From: Sharr, Traci
To: Winston, Brandon; Catrenich, Jarid; Nichols, Bethany; Kruse, Kevin; Clark, Deborah; Smith, Megan; Leib, Debbie; Scott, Caitlin; Henry, Eric; Camel, Erika; Sharr, Donald; Leeman, Christopher; Dahm, Ryan; Ridout, Ryan; Maahs, Jason; Harris, Bonnie; Klaas, Mellisa; Said, Denise; Jansen, Alexander; Fowler, Rhonda; Demuth, Mary; Bremer-Jaacks, Lorrain; Cunningham, Charles; Pinegar, Angela; Heddendorf, Ellen
Subject: August 2026 Newsletter
Date: Monday, August 24, 2026 2:33:52 PM
Attachments: image001.png
Electric 3 Wheel Tricycle Example.pdf
VA Mtc Plate.docx



No ID Needed

A new resident (or “move-in”) is different than a non-resident who owns property in Iowa or has a primary user in Iowa. A vehicle owner moving into Iowa from out of state may apply for title and registration using their Iowa address on the title application, establishing residency under penalty of perjury. The application may include the owner’s SSN when the owner has not yet obtained an Iowa DL/ID.

Why it Matters

It is not required for the owner/applicant to provide an Iowa DL/ID, per IA Code 321.20.a.

Specially Equipped Usage: Business and Trusts

Specially equipped usage is not available for businesses or organizations. It is only permitted for an individual with a disability who is the owner or lessee of the vehicle, or for a member of the owner’s or lessee’s household who requires assistance for entering or exiting the vehicle or uses a wheelchair as their sole means of mobility. Any changes to this eligibility would require legislative action.

Specially equipped usage is allowed for vehicles titled in a living trust. Iowa MVD permits customers who place vehicle ownership into a living trust to retain the same eligibility for titling, registration, and license plate transactions that would apply to the individual. Please refer to Memo 24-01 and County Manual Section 6 for additional guidance, which outlines qualifications like business trade usage.

Why it Matters

These rules ensure specially equipped usage is reserved for individuals with disabilities who rely on adaptive equipment, preventing misuse by businesses or organizations. Allowing this usage on vehicles titled in a living trust protects

customers who transfer ownership for legal or estate purposes, ensuring they keep the same eligibility as if the vehicle were titled in their own name.

New Lienholder Requests

To request the addition of a new lien holder (security interest) or to update an existing lienholder record in ARTS, please send the required information via email to county.vehicle@iowadot.us . Be sure to include the entity name, FEIN, physical and mailing addresses and if updating an existing record include any alternate mailing addresses. Requests cannot be completed without the lienholder's FEIN. DOT staff cannot make changes to any information associated with an ELT customer. These updates must be submitted using form 411188 and emailed to mvd.electronicapplications@iowadot.us .

Why it Matters

It's important to follow this process, especially the FEIN, so lienholder information in ARTS stays accurate and compliant. This helps prevent errors in vehicle records and avoids delays for customers and counties.

Out of State Violations

MVD has recently seen a significant increase in Iowa residents receiving citations, civil collection notices, or sanction notices for traffic, tollway, or parking violations that occurred outside of Iowa. These situations often involve vehicles the customer no longer owns. In many cases, other states are billing based on historical ownership rather than the license plate involved in the violation, which results in Iowa customers being contacted in error. When assisting these customers, please verify in ARTS that the vehicle was properly disposed of—either through sale or issuance of a junking certificate—and that the license plates were surrendered. Customers may also request documentation to help dispute the out-of-state citation. If ARTS does not show plate surrender, an ownership change, or a Notice of Sale and Delivery of Title on file, please help the customer complete Iowa DOT Form 411107 so it can be added to the vehicle record. The form can be found at:
https://iowadot.forms.govos.com/f/NoticeofSaleofVehicleampDeliveryofTitle
If the customer is unable to resolve the matter with the out-of-state jurisdiction, please direct them to the Iowa Attorney General's Office, Consumer Protection Division, for further assistance. A consumer complaint can also be filed online at:
https://www.iowaattorneygeneral.gov/for-consumers/file-a-consumer-complaint

Why it Matters

Inaccurate ownership records can lead Iowa residents to receive out‑of‑state citations for vehicles they no longer own. When states bill based on past ownership instead of the correct plate, customers are left resolving issues that aren't theirs. This process helps prevent improper billing, reduces customer stress, and ensures Iowa records accurately show who truly owns the vehicle. Directing unresolved cases to the Iowa Attorney General's Consumer Protection Division ensures customers have support when out‑of‑state agencies do not correct the error.

Electric 3 Wheel China Tricycle

Electric three-wheel tricycles are not eligible for titling or registration for on-road use in the State of Iowa unless they meet all applicable requirements for motor vehicles intended for highway operation. This includes compliance with applicable Federal Motor Vehicle Safety Standards (FMVSS) and assignment of a valid 17-character Vehicle Identification Number (VIN) in accordance with federal requirements. If staff receives an application involving an electric three-wheel tricycle and there is any question or uncertainty regarding the vehicle's eligibility for titling or registration, the application should be sent to the Motor Vehicle County Liaisons or MV Task Force for review. Attached to this newsletter are examples of these tricycles.

Why it Matters

Most electric three‑wheel tricycles do not meet federal safety standards or have valid 17‑character VINs, making them ineligible for on‑road use in Iowa. We want to prevent improper titling, protects public safety, and reduces the risk of future enforcement issues for customers and counties.

Motor Carrier Records-ARTS

Motor Carrier continues to see counties changing information on records that are in all caps and that have a US DOT number associated with the record. It is important that when a vehicle clerk sees a record in all caps or a record with a US DOT number that they do not use that record. This record is created for Intrastate Motor Carrier permit.

Why it Matters

When information in our records is changed, it may no longer match what FMCSA has on file. If the data doesn't align, the customer's information won't transmit to external systems—like how an AAMVA search fails when key details don't match. Customer records must mirror FMCSA's records, and any FMCSA updates must be made and paid for by the customer. Mismatched information can lead to issues such as being pulled into a weigh station for inspection instead of passing through.

Veteran Plates for Motorcycles

The Special Plate Application G-9 for the Veteran plate design did not include motorcycle as an option in the vehicle type drop down. That has now been fixed. See attached

New Email Address

The MV Renewal Committee has a new email address that is now in effect at mvrenewal@ictea.org

Who Do I Call

Please remember to reference the "Who Do I Call" list to ensure you are contacting the correct department. Over the past five years, responsibilities have shifted across multiple areas, and we've seen a noticeable increase in calls being directed to the wrong departments. This list can be found at https://ia.iowadot.gov/mvd/ctmanual Also, please note that most of the contact information on this list is for internal use

only.

Why it Matters

Using the “Who Do I Call” list ensures inquiries are routed to the correct department, which helps reduce delays, miscommunication, and unnecessary workload on teams that no longer handle certain responsibilities.

Thank you!

Reminder: Past newsletters can be located on the county vehicle resource site.

Iowa Department of Transportation
county.vehicle@iowadot.us