From: Sharr, Traci
To: Pinegar, Angela
Subject: FW: December 2025 Newsletter
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Address Change for Lienholders

The regulations concerning DBAs on Iowa titles apply to the titled owner, not all lienholders for Iowa-registered vehicles are in Iowa and, therefore, would not be included on the Iowa Secretary of State website The Department of Transportation (DOT) is responsible for the creation and maintenance of lienholder and security interest records. A lienholder who experiences a change of address is required to submit a notification on official letterhead to the DOT, clearly indicating the new address. Additionally, ELT lienholders must fill out form 411188 to request an address change. Mvd.Electronicapplicationrequest@iowadot.us

Application of Title Requirements

There are three types of identification that may be accepted when a person applies for title and registration.

- Iowa Driver's License
- Iowa Non-Driver ID
- Social Security Number

Iowa code does not stipulate that an individual must possess an Iowa driver's license before a title can be issued; it only requires that the person is a resident of Iowa or has a resident who is the primary user.

For a vehicle title and registration application, the person only needs to provide the bona fide Iowa address. They are doing so under penalty of perjury. Admin rule (761.400.25) states that a county may also ask for a statement separate from the applicant to establish time of residency. When creating a new record for an incoming customer, the county would require some form of ID (other state DL, SSN, etc.).

Any County Communication in ARTS

The standard way to communicate across counties due to a denied transaction is through exception case management. This method is preferred over the sticky note because the exception case can be end dated by any county. The exception case will still appear for record in the "History" tab, under Exception Case Maintenance window. The county manual page 10.3 has the guidelines on how to add a note and when.

Dealer "Registration Applied For"

REMINDER-The new "Registration Applied For" card (Temp Tags) process with updated secure paper stock will go into effect on January 1st, 2026. For any questions on the new temp tag system or requirements, please reach out to the dealer team (VIP) at: 515-237-3156.

Motor Carriers (Prorate)

Reminder that all counties need to be directing customers to the Motor Carriers public phone number of 515-237-3268 rather than individual lines within motor carriers. This public line is also listed on the "Who Do I Call List".

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