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Subject: MAY 2025 Newsletter
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Brenda Good Morning.

Could you please send out this month's newsletter to our county partners?

Thanks!

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Please ensure this reaches all county motor vehicle treasurers and staff. Thanks!



MOTOR VEHICLE NEWSLETTER
Iowa DOT: Motor Vehicle Division
May 2025

Replacement Titles for Mobile Homes

Most provisions for mobile homes were untouched by the “any county” legislation that went into effect on January 1, 2025. An initial title for a mobile home still needs to be obtained in the county where the mobile home is located (IA Code 321.20.1). However, a replacement title for a mobile home may be obtained in any county under this legislation.

This may create information management issues at the issuing county because they may not have the most current information, specifically the title number. As a best practice, we recommend sending a notice (email, call, etc.) to the issuing county when another county issues a replacement title on a mobile home. This notice will allow the issuing/taxing county to update their records with the new title number and county that issued the replacement.

Odometer Corrections with a POA

When processing odometer corrections, please note a secure power of attorney (SPOA) may be used to complete the odometer disclosure form (411077) on behalf of the seller. A SPOA may NOT be used to complete the statement of facts form (420051). Form (420051) is a form completed under penalty of perjury and requires the actual seller to fill it out and sign it. The guidance tool and county manual will be updated with this information for reference.

Information Flow on Deceased Persons Data

The Motor Vehicle Division strives to have accurate data on customer records in ARTS to ensure county treasurer staff can process transactions efficiently and appropriately. Date of death on a deceased individual is important in many scenarios involving vehicle ownership and registration. Iowa Department of Health and Human Services (HHS) manages data on deceased individuals and provides the date of death directly to Iowa DOT to support accuracy of our customer records. HHS receives death notifications for deceased Iowa residents and some out-of-state people with ties to Iowa.

HHS provides a monthly report to the IT department supporting Iowa DOT, which uploads the dates of death into ARTS monthly. HHS also provides a monthly report on fatal crashes to MVD for cross-referencing and input into ARTS. Due to these processes, there may be a period of up to two months where the date of death does not appear in ARTS after an individual is deceased.

If there is a deceased individual who needs a date of death in ARTS, you may contact MVD. MVD will require a copy of the death certificate or other evidence of the death, such as an obituary from the funeral home that can be confirmed. You may send your request for entry of date of death, or any other questions on

this subject (death certificates/date of death) to vital.records@iowadot.us

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Lien Releases Received from Dealertrack with No Title Surrendered

Dealertrack, provider of Dealer Management Systems, has been instructed that they can send a separate lien release to counties to release a lien without the title.

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The county should:

Release the lien in ARTS

Under the *Mailing* tab: Use Mail to: Other Mail Title Address—Example: No title surrendered—separate notarized lien release submitted

Keep the lien release as their record. (scan it or file it)

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The screenshot shows the 'Mailing' tab in the ARTS system. At the top, there are tabs for 'Application', 'Fee Data', 'Mailing' (which is selected and highlighted with a red box), and 'Documents'. Below these tabs is a table with columns: 'Customer...', 'ID Type', 'Name', 'Residency Address', 'Date of Bi...', 'Relations...', 'Priority', and 'SI Mailing Address'. The table contains two rows of data, both of which are redacted with black bars. Below the table, there is a section titled 'Mailing Instructions'. This section contains three fields: 'Mail To' (a dropdown menu with '<Other>' selected), 'Address Type' (a dropdown menu), and 'Mail Title Address' (a text field containing the text 'No title surrendered—separate notarized lien release submitted'). The 'Mailing Instructions' section is also highlighted with a red box.

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FMVSS Label Required

We have seen a significant increase in the number of scooters and motorcycles coming into IA requesting titles that are lacking a Federal Motor Vehicle Safety Standards (FMVSS) label. Customers indicate that these vehicles are typically purchased as kits from Amazon known as a “Kick Scooter,” which they must assemble themselves. According to federal law, we cannot issue titles or registrations for any vehicle that does not have a federal safety label (FMVSS). The most common brand that we are seeing is TAO-TAO, which is manufactured in China. If you come across one that you are not sure on, please reach out to the county liaison team for assistance.

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Federal Code of Regulations, Title 49, Part 567 - The National Highway Traffic Safety Administration (NHTSA) has established safety standards by which all vehicles used on a highway must be constructed. It requires the manufacturer to place a label on the vehicle indicating compliance with these safety regulations

Iowa Code section 321.30(15) - Unless otherwise provided for in this chapter, the department or the county treasurer shall refuse registration and issuance of a certificate of title unless the vehicle bears a manufacturer's label pursuant to 49 C.F.R. pt. 567 certifying that the vehicle meets federal motor vehicle safety standards. If the motor vehicle does not display a manufacturer's certification label in compliance with 49 CFR 567, it will not be titled and registered unless the vehicle is 25 model years or older.

PWD Sticker Issuance by Counties

MVD is asking county leadership to identify 2 – 3 staff in their office that will be given access for issuing PWD stickers. The request must be submitted through the “ARTS System Access Wizard”.

ARTS > Tools > System Access Request > ARTS Access Request; The requested change is for PWD Sticker Issuance. Customer Education half-sheets can be requested by contacting Mark.Hines@iowadot.us

MVD DOT Online Ordering Site

<https://iowadot.iaprisoinind.com/motorvehiclediv.aspx>

The site password: DOT Each user will be required to set up their own account with a personal password upon starting the checkout process. Farm Stickers, PWD Standard Placards, PWD Temporary Placards, PWD Stickers

Assignment of Security Interest to Another Party

There is a programming issue with lien notation fees in some instances where a lienholder assigns their valid SI to another lienholder and the original notation date is before January 2025. When processing these assigned liens and the original notation date is entered as the received date, ARTS defaults to collecting only 10 upon validation (this applies to any county). To ensure that fees are allocated to the correct accounts, you need to use fee detail for the transaction by adjusting it to -\$10 (\$0) and then perform a Miscellaneous Transaction.

When in the add/release SI under Fee Detail tab

Adjustment reason: Administrative Decision

Comment Example: Known error from programming regarding any county and lien assignments. A separate Miscellaneous Transaction will be performed to collect the \$20 or if the Miscellaneous Transaction is completed first, the statement number must be included in the comment.

Adjustment: -10.00

Application **Fee Detail** Mailing Documents

Fee Type	Comment	Annual Fee	Fee Amount	Adjustment	
SI Recording Fee	SI Fee 1 - Security Interest Reco...		\$10.00	(\$10.00)	Add Adjustment
Adjustment Reason			Comment	Adjustment	
X Administrative Decision				(\$10.00)	

Known error from programming with ANY county and lien assignments. Will perform separate Misc Transaction to collect the \$20 OR if Misc Transaction is done first, could add the statement number in the comment.

In the Miscellaneous Transaction section, select the bottom SI recording fee, as this one is programmed for the \$20 fee in 2025

Products Keys

Product	Units	Amount
Shriners Plate - Renew Personalized Plate		
Shriners Plate Fee - Initial Non-Personalized Plate		
SI Recording Fee		
SI Recording Fee		
Silver Star Plate Fee - Initial Non-Personalized Plate		
Silver Star Plate Fee - Initial Personalized Plate		
Silver Star Plate Fee - Renew Non-Personalized Plate		

Thank you!

Reminder: Past newsletters can be located on the [county vehicle resource site](#).

We want to hear from you! Please [click here](#) to share feedback regarding your experience with this newsletter.

Iowa Department of Transportation
county.vehicle@iowadot.us

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