

A large, dark grey stone sign with the Iowa DOT logo and text. The logo is a stylized red and blue circle. The text "IOWA DOT" is in large, bold, sans-serif letters, with "IOWA" in grey and "DOT" in red. Below the text, the number "6310" is visible in a smaller, white font.A smaller, grey stone sign with the text "MOTOR VEHICLE DIVISION" in a bold, sans-serif font, mounted on a larger stone base.A dark red banner with white text. The text reads "Guidance for Processing Title & Registration Applications" in a bold, sans-serif font, followed by "May 2022" in a smaller font. The banner is positioned over the bottom left of the image.

Points of contact:

County Liaisons

Sandy Clayton & Megan Smith

Vehicle Central Programs (VCP), Iowa DOT
(515) 237-3156

county.vehicle@iowadot.us

Jarid Catrenich

VCP Manager

(515) 237-3009

jarid.Catrenich@iowadot.us

Processing Title & Registration Applications

- 1. Affidavit of Correction, when it applies**
 - for limited, specific corrections
- 2. Redo, when Affidavit of Correction does not apply**
 - essentially a “denial”
 - return and require new application
- 3. County discretion**
 - may need to reach out to customer, if able
 - should be consistent
 - don't circumvent the Affidavit of Correction

Affidavit of Correction Applied to T & R App

- **DOT Form 411219**
- **Created with consultation from County Treasurers**
- **Only for limited and specific corrections;**
 - 1. sale date**
 - 2. names/signatures in wrong places**
 - 3. misspelled names**
- **All parties must sign the affidavit**
- **Must be notarized**
- **Erred application must be submitted with affidavit**
- **Any other supporting documents must also be submitted**
- **Only original affidavit accepted; no copies**

10 Common Alterations

1. Different colored ink and stamps
2. Partially digital, partially handwritten
3. Middle (any) name handwritten in
4. Crossed-out line with correct info written next to it
5. NOT crossed out line with correct info written next to it
6. Strikethrough with initials next to it
7. Handwriting on top of type or other handwriting
8. Illegible handwriting
9. White-out a line with writing over it
10. Correcting wrong checked box (Ex: OR vs AND)

Different Colored Ink/Stamps (#1)

- Multiple pens may be used with different color inks and different line widths; some stamps may be used
- This is common
- By itself, little to no risk and should not be denied
- Counties may use discretion when suspecting fraud

Different colors

I/We certify under penalty of perjury that th

x Jane Doe
Signature of Owner #1

x John Doe
Signature of Owner #2

x

Different line widths

Plate Type: County Std

I/We certify under penalty of perjury

x Jane Doe



Using stamps

Color: GRAY Fuel: GAS Cylinders: 6

Vehicle - Plate Number: **BLACKOUT PLATES** / Plate Type: **BLACKOUT PLATES**

Partially Digital, Partially Handwritten (#2)

- Only acceptable when there are no digital signatures; must have “wet”, or handwritten, signatures applied
- We are not aware of e-signature systems that allow handwriting before the digital signature is applied; therefore, not allowed

Some parts typed in

Model: Wrangler

Cylinders: 6 Tonnage: _____

Plate Type: County Std

Vehicle #2 (if any): _____

Then handwritten

OK because of
handwritten signatures

Purchase Price (Purchase Price less any trade.): \$22675.00

(Check only if applicable.)

I claim exemption from payment of the fee for new registration. List exe

I claim a business trade exemption for my truck.

I/We certify under penalty of perjury that the foregoing is true and

x Jane Doe 5/5/

Signature of Owner #1 Date

x John Doe 5/5/

Middle (Any) Name Digital + Handwritten (#3)

- Only allowed, if no digital signatures on application
- Full legal name required by statutes; includes middle name
- Some systems may not apply full name digitally
 - Ex: if only middle initial is digital, the full middle name would need to be handwritten and only handwritten signatures would be acceptable

Commonly see handwritten middle name

Owner #1: Jane	Mary	Doe
First Name	Middle Name	Last Name
		Birth Date: 2/18/1983

~~Cross-out or Strikethrough~~ (#4 & #6)

- When information is crossed out or has a line through it with the correct info typed or written next to it
- There is no process for initials or additional signatures by the corrections
- Applicant will either need redo the application or submit Affidavit of Correction when it applies

Cross-out with no initials; must redo app for this example

Ownership Status: OR AND (C
 Owner #2: John ~~12 abc~~

Strikethrough with initials; must redo app for this example

Purchase Price (Purchase Price less any trade.): ~~\$22675.00~~ \$14,922.82
 (Check only if applicable.)
 I claim exemption from payment of the fee for new registration. List exemption code.: AD

Corrected Without Cross-out or Strikethrough (#5)

- Handled the same as cross-outs and strikethroughs
- May be more confusing as to which info is correct info

**No cross-out or
line-thru applied**



Purchase Price (Purchase Price less any trade.): \$22675.00 \$149,222.84
(Check only if applicable.)

I claim exemption from payment of the fee for new registration. List exemption code.:

Handwriting on Top of Other Text (#7)

- ...either digital or handwritten
- Applicant will either need redo the application or submit Affidavit of Correction when it applies

**Which is correct, 8 or 5?
Don't try to guess;
must redo app for this example**

Social Security (SS) Number: 486-22-0000



Illegible Handwriting (#8)

- Legible handwriting is needed for correct data input
- Illegible handwriting may cause many critical errors that will need fixed down the road
- Applicant will either need redo the application or submit Affidavit of Correction when it applies
- Counties may use discretion and/or reach out to applicant for clarification

Writing over correction tape made this entry illegible. Is that \$645 or an attempt at a plate number?

or: Blue _____ Fuel: _____
Plate Number: 645 _____
_____ VIN of Trade

Use of Correction Tape (e.g., Wite-Out) (#9)

- Applicant will either need redo the application or submit Affidavit of Correction when it applies
- May be difficult to detect; may see other lines with white over them, or “erased”

Writing not smooth
over correction tape

Other lines have
white over them

Color: Blue Fuel: _____
Plate Number: 1045
VIN of Trade



Correcting Wrong Selection Box (#10)

- Applicant will need to redo the application; there are no selection boxes that are correctable by affidavit

Tried to change the ownership status from "OR" to "AND"

Ownership Status: OR AND (C
Owner #2: John Rone

10 Common Alterations

1. Different colored ink and stamps – **ALLOW with DISCRETION**
2. Partially digital, partially handwritten – **ALLOW with DISCRETION, not if dig sig**
3. Middle (any) name handwritten in – **ALLOW, but not if digital signature**
4. Crossed-out line with correct info written next to it – **AFFIDAVIT or REDO**
5. NOT crossed out line with correct info written next to it – **AFFIDAVIT or REDO**
6. Strikethrough with initials next to it – **AFFIDAVIT or REDO**
7. Handwriting on top of type or other handwriting – **AFFIDAVIT or REDO**
8. Illegible handwriting – **REDO or DISCRETION**
9. White-out a line with writing over it – **REDO**
10. Correcting wrong checked box (Ex: OR vs AND) – **REDO**

References

- **Iowa Code Sections:**
 - **321.20 (Application for Reg & Title)**
 - **321.23A (Affidavit of Correction)**
 - **321.30 (Grounds for Refusing Reg or Title)**
- **Iowa Administrative Code Sections:**
 - **761.400.3 (Application for Title or Reg for a Veh)**
- **County Treasurers' Manual**
 - **Section 10 (Application for Title)**
 - **Section 20 (Fraud Procedures)**

Questions? Comments?

County Liaisons

Sandy Clayton & Megan Smith

Vehicle Central Programs (VCP), Iowa DOT

(515) 237-3156

county.vehicle@iowadot.us