the title would create a risk of loss of the ownership document.
 - Whenever possible the actual ownership documents should be used, this option is only to mitigate loss of the title when mailing due to missing information and/or corrections.
- When the MV11 is printed on plain paper and a secure Odometer disclosure is required.
 - Example: A dealer retail sale; where the purchasing dealer has signed the title in the final purchaser reassignment and is now performing a retail sale, all title reassignments are full. Final transfer is applied for on the non-secure MV11, the final reassignment would then be collected on the MV2488.
- For Reassignment errors, the MV2488 can be used to collect the correct assignment and/or odometer disclosure. It must be accompanied by a Statement of Intent and the original ownership document.
- In lost title situations: A vehicle is traded-in, the verified owner claims the title to be lost.
 - The customer must complete ONE of the below options:
 1. Apply for a replacement title. Once having the title, complete the reassignment on that title to the dealer.

- This option is recommended to avoid complications due to child support liens or product holds. Third-party agents are responsible for researching the vehicle record. The vehicle may not be offered for sale until the title is in hand.
2. Complete the MV2119 Replacement Title Application, including Section E and, submit an MV2488 to transfer odometer and interest in the vehicle to the purchaser.
 - The title will need to be applied for and received BEFORE the vehicle is eligible for any future transfer.
 - The MV2488 must accompany the title once the replacement has been issued.
 - The purchaser’s reassignment MUST be on the title. The MV2488 is to be used to release interest when the title is lost, it cannot be used in lieu of the title for reassignment.
 - Third-party agents are responsible to verify ownership, signature requirements, brands, status, and/or child support liens which may be part of the title record.

The MV2488 may NOT be used to:

- Extend the ownership chain on a title. When title reassignments are full, a new title must still be applied for.
 - Reminder: An MV11 (on secured paper when an odometer disclosure is required) can be used as the last chain of ownership to a retail customer
- Accept a vehicle on trade or transfer. The title continues to be the ownership document.
- Send a vehicle to auction. All current processes remain the same.

If you have any questions regarding odometers, contact the Agent Partnership Unit at (608) 266-3566.

6.5.8 Sales Tax Exemptions

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Sales tax exemptions allowed for title transfers by business type/processing type:

| BUSINESS TYPE | PROCESSING TYPE | TAX EXEMPTION CODE | REASON | QUALIFIER |
|---|--|--------------------|----------|---|
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 2 | FOR HIRE | AUTHORITY NUMBER Note: only allowed for Title Only - IRP |

| BUSINESS TYPE | PROCESSING TYPE | TAX EXEMPTION CODE | REASON | QUALIFIER |
|---|--|---------------------------|-------------------------|--|
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 3 | LEASED VEHICLE | LESSOR'S USE TAX NUMBER |
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 6 | OUT OF STATE RESIDENT | TERRITORY Note: only allowed for Title Only – Out of state Resident with Lien |
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 7 | WISCONSIN DEALER | WI DEALER NUMBER |
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 8 | CHARITABLE ORGANIZATION | CERTIFICATE OF EXEMPTION STATUS NUMBER |
| WISCONSIN MOTORCYCLE/MOPED (MC) DEALER, WISCONSIN MOTOR VEHICLE DEALER, WISCONSIN RECREATIONAL VEHICLE DEALER, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | 9 | OTHER/ MISCELLANEOUS | NATIVE AMERICAN COURTESY DELIVERY (Note: only allowed for New Vehicle Transfers) |

| BUSINESS TYPE | PROCESSING TYPE | TAX EXEMPTION CODE | REASON | QUALIFIER |
|--|---|--------------------|-----------------|--|
| INDEPENDENT PROCESSING AGENT | | | | |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 1 | FAMILY TRANSFER | APPROVED FAMILY MEMBER: PARENT TO CHILD, CHILD TO PARENT, SPOUSE, EX-SPOUSE, FATHER IN LAW, MOTHER IN LAW, SON IN LAW, DAUGHTER IN LAW, STEPPARENT, STEPCHILD, SOLE PROPRIETOR Note: Only allowed for WI title transfer |
| | | | | |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 3 | LEASED VEHICLE | LESSOR'S USE TAX NUMBER |

| BUSINESS TYPE | PROCESSING TYPE | TAX EXEMPTION CODE | REASON | QUALIFIER |
|---|--|--------------------|--------------------------|---|
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON- WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 5 | TAX PAID OUT OF STATE | SALES TAX/COUNTY TAX/STADIUM TAX AMOUNTS PAID TO THE OTHER STATE |
| | | | | |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON- WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 7 | WISCONSIN DEALER | WI DEALER NUMBER |

| BUSINESS TYPE | PROCESSING TYPE | TAX EXEMPTION CODE | REASON | QUALIFIER |
|--|---|--------------------|-------------------------|---|
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 8 | CHARITABLE ORGANIZATION | CERTIFICATE OF EXEMPTION STATUS NUMBER |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | 9 | OTHER/ MISCELLANEOUS | CORP LIQUIDATE, DIRECT PAY, EVEN TRADE, FEED UNIT, GIFT, HEIR, MANUFACTURER, MOBILE MIXING, NATIVE AMERICAN, OVER 90 DAYS, PAID DNR, POSTAL, PRIZE, RESALE, TRADE DOWN, TRUST |
| AUCTION | TITLE | 7 | WISCONSIN DEALER | WI DEALER NUMBER |
| AUCTION | TITLE | 9 | OTHER/ MISCELLANEOUS | INSURANCE LOSS, REPOSSESSION |
| SECURED PARTY/FINANCIAL INSTITUTION | LIEN | 9 | OTHER/ MISCELLANEOUS | REPOSSESSION |

6.5.9 Vehicle Types/Vehicle Body Styles

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When a VIN does not pass the VIN decoder, and you have determined that the VIN is correct, you will need to manually create the vehicle by selecting the vehicle type, model year, make, body style, fuel type (if applicable), and gross vehicle weight rating (if applicable).

Select the appropriate vehicle type and select vehicle styles in your software. Except for the information in parentheses, the vehicle style description will print on the certificates of title and display on Vehicle Inquiry.

Vehicle Types:

| | | |
|------------|------|--|
| Autocycle | AUCY | 3-wheeled vehicle with seats; vehicle has steering wheel; originally manufactured with federal safety standards for cycles |
| Automobile | AUTO | automobile and low-speed vehicle |
| Motorcycle | CYCL | moped, motorcycle and special designed vehicle |
| Trailer | TRLR | camping trailer, recreational vehicle trailer, semi-trailer |
| Truck | TRUK | bus, SUV, motor home, road tractor, truck, truck tractor and vans |

Vehicle Body Style Rules:

For the above vehicle types, the following body styles **cannot** be processed electronically:

| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
|-----------------------------|--|--------------|---|--|
| WISCONSIN MOTORCYCLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Autocycle | Autocycle | Restricted for motorcycle dealers not grandfathered from selling autocycles. |
| WISCONSIN MOTORCYCLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Auto | All auto body styles | |
| WISCONSIN MOTORCYCLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Motorcycle | All Terrain Dirt Bike Military Moto Cross Mini Bike Moto Cross Dirt Trail Unknown | |
| WISCONSIN MOTORCYCLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Trailer | All trailer body styles | |
| WISCONSIN MOTORCYCLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Truck | All truck body styles | |
| WISCONSIN MOPED DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Autocycle | All autocycle body styles | |
| WISCONSIN MOPED DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Auto | All auto body styles | |
| WISCONSIN MOPED DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Motorcycle | All motorcycle body styles except moped and scooter | |

| | | | | |
|--------------------------------------|---|---------------------|---|---|
| WISCONSIN MOPED DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Trailer | All trailer body styles | |
| WISCONSIN MOPED DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Truck | All truck body styles | |
| WISCONSIN MOTOR VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Autocycle | Autocycle | |
| WISCONSIN MOTOR VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Auto | Military Ambulance Bus Low Speed Vehicle Unknown | Standalone temporary plates are allowed for ambulances |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| WISCONSIN MOTOR VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Motorcycle | All Terrain Dirt Bike Military Moto Cross Mini Bike Moto Cross Dirt Trail Unknown | |
| WISCONSIN MOTOR VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Trailer | Tent Camper Travel Trailer Fifth Wheel Military Park Model Unknown | |
| WISCONSIN MOTOR VEHICLE DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Truck | Ambulance Bus School Bus Glider Grain Military Motor Home Low Speed Vehicle Armored Crane Hopper Tandem Tilt Tandem Unknown | Standalone temporary plates are allowed for ambulances and motor homes. Title/registration and title only processing for motor homes is allowed for WI title transfer only. |
| WISCONSIN TRAILER DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Autocycle | Autocycle | |

| | | | | |
|--------------------------|--|---------------------|---|--|
| WISCONSIN TRAILER DEALER | TRAILER TITLE/REGISTRATION FOR WI DEALER SALES | Auto | All auto body styles | |
| WISCONSIN TRAILER DEALER | TRAILER TITLE/REGISTRATION FOR WI DEALER SALES | Motorcycle | All motorcycle body styles | |
| WISCONSIN TRAILER DEALER | TRAILER TITLE/REGISTRATION FOR WI DEALER SALES | Trailer | Tent Camper Travel Trailer Fifth Wheel Military Park Model Unknown | |
| WISCONSIN TRAILER DEALER | TRAILER TITLE/REGISTRATION FOR WI DEALER SALES | Truck | All truck body styles | |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| WISCONSIN AUCTION DEALER | TITLE | Autocycle | Autocycle | |
| WISCONSIN AUCTION DEALER | TITLE | Auto | Military Ambulance Bus Low Speed Vehicle Unknown | |
| WISCONSIN AUCTION DEALER | TITLE | Motorcycle | All Terrain Dirt Bike Military Moto Cross Mini Bike Moto Cross Dirt Trail Unknown | |
| WISCONSIN AUCTION DEALER | TITLE | Trailer | Military Park Model Unknown | |
| WISCONSIN AUCTION DEALER | TITLE | Truck | Ambulance Bus School Bus Glider Grain Military Motor Home Low Speed Vehicle Armored Crane | Title only processing for motor homes is allowed for WI title transfer only. |

| | | | | |
|---|---|---------------------|--|--------------|
| | | | Hopper Tandem Tilt Tandem Unknown | |
| INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | Autocycle | Restricted body styles based on the type of WI dealer the independent processing agent is processing on behalf of | |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| INDEPENDENT PROCESSING AGENT WISCONSIN AUCTION DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Auto | Restricted body styles based on the type of WI dealer the independent processing agent is processing on behalf of | |
| INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR WI DEALER SALES | Motorcycle | Restricted body styles based on the type of WI dealer the independent processing agent is processing on behalf of | |
| INDEPENDENT PROCESSING AGENT WISCONSIN AUCTION DEALER | TITLE/REGISTRATION FOR WI DEALER SALES | Trailer | Restricted body styles based on the type of WI dealer the independent processing agent is processing on behalf of | |
| INDEPENDENT PROCESSING | TITLE/REGISTRATION FOR WI DEALER SALES | Truck | Restricted body styles | |

| | | | | |
|--|--|---------------------|---|--|
| AGENT WISCONSIN AUCTION DEALER | | | based on the type of WI dealer the independent processing agent is processing on behalf of | |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON- WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES Or TEMPORARY PLATES ONLY | Autocycle | Autocycle | |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON- WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, INDEPENDENT | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES Or TEMPORARY PLATES ONLY | Auto | Military Ambulance Bus Low Speed Vehicle Unknown | Standalone temporary plates are allowed for ambulances |

| | | | | |
|--|--|---------------------|--|--|
| PROCESSING AGENT | | | | |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES Or TEMPORARY PLATES ONLY | Motorcycle | All Terrain Dirt Bike Military Moto Cross Mini Bike Moto Cross Dirt Trail Unknown | Standalone temporary plates are allowed for ambulances |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, INDEPENDENT PROCESSING AGENT | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES Or TEMPORARY PLATES ONLY | Trailer | Military Park Model Unknown All Terrain Dirt Bike Military Moto Cross Mini Bike Moto Cross Dirt Trail Unknown | Standalone temporary plates are allowed for ambulances |
| COUNTY CLERK, CURRENCY EXCHANGE (CHECK CASHING AGENCY), FLEET | TITLE/REGISTRATION FOR PRIVATE SALES AND/OR NON-WI DEALER SALES | Truck | Ambulance Bus School Bus Glider Grain | Standalone temporary plates are allowed for ambulances and motor homes. Also, title/registration |

| | | | | |
|--|---------------------------------------|---------------------|--|---|
| AGENT, INDEPENDENT PROCESSING AGENT, LAW ENFORCEMENT AGENCY, MUNICIPAL AGENCY, NON-WISCONSIN DEALER, SECURED PARTY/FINANCIAL INSTITUTION, INDEPENDENT PROCESSING AGENT | Or TEMPORARY PLATES ONLY | | Military Motor Home Low Speed Vehicle Armored Crane Hopper Tandem Tilt Tandem Unknown | processing for motor homes is allowed for WI title transfer only. |
| BUSINESS TYPE | PROCESSING TYPE | VEHICLE TYPE | BODY STYLE | NOTES |
| WISCONSIN RECREATIONAL VEHICLE (RV) DEALER | RV TITLE/REGISTRATION WI DEALER SALES | Autocycle | All truck body styles | |
| WISCONSIN RECREATIONAL VEHICLE (RV) DEALER | RV TITLE/REGISTRATION WI DEALER SALES | Auto | All truck body styles | |
| WISCONSIN RECREATIONAL VEHICLE (RV) DEALER | RV TITLE/REGISTRATION WI DEALER SALES | Motorcycle | All truck body styles | |
| WISCONSIN RECREATIONAL VEHICLE (RV) DEALER | RV TITLE/REGISTRATION WI DEALER SALES | Trailer | Military Park Model Unknown | |
| WISCONSIN RECREATIONAL VEHICLE (RV) DEALER | RV TITLE/REGISTRATION WI DEALER SALES | Truck | All truck body styles | |

6.5.10 Wisconsin DOT Vehicle Color Choices

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Color choices available from WisDOT will be displayed. If you do not see the exact color as described on the vehicle ownership document, choose a color from the list that most accurately reflects the current

color of the vehicle. Major color is required for most transactions (except lien release transactions and license plate renewal transactions).

6.5.11 Motorcycle/Moped processing

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Processing:

- Only motorcycles/mopeds manufactured for highway use may be titled in Wisconsin. Applications for dirt bikes or cycles manufactured for off-road use must be refused.
- If your transaction is not a Wisconsin dealer sale and the ownership document is an out-of-state title or Manufacturer Certificate of Origin (new vehicle), the customer must indicate on the MV1 application that the cycle was manufactured for highway use and displays a permanently affixed Federal Certification label.
- Odometer requirements for motorcycles are the same as for autos and light trucks. (Vehicles 20 or more model years old and all vehicles with a body style of moped regardless of age are exempt from odometer disclosure.)
- The initial titling of a replica motorcycle must be mailed to WisDOT for manual processing.

License plates:

- Motorcycle and moped plates have a two-year fixed expiration date of April 30th of even-numbered years.
- See the [fee chart](#) for the applicable plate fee. Your electronic processing system will automatically prorate the registration fees due based on the entered date of operation.
- Due to the fixed expiration month of April, the plate has “APR” embossed on the plate.
- The year decals for cycle plates are the same as the corresponding auto and light truck year decals.
- Motorcycle plates belong to the owner and may be transferred to a different cycle. (The same plate transfer rules that apply to autos and light trucks apply to cycles.)
- Moped plates remain with the vehicle and are not transferable.

6.5.12 Recreational Vehicle Trailer processing

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Processing electronic title/registration transactions for recreational vehicle trailers (body styles Travel Trailer, Tent Camper, 5th Wheel) are allowed. Vehicles with a body style of Park Model must be mailed to WisDOT for manual processing.

See [Plate Type/Reg Type definitions](#) for more information about Recreational Vehicle trailer (RVT) plates.

Note: All Manufactured Homes, mobile homes 1976 and newer over 40 feet, and mobile homes 1975 and older and over 45 feet are not titled by DMV, but rather [Department of Safety and Professional Services](#).

6.5.13 Heavy Vehicle Processing

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Processing electronic title/registration transactions for heavy vehicles are allowed for vehicles registered ≤ 54,000 lbs. (HFM, HTK, TOR plate types; vehicles can be registered > 54,000 lbs. for FTL, MTM, TRL). Vehicles registered > 54,000 lbs. cannot be electronically processed and must be mailed to WisDOT for manual processing as additional requirements may apply such as Heavy Vehicle Use Tax.

Heavy vehicles may qualify for annual, quarterly or consecutive monthly registration. See [registration period types list](#) for qualifications.

See [Plate Type/Reg Type definitions](#) for more information about heavy vehicle plates.

7 Transactions

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7.1 Transaction Statuses

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Completed Transaction

- The transaction has been completed/finalized
- Fees have been charged/collected
- Title/registration products have been issued

Pended Transaction

- Pend option only available during a title transfer transaction process.
 - The transaction and applicable information has been recorded and is ready for completion
 - Fees have not been charged
 - Products have not been issued by the WisDOT
 - Possible exceptions:
 - Temporary Plate
 - Temporary Registration Document

Reset Transaction

- A completed or pended transaction has been cleared/deleted
- All changes have been rolled back

7.2 Allowable Time for Processing and Submitting Applications

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- Within 7 business days following the sale or transfer, organizations are required to process and complete or submit unprocessed title transaction documents to WisDOT.
- Organizations are required to upload, or mail completed title transaction documents to WisDOT the business day following the date of completion.

Note: Business day is defined as any calendar day except Saturday, Sunday and the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and Christmas.

7.3 Submitting Completed Transactions

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Follow one of the two options below for completed transactions that are required to be uploaded or mailed to DMV for imaging:

| TRANSACTION TYPE | SEND COMPLETED DOCUMENTS TO WisDOT FOR IMAGING OR ELECTRONICALLY UPLOAD |
|-----------------------|---|
| Transfer of Ownership | YES |

| TRANSACTION TYPE | SEND COMPLETED DOCUMENTS TO WisDOT FOR IMAGING OR ELECTRONICALLY UPLOAD |
|--|---|
| Title Only – IRP, Title Only – Out of State Resident with a New Lien, Auction Title Only Transfer to a WI dealer Title & Registration MV1 and MV11 | |
| Repossession – MV2117 | YES |
| Replacement Title/Replacement Title + Add Lien – MV2119 | YES |
| Auction Title Only Transfer to an insurance company – MV2849 | YES |
| Adding a Lien – MV1 (image number beginning with an ‘S’ or ‘T’) | No |
| Releasing a Lien (image number beginning with an ‘S’ or ‘T’) | No |
| License Plate Renewal (image number beginning with an ‘R’) | No |
| Temporary Plate (image number beginning with an ‘S’ or ‘T’) | No |

- Mail completed transaction documents to WisDOT
 - Print the **daily** bundle report.
 - On the signed applications listed above where Yes is indicated for imaging:
 - Record the **new title number** on the application in the upper right corner using blue or black ink (unless using a signed application where the completed title number already displays). The new title number prints on the bundle report. Previous title numbers should not be written on the application.
 - If plates were issued, verify the plate number is written on the application in the upper right corner using blue or black ink.
 - Do not write within ¼” of the bar code. The bar code alerts our document scanner to a new application. Writing in this area will result in your documents not being properly entered in to WisDOT imaging system.
 - Prepare the paperwork for mailing:
 - Place bundle report on top.
 - The application for the first title transaction on the bundle report should be placed directly behind the report. (Only one application should be enclosed for each transaction).
 - Place the title or MSO/MCO behind the application. Tear off the Certificate of Vehicle Registration or mailing label if still attached to the Wisconsin title.
 - Place any other paperwork, such as a lien release or statement of intent, after the title.
 - Repeat the above steps for the remaining transactions processed on that bundle report.
 - Remove all staples and paper clips when mailing in work.
 - Do not enclose notes to WisDOT in the bundle. Agents who discover an error should contact the Agent Partnership Unit at (608) 266-3566 for assistance. Any incorrect applications must still be included with that day’s work being sent to WisDOT.

- Using the yellow mailing label, mail the bundle report and the appropriate paperwork by the business day after the transaction is finalized/completed. Write the last title number listed on the bundle report on the mailing label.
- To ensure that the report and applications are mailed in a timely manner, all organizations must identify multiple users who are able to print the report and submit the applications.
- **Fees/Checks:** Never include fees (checks/cash) with your bundle report. If you find that fees charged by the system are incorrect, such as the wrong gross weight plates being issued, contact the Agent Partnership Unit at (608) 266-3566.
- Electronically upload documents
 - See the following [supporting document upload procedure](#) on how to upload completed transaction documents in eMV PARTNER
 - Note: If you process using a vendor system, the vendor system will have the electronic document upload capability in the near future; in the meantime, documents can be uploaded in eMV PARTNER
 - **If you have uploaded completed transaction documents in eMV PARTNER, do not mail the documents to WisDOT with a yellow mailing label. Follow the above record retention instructions.**
 - Preparing the completed/original/signed documents for uploading
 - Completed/original/signed applications listed above must contain:
 - **New title number** in the upper right corner using blue or black ink, unless using a signed application where the completed title number already displays. Previous title numbers must not be written on the application.
 - If plates were issued, verify the plate number is written on the application in the upper right corner using blue or black ink.
 - Do not write within ¼” of the bar code, as this will disrupt the scanning process and will result in your documents **not** being properly entered in to WisDOT imaging system.

Agent Partnership Unit Contact: When a member of the Agent Partnership Unit contacts you for missing documents, it is vital that you send the requested documents immediately.

Rules for Managing Documents/Record Retention:

Both the [BVS701 Program Standards APPS](#) (for organizations that use a vendor system to process) and [BVS702 Program Standards eMV PARTNER](#) (for organizations that use eMV PARTNER to process) include information about document management/record retention. See section 3.5 – Record Retention in the BVS701 or Section 2.7 – Record Retention in the BVS702.

An agent must maintain records of title transaction documents (original or electronic – see note below) securely for five years.

- Note
 - Wisconsin dealers must either store the original documents or maintain electronic copies (original documents must be securely destroyed)
 - Other title processing agents must maintain electronic copies

Agent must maintain original records of stand-alone lien add and lien release transaction documents securely for 60 days, at which point the original documents must be securely destroyed.

The record/document management requirement is necessary and important for auditing and correcting records.

7.4 Mailing Tips

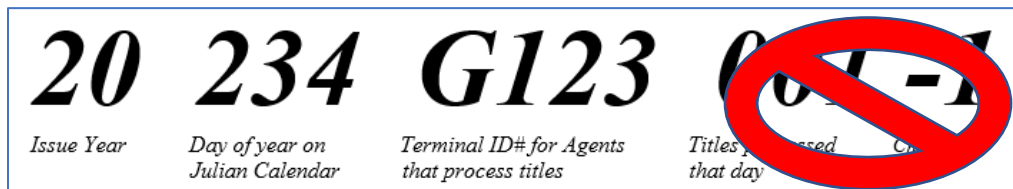
[Return to TOC](#)

- Include your agent name and return address to the outside of the envelope.
- Completed transaction applications and associated documents must be mailed to the WisDOT the business day following completion to avoid delays in imaging.
- When your agency has more than one terminal ID at the same location, all the completed applications and report(s) for the same transaction day may be mailed together in the same envelope. Put each terminal's application(s) in individual envelopes with a yellow mailing label on the outside of the envelope. Place them together in one envelope with the last title number from each terminal written on one yellow mailing label.
- Never enclose notes or send uncompleted work with your bundle report. You may return plates in the bundle report envelope.
- Enter the following information on the Yellow Mailing Label
 - Use a completed title number that you processed for that day and enter the following
 - Two-digit year
 - Three-digit Julian date
 - Four-digit Terminal ID (combination of letters and numbers)
 - Letters and numbers such as S and 5, U and V, G and 6, and B and 8 are hard to decipher, so please take extra care when writing these.

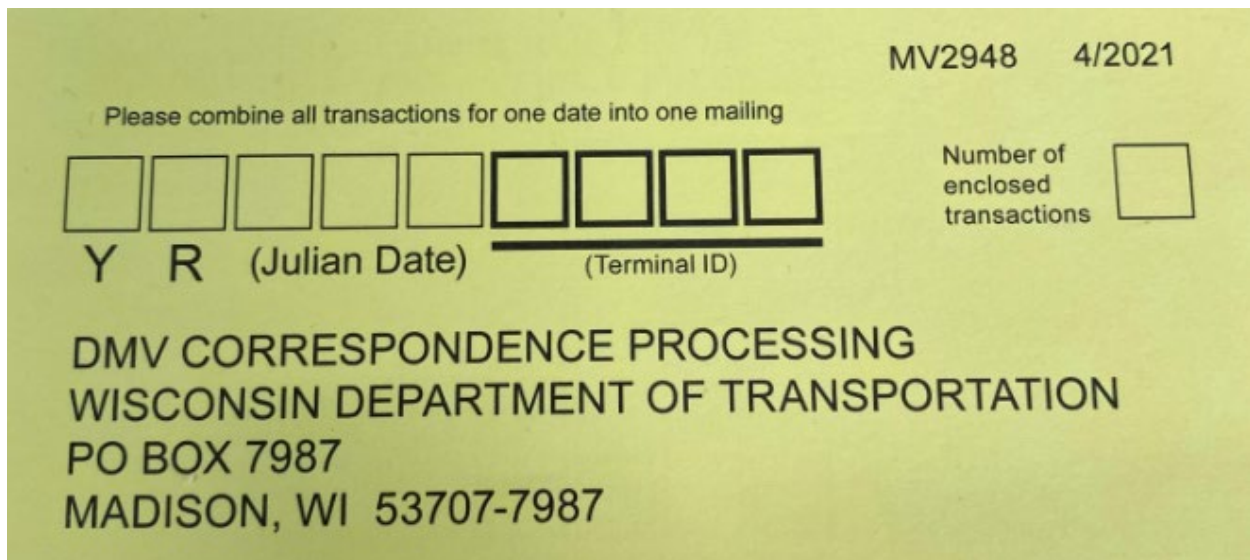
Breakdown of the title number/example of how to complete the yellow mailing label:

Example title number: 20234G123001-1

Breakdown:



Example of completing the yellow mailing label:



To order yellow mailing labels, see the following instructions [here](#).

7.5 Errors and Resets (Deletes)

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If an error was made on a pending transaction, it can be reset until it is completed.

If an error was made on a completed transaction, it can be reset or deleted until 8:00 p.m. on the **same day** it is completed or finalized.

- Include the completed [MV2412](#) Title Number Accounting reset form generated upon resetting the completed transaction in your bundle in place of the reset application.

Note:

- If a transaction that includes title/registration as well as a temporary plate needs to be reset:
 - If both the title/registration transaction and temporary plate transaction are complete
 - Two resets are required if both the title/registration and temporary plate need to be reset
 - First reset the title/registration
 - Then reset the temporary plate
 - If the temporary plate is completed, but the title/registration transaction is pending
 - First reset the temporary plate
 - Then reset the title/registration
 - When reprocessing the title/registration and temporary plate, a new temporary plate can be requested
 - If the temporary plate did not need to be reset, it is not needed to request another temporary plate, since the originally issued temporary plate is still valid

If you discover an error and cannot reset/delete the application contact the Agent Partnership Unit at (608) 266-3566 immediately for assistance to correct the error.

7.6 Corrections

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If it was discovered that an error was made on the same day a transaction was completed, the transaction can be reset and reprocessed prior to 8:00 p.m. of that same day.

Do not alter any application or title document with white-out, erasures or initialed strikethroughs.

If a correction is needed on a title document (e.g., seller signs in the purchaser area of a title by mistake), an [MV2489](#) Statement of Intent is required.

If a correction is needed on an application, when the transaction can be reprocessed, a new application should generate with the corrected input information.

If changes were made to an application (e.g., changing the lien holder), the applicant(s) will need to sign an updated application. The change cannot be added after the purchaser has signed the application.

A vehicle with a Rescinded sale or Mixed document situation should be addressed immediately and not when selling a vehicle.

If an error is discovered after the allowable reset time, submit form [MV1047 Third Party Request for Title or Registration Correction](#) along with any other required documents or payments to WisDOT.

8 Forms

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Most of the forms required to complete electronic title and/or registration processing can be found on the [WisDOT website](#).

Forms generated by WisDOT through your system will be PDF files. You will need the Adobe Reader (free of charge) to view PDF files. For more information about Adobe Reader, visit WisDOT's [software information page](#).

Forms generated by Business Type/Processing Type/Transaction Type:

| BUSINESS TYPE | PROCESSING TYPE | TRANSACTION TYPE | FORM(S) GENERATED |
|---|--|--|---|
| County Clerk Currency Exchange (Check Cashing Agency) Fleet Agent Independent Processing Agent Law Enforcement Agency Municipal Agency Non-WI Dealer | Title/Registration for Private Sales and/or Non-WI Dealer Sales Trailer Title Registration WI Dealer Sales | Title/Registration – New Vehicle Title or Out of State Vehicle Title or WI Title | MV1 – WI Title/License Plate Application BVS750 – Temporary Registration Document (if applicable; generates for a newly issued, temporary plate, and |

| | | | |
|---|---|--|--|
| Secured Party/Financial Institution Trailer Dealer | | | when a plate is transferred) Temporary Plate (if applicable) MV2627 – MV1/MV11 Add Driver(s) Addendum (if drivers added) MV2790 – Trustee Statement (if trust customer added) |
| Independent Processing Agent Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer | Title Registration WI Dealer Sales RV Title Registration WI Dealer Sales | Title/Registration or Title Only (IRP and Out of State Resident with Lien) – New Vehicle Title or Out of State Vehicle Title or WI Title | MV11 – WI Title/License Plate Application BVS750 – Temporary Registration (if applicable; generates for a newly issued, temporary plate, and when a plate is transferred) Document BVS751 – Restricted Temporary Registration Document (if applicable (when customer has incidents); generates for a newly issued, temporary plate, and when a plate is transferred) Temporary Plate (if applicable) MV2627 – MV1/MV11 Add Driver(s) Addendum (if drivers added) MV2790 – Trustee Statement (if trust customer added) Before Vehicle Inquiry print (if WI title held by lien holder) |
| BUSINESS TYPE | PROCESSING TYPE | TRANSACTION TYPE | FORM(S) GENERATED |

| | | | |
|---|--|--|---|
| <p>County Clerk Currency Exchange (Check Cashing Agency) Fleet Agent Independent Processing Agent Law Enforcement Agency Municipal Agency Non-WI Dealer Salvage Inspector Secured Party/Financial Institution Trailer Dealer Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer</p> | <p>Title/Registration for Private Sales and/or Non-WI Dealer Sales</p> <p>Trailer Title Registration WI Dealer Sales</p> <p>Temporary Plates Only</p> | <p>Standalone Temporary Plate</p> | <p>BVS750 – Temporary Registration Document Temporary Plate</p> |
| <p>Independent Processing Agent Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer</p> | <p>Title Registration WI Dealer Sales</p> <p>RV Title Registration WI Dealer Sales</p> | <p>Standalone Temporary Plate</p> | <p>BVS750 – Temporary Registration Document BVS751 – Restricted Temporary Registration Document (if applicable - if customer has incidents) Temporary Plate</p> |
| <p>Emissions Test Center</p> | <p>License Plate Renewal Only</p> | <p>Standalone Temporary Plate (for failed emissions)</p> | <p>Certificate of Vehicle Registration Temporary Plate</p> |
| <p>Auto Parts Store Auto Repair Car Wash County Clerk Currency Exchange (Check Cashing Agency) Emissions Test Center Fleet Agent Gas Station Grocery Store Hardware Store Independent Processing Agent Kiosk Law Enforcement Agency</p> | <p>License Plate Renewal Only</p> <p>Title/Registration for Private Sales and/or Non-WI Dealer Sales</p> <p>Trailer Title Registration WI Dealer Sales</p> | <p>License Plate Renewal</p> | <p>Certificate of Vehicle Registration</p> |

| | | | |
|---|--|---|--|
| Municipal Agency Other License Plate Renewal Only Agent Secured Party/Financial Institution Trailer Dealer | | | |
| BUSINESS TYPE | PROCESSING TYPE | TRANSACTION TYPE | FORM(S) GENERATED |
| Auction | Title | Title Only | MV1 – WI Title/License Plate Application T055 WI Title |
| Auction Secured Party/Financial Institution | Title Title/Registration for Private Sales and/or Non-WI Dealer Sales Lien | Replacement Title or Replacement Title + Add Lien | MV2119 Replacement Title Application Before Vehicle Inquiry print MV2790 – Trustee Statement (if existing trust customer) T055 WI Title (auction only) |
| Auction Secured Party/Financial Institution | Title Title/Registration for Private Sales and/or Non-WI Dealer Sales Lien | Repossession | MV2117 – Repossession Application Before Vehicle Inquiry print T055 WI Title (auction only) |
| Secured Party/Financial Institution | Title/Registration for Private Sales and/or Non-WI Dealer Sales Lien | Add Lien | MV1 – WI Title/License Plate Application |
| Secured Party/Financial Institution | Title/Registration for Private Sales and/or Non-WI Dealer Sales Lien | Remove Lien | None |
| Auction Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer | Title Title Registration WI Dealer Sales RV Title Registration WI Dealer Sales | Junk a Vehicle | None |
| BUSINESS TYPE | PROCESSING TYPE | TRANSACTION TYPE | FORM(S) GENERATED |

| | | | |
|---|---|---------------------|---|
| Auction County Clerk Currency Exchange (Check Cashing Agency) Fleet Agent Independent Processing Agent Law Enforcement Agency Municipal Agency Non-WI Dealer Secured Party/Financial Institution Trailer Dealer Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer | Title/Registration for Private Sales and/or Non-WI Dealer Sales Lien Title Title Registration WI Dealer Sales RV Title Registration WI Dealer Sales Trailer Title Registration WI Dealer Sales | Reset a Transaction | MV2412 – Image/Title Number Reset Authorization This form will only generate when resetting the following transactions: Title/Registration, Title Only, Replacement Title, Replacement Title + Add Lien, Repossession |
| Auction Auto Parts Store Auto Repair Car Wash County Clerk Currency Exchange (Check Cashing Agency) Emissions Test Center Fleet Agent Gas Station Grocery Store Hardware Store Independent Processing Agent Kiosk Law Enforcement Agency Municipal Agency Non-WI Dealer Other License Plate Renewal Only Agent Secured Party/Financial Institution Trailer Dealer Motor Vehicle (MV)/Motorcycle-Moped (MC)/Recreational Vehicle (RV) Dealer | Title/Registration for Private Sales and/or Non-WI Dealer Sales License Plate Renewal Only Lien Temporary Plates Only Title Title Registration WI Dealer Sales RV Title Registration WI Dealer Sales Trailer Title Registration WI Dealer Sales | Reset a Transaction | No document will generate when resetting the following transactions: Standalone license plate renewal, standalone temporary plate, Junk a Vehicle, Add Lien, Remove Lien |

8.1 MV11 Form Vendors

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Dealerships that do not use the completed MV11 form that the WisDOT system generates, can order blank forms from any of the WisDOT-approved [form vendors](#).

8.2 Reprinting Forms

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The system will keep copies of the following WisDOT-generated forms available for reprint for the following time periods:

| FORM NAME | REPRINT DURATION |
|---|---|
| MV1 Wisconsin Title & License Plate Application | 90 calendar days |
| MV11 Wisconsin Title & License Plate Application | 90 calendar days |
| MV2119 Replacement Title Application | 90 calendar days |
| MV2117 Repossession Application | 90 calendar days |
| MV2118 Duplicate or Replacement License Plate Information and Application | None |
| MV2790 Trustee Statement for Certificate of Title | 90 calendar days |
| Title | 2 Weeks |
| Certificate of Vehicle Registration | 4 Business Days |
| Temporary Registration Document | Up to the expiration date of the plate (maximum 30 calendar days or 90 calendar days) |
| Temporary Plate | Up to the expiration date of the plate |
| MV2412 Image/Title Number Reset Authorization | 4 Calendar Days |
| MV2627 MV1/MV11 Driver(s) Addendum | 90 calendar days |

9 Error/Informational/Warning messages received during processing

See the following [chart](#) that lists message wording/message explanation.

10 Test Certification/Re-Certification

Some Business Types/Processing types require a passed certification test (passing rate of 80% or greater) every three years to be able to electronically process in eMV PARTNER or a vendor system.

This training resource has all the necessary information to prepare for the certification test.

30 days prior to the 3-year certification expiration, users will receive a pop-up message when logging into eMV PARTNER. Below is an example:

Your Wisconsin Motor Vehicle (MV) Dealer certification will expire on December 20, 2021.
Please re-certify before this date to continue processing transactions.

Close