

Dealer Special Title Service

The Secretary of State's office offers dealers special expedited title service for certain title transactions at no additional fee. The Dealer Special Title Service only is available for the following transactions:

- **Duplicate Title** – When the title of a vehicle that has been traded in to a dealership has been lost, the Application for Duplicate Title will be in the name of the individual with a "MAIL TO" address of the dealership.
- **Dealer Title Only** – When a dealership needs a Certificate of Title in its name (e.g., when all the assignments of title have been completed), the Application for Title will be in the name of the dealership.
- **Individual Title Only** – When an individual has traded in a vehicle prior to obtaining a title in his/her name, the Application for Title must be accompanied by the correct tax form and fees and be in the name of the individual with a "MAIL TO" address of the dealership.

Transactions may be submitted by regular mail or by an overnight service such as FedEx, UPS or DHL. These transactions will receive special handling and, if the dealership includes an air bill that is pre-paid or billed to the dealership's account, the titles will be pulled and mailed via the overnight service.

Under no circumstances is the Dealer Special Title Service to be used to expedite other types of transactions. Any application addressed to the Dealer Special Title Service that does not meet the above requirements will be processed along with the regular mailed-in transactions.

All Dealer Special Title Service transactions must be addressed to:
Vehicle Services Department
Dealers Special Titles (must be included in the address)
629 Howlett Building
Springfield, IL 62756-6666

Certificate of Purchase — abandoned vehicle

The Illinois Vehicle Code, Chapter 4, defines an "abandoned vehicle" as any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition, or any vehicle that has not been moved or used for seven consecutive days or more and is apparently deserted. Please refer to the Illinois Vehicle Code, Sections 5/4-201 through 5/4-214, for guidelines regarding various conditions of vehicle abandonment.

Law Enforcement Certificate of Purchase:

- The Certificate of Purchase must be completed in full and contain original signatures by a law enforcement official. Copies or stamped signatures are not accepted.
- Application for Title must be completed in full.
- The appropriate title fee must accompany the transaction (Salvage Certificate-\$4; Junking Certificate-no fee).

Towing Company Certificate of Purchase:

- The Certificate of Purchase must be completed in full and contain original signatures. Copies or stamped signatures are not accepted. The tow truck license plate number also must be on the Certificate of Purchase.
- Application for Title must be completed in full.
- The towing company must submit proof that a title search was done through the Secretary of State's Motor Vehicle Records Division.
- For vehicles seven years old or newer, verify that a certified letter was sent to the last owner(s) and lienholder(s). The original or a copy of the letter sent and a copy of the signed return receipt or envelope marked "undeliverable" is acceptable.
- The appropriate title fee must accompany the transaction (Salvage Certificate-\$4; Junking Certificate-no fee).

Late registration fees, replacement stickers/plates

Effective Jan. 1, 2005, a new state law established a late fee for persons who do not renew their license plates registration/sticker at the time of expiration. In addition to the registration fee, a \$20 late fee will be assessed for all applicants who renew more than one calendar month past their registration expiration date. License plate categories affected include Passenger, Specialty and B-Truck.

Effective March 1, 2005, the following fee increases take effect:

Replacement sticker.	\$20
Replacement plate (1 plate) with sticker.	\$26
Replacement plates (2 plates) with sticker.	\$29

*Military personnel who are on active duty stationed outside the state of Illinois are exempt from late fees, provided they complete an affirmation to submit with their renewal.

Vehicle exchange program advisory

Various new car manufacturers and dealerships have been advertising a vehicle exchange program. These programs allow a vehicle purchaser to drive a vehicle for a limited number of days or miles. If at any time during that time period the customer is not completely satisfied with the vehicle, the customer is allowed to exchange that vehicle for another of like year and manufacturer's origin.

If your dealership is participating in this type of a program, please understand that once the customer takes possession of a vehicle by driving it off the lot displaying a Temporary Registration Permit, license plate or other form of registration under the name of the customer, the returned vehicle may only be resold as a "used" vehicle.

Insurance required on all registration applications

On Jan. 1, 2005, the Secretary of State's office began requesting insurance information from customers applying for first-time registration and all renewal applicants. The office is currently revising applications to provide an area to enter this information. Applications that do not have the insurance information will not be rejected; however, customers will be asked to provide their insurance company's name, policy number and expiration upon their next visit to a facility.