

Alabama Title System (ALTS) Quick Start Guide



JUNE
2022

TABLE OF CONTENTS

Getting Started.....	2
Logging In	3
Adding users, Resetting passwords, Etc	4
ALTS Homepage	5-6
Update Email, Address, Banking Info	7
Application Layout Style	8
Start a New Title Application	9
Actions Menu Options.....	10
Reprint	11
Documents	12
Edit Application	13
Submit & Pay	14
Rejected Applications.....	15
Void.....	16
Hold.....	17
Application Status History	18
Undeliverable Address	19
Title Record Search Options	20
Title Record Flags	21
Uploading Title Applications.....	22-28
Training Videos	29
Title FAQ's	30
Contact & Reference Information	31

Getting Started

Please note:

- Any applications that were started in ETAPS should have been completed in ETAPS by June 1, 2019. If an ETAPS application was not completed and you are unable to apply in ALTS, reach out to the Motor Vehicle Division for assistance.
- Licensing officials' registration system interfaces will continue to work with ALTS. If you have any issues, please contact your system vendor.
- Dealer management systems will continue to work with ALTS. Please contact your system vendor if you have any issues.
- ALTS is not compatible with Internet Explorer. If you are having difficulty using with Internet Explorer, consider changing to another web browser, such as Google Chrome, Firefox, or Microsoft Edge.

Logging In

To access the ALTS system, go to the MVTRIP site at <https://mvtrip.alabama.gov>. Enter your username and password combination and once you are logged in, click on the ALTS icon (red car).

Your User ID and password will be the same to access both the Motor Vehicle License Portal and ALTS.

If you have lost or forgotten your username or password, you can click on the links at the bottom of the MVTRIP login prompt and your username or temporary password will be emailed to the email address on file. You can also set a new password by answering your security questions.

The screenshot displays the MVTRIP website interface. At the top left is the MVTRIP logo with the tagline "Motor Vehicle Title Registration & Insurance Portal". A "Related Tasks" dropdown menu is visible in the top right. The main content area is divided into several sections:

- Welcome to MVTRIP:** A text block explaining that the Alabama Department of Revenue Motor Vehicle Division is responsible for issuing motor vehicle titles, dealer licenses, maintaining registration information, and enforcing the Mandatory Liability Insurance Act. It also mentions the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA).
- Login:** A form with fields for "User Name:" and "Password:". Below the "User Name" field are links for "Forgot Your User Name?" and "CAPS Lock User Manual". Below the "Password" field are links for "Forgot Your Password?" and "Change Password?". A "Login" button is positioned at the bottom right of the form. This entire login section is circled in red.
- MVTRIP Applications:** A section with a "Title" filter and a list of application categories: Surety Bonds, Involuntary Transfer Portal, ALTS Migration Manual, ALTS, and ALTS Webinar. Below this are links for Mandatory Liability Insurance, Unclaimed Vehicle Report, Tag Precommitment, Motor Vehicle License, and ALTS Training Videos.
- News and Alerts:** A section containing three news items:
 - 4/15/2019 - 2020 POD Decals - 3rd Delivery:** A notice about the 3rd delivery of 2020 Print on Demand (POD) decals to licensing offices, with a link to view the entire article.
 - 3/7/2019 - Deadlines Extended for Motor Vehicle Registrations in Lee, Macon, and Bullock Counties:** A notice about extended registration deadlines, with a link to a Revenue Commissioner's Order.
 - 2/28/2019 - Order of the Commissioner - Registration Extension for Certain Counties:** A notice about registration extensions for certain counties.

Adding Users, Resetting Passwords, Etc.

For instructions on adding users, resetting passwords, etc., click on the CAPSLock User Manual on the MVTRIP homepage.

Note: Only the organization administrator can add users.

The screenshot shows the MVTRIP homepage. At the top left is the MVTRIP logo with the text "Motor Vehicle Title Registration & Insurance Portal". At the top right, it says "Current User: 0300048 | Organization: 03-00048-00 | Logout". Below the logo is a "Welcome to MVTRIP, car dealer" message. The main content area contains a paragraph about the Alabama Department of Revenue Motor Vehicle Division, followed by a link "Click here to view the CAPSLock User Manual" which is circled in red. To the right is a "News and Alerts" section with two articles: "5/31/2013 - DPS Scheduled updates on Wednesday, April 17th affecting Alverly Availability from 6 to 11PM" and "9/10/2012 - MVTRIP Reporting". At the bottom left, there is a section for "MVTRIP Applications" with a "Related Applications" button.

ALTS Homepage

After logging in to MVTRIP and selecting the ALTS icon, you will be presented with the ALTS homepage.

At the top of this page is the *News and Alerts* section, which contains important updates and alerts. Also shown on the ALTS homepage are pending applications and application search options. Common Action buttons are listed at the bottom of the homepage which includes starting a new application, interactive reports, view/upload documents, and submitting applications.

The screenshot displays the ALTS homepage with the following components:

- Header:** MVTRIP logo, navigation links (Home, Apply, Admin, Actions, Help), and user information (Related Tasks, Logout mchar, My Settings).
- News and Alerts:** A blue box containing a message: "The ETAPS system will be disabled on June 1st. All outstanding (saved, submitted, rejected, etc.) ETAPS title applications should be completed before June 1st. (Link)".
- Application Search Options:** A search bar with a magnifying glass icon and a plus sign.
- Applications:** A table with columns: Application Number, Application Type, Status, VIN or Side ID(s), Created By, and Date Updated. The table lists five transfer applications, all with a status of "Issued" and a date of "04/02/2019".
- Common Actions:** Four buttons for "Start a New Vehicle Application", "Start a New Manufactured Home Application", "Submit Existing Application(s)", and "Interactive Reports".

Application Number	Application Type	Status	VIN or Side ID(s)	Created By	Date Updated
TRMS101817	Transfer	Issued	1G1RB6S50JU158	mard	04/02/2019
TRTL10171	Transfer	Issued	4T1BF1FK7GU505	ADMIN_63-0	04/02/2019
TRTL101771	Transfer	Issued	4T1BF1FK0GU207	ADMIN_63-0	04/02/2019
TRTL101765	Transfer	Issued	5FNYP3H98AB020	ADMIN_63-0	04/02/2019
TRAL101740	Transfer	Issued	2G1WC581569238	ADMIN_01-0	04/02/2019

ALTS Homepage (Cont'd)

Expand the application search options on the homepage by clicking the plus button on the far-right side of the menu bar. Once expanded, you can search by date range for a specific application status (See [Pg. 18](#) for more info about application status), or search for a specific application type, i.e., replacement, transfer, add lien, etc.

The screenshot displays the ALTS homepage interface. At the top, there is a 'News and Alerts' section with a notification about the ETAPS system being disabled on June 1st. Below this is the 'Application Search Options' section, which is currently expanded. The search options include fields for 'Application Update Begin Date' (03/01/2019), 'Application Update End Date' (05/20/2019), 'Application Number', and 'VIN or Side ID'. A dropdown menu for 'Application Status(es)' is open, showing options like 'Approved', 'Assigned', 'Auto-Approved', 'Cancelled', 'Completed', and 'Documents Received'. A green 'SEARCH' button is visible. Below the search options is a table of application results.

Application Number	Application Type	Status	VIN or Side ID(s)	Created By	Date Updated
TRMS102107989	Transfer	Completed	SUXTR7C58KLF31503	RHARRISON	05/18/2019
TRAL102107986	Transfer	Completed	WBAYA6C52DD143585	ABWILLIAMS	05/18/2019

Update Email, Address, and Banking Info

Update your banking information, mailing address, and the email to receive email notifications, including rejection notices, by selecting the dropdown list **My Settings**, located in the upper right-hand corner, and then **My Organization**. Note that only an administrator on the account can update banking information.

The screenshot shows a user interface for updating personal and organizational information. At the top right, there are links for 'Related Tasks' and 'Logout 370'. A 'Help' dropdown is on the left, and a 'My Settings' dropdown is highlighted in yellow on the right. The main content area is divided into four sections: 'Physical Address', 'Mailing Address', 'Application Rejection', and 'Payment Information'. Each section contains instructions and a form to update the respective information. A large blue 'SAVE' button is at the bottom.

Help ▾ Related Tasks ▾ Logout 370

My Settings ▾

📍 Physical Address

You can update the physical address in CAPSLOCK

37-00 00
141 Anywhere Dr
Montgomery, Alabama 36117

✉ Mailing Address

You can update the mailing address in CAPSLOCK

37-00 -00
141 Anywhere Dr
Montgomery, Alabama 36117

✖ Application Rejection

Email to receive rejection notice via:

E-mail

 ✖

💳 Payment Information

You can pay for your application processing fees either automatically via bank draft, or by credit card. If you opt to pay via credit card, you will have to enter payment information each time you submit applications and must also pay a service fee per application.

Pay via:

Bank Draft Credit Card

SAVE

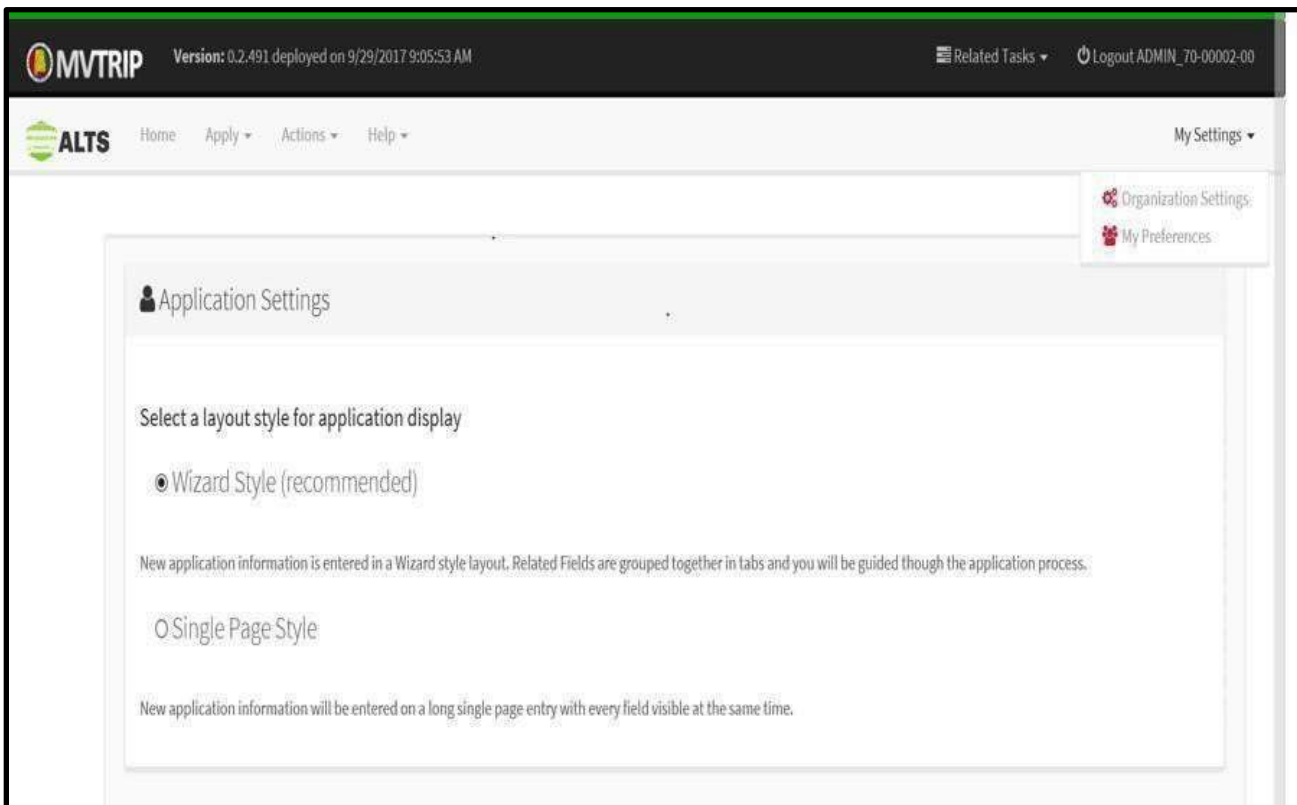
ALTS Application Layout Styles – Wizard or Quick Entry

There are two options for the application layout style.

In the wizard style, you will be guided step by step through the application process.

In the single page style, applications will be entered on a single page entry.

The application style is set to wizard by default; however, you can change the style by clicking on **My Settings**, in the upper right-hand corner, and **My Preferences**.











Start a New Title Application

On the ALTS homepage, you can click **Start a New Application** and then select the transaction type. The wizard will guide you through the process.

Title Application

Choose a transaction type.

<h3>Transfer a Title</h3>  <p>Transfer ownership of a vehicle from one person or business to another. This includes vehicles with titles from states other than Alabama.</p>	<h3>Replace Title</h3>  <p>Replace an existing Alabama title because it has been lost, stolen, or severely damaged.</p>
<h3>Correct an Alabama Title</h3>  <p>Correct information on an existing Alabama title. This may include Vehicle, Owner, and Lien information.</p>	<h3>Manage Liens</h3>  <p>Add, release, renew, or transfer lien(s) for a vehicle.</p>
<h3>Manage Stolen Vehicles</h3>  <p>Transfer ownership of a stolen vehicle, or report a vehicle recovered.</p>	<h3>Salvage a Vehicle</h3>  <p>Apply for a Salvage title for a vehicle that has been deemed a total loss.</p>
<h3>Rebuilt Title</h3>  <p>Apply for a title for a previously salvaged vehicle that has been rebuilt.</p>	<h3>Manufactured Home Titles</h3>  <p>Go to the Manufactured Home Portal.</p>

Actions Menu Options

Click Actions on the toolbar to request a hold, track the status of a pending application, review rejected applications, etc. See pages [11 - 19](#) for information on each command.

Actions Menu

Choose an action.

Reprint



Applications can be viewed and reprinted here.

Edit



Applications that are still in Saved In Progress status can be edited here.

Hold



Applications can be placed on Hold status for up to 30 days. An application can only be placed on Hold one time.

Submit & Pay



Applications that are ready can be submitted and paid for here.

Application Status History



View the full status history for an application.

Rejected Applications



Quickly view any of your applications that are in rejected status.

Assigned Applications



Quickly view any of your applications that are assigned.

View/Upload Documents



Quickly view and upload scanned documents for applications.

Undeliverable Address



If a title has been returned because of an undeliverable address, the address can be updated here.

Void



Applications that have not been Submitted can be voided here.

Actions Menu -Reprint

To view or reprint an application, select **Actions** on the toolbar, and **Reprint**.

Search by application number, VIN number, or a date range to reprint an application.

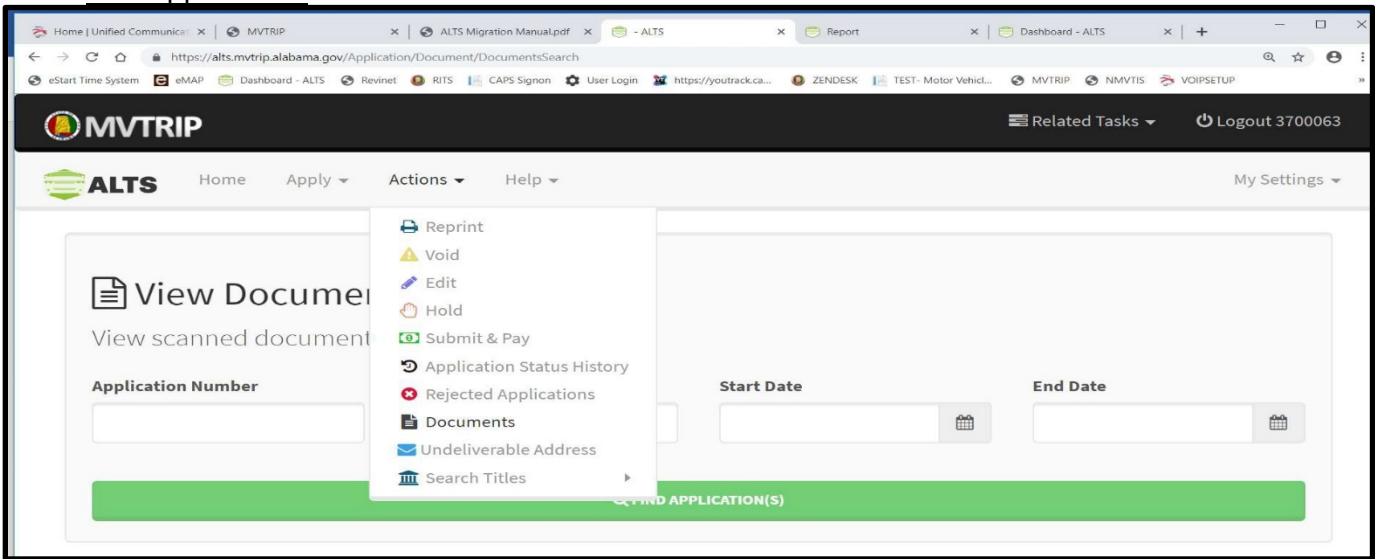
Select view, to view the application summary. Select print, to print the title application.

The screenshot displays the 'Reprint Applications' interface in the MVTRIP ALTS system. At the top, there is a navigation bar with 'Home', 'Apply', 'Actions', and 'Help' menus. The main content area is titled 'Reprint Applications' and includes a search section with a 'NEW SEARCH' button. Below the search section, there are four search parameters: 'Application Number' (no value provided), 'VIN or Side ID' (2MRDA22205BJ0), 'Start Date' (no value provided), and 'End Date' (no value provided). A message states 'These applications matching your search criteria are available to print'. Below this message is a search input field and a table of results. The table has columns for 'Application Number', 'Application Type', 'VIN/Side ID', 'Status', and 'Date Updated'. One application is listed: TRTL102020, Transfer, 2MRDA22205BJ0, Issued, 05/06/2019 08:55:12. Below the table, it says 'Showing 1 to 1 of 1 rows'.

Application Number	Application Type	VIN/Side ID	Status	Date Updated
TRTL102020	Transfer	2MRDA22205BJ0	Issued	05/06/2019 08:55:12

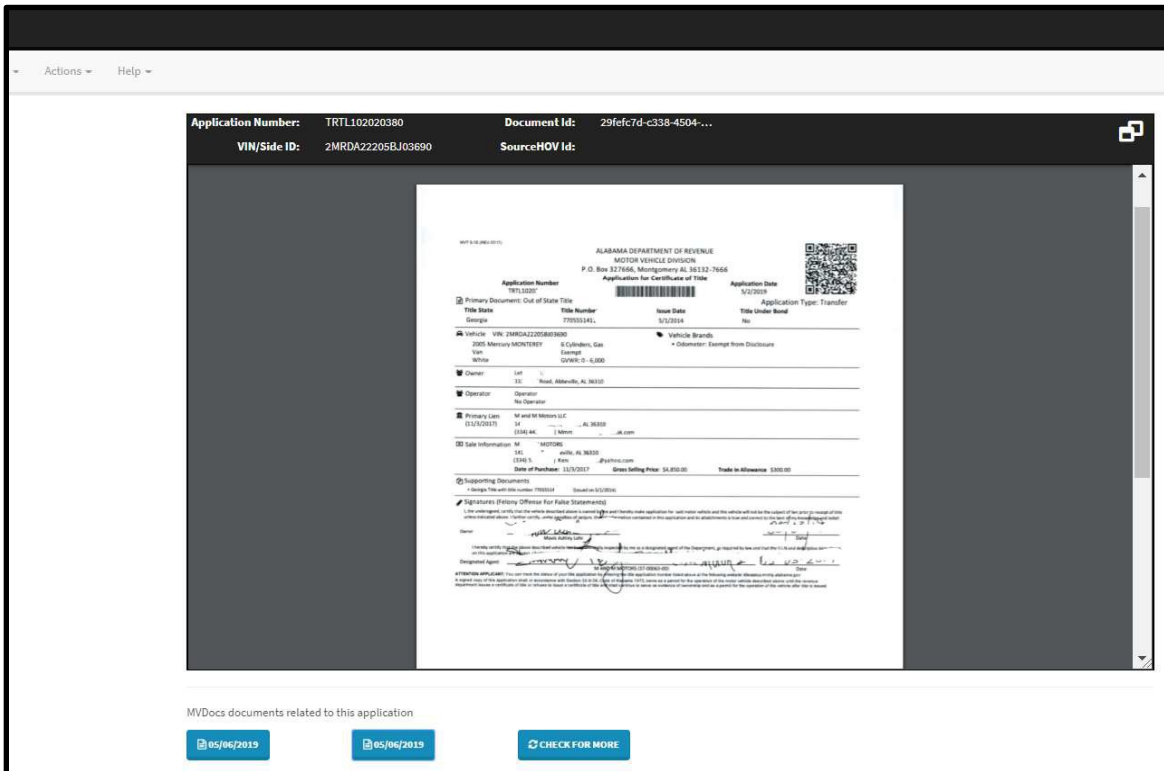
Actions Menu-Documents

To search documents received by the Motor Vehicle Division or that you uploaded, go to **Actions** on the toolbar and select **Documents**. Enter the application number, VIN number, or date range and select Find Applications.



Documents related to the search above, will display by receive date.

To view the documents received or uploaded on a given date, click the date listed in the blue box below the document image.



Actions Menu -Edit

To edit an application that has not been finalized, click Edit and search by application number, VIN number or date range.

Select Edit to make changes to the existing application.

The status of an application must be saved in progress to edit an application, otherwise, the application must be voided or voided and cloned. See [Pg. 16](#) for information on void or void and clone.

MVTRIP
ALTS Home Apply Actions Help

Edit Applications

Search Parameters [NEW SEARCH](#)

Application Number	VIN or Side ID	Start Date	End Date
(no value provided)	(no value provided)	05/01/2019	05/15/2019

Search (Application Number, VIN, etc.)


Application Number	Application Type	VIN/Side ID	Status	Date Updated
Edit TRMS102	Transfer	WBA8B9C54JEE	Saved In Progress	05/15/2019 15:21:33


Showing 1 to 1 of 1 rows

Actions Menu -Submit & Pay

Applications can be submitted at the time an application is completed, or you may save the applications and submit and pay at a later time. To submit an application, click **Submit Existing Applications** on the homepage or click **Actions** Menu and then click **Submit & Pay**.

Note that there are three separate tabs which may contain applications that are pending submission:

 **New Submissions Tab** - Completed applications ready to be submitted will be listed here.

 **Resubmissions Tab** - Rejected applications will be listed here. All rejected applications must be electronically resubmitted and any supporting correction documents, if applicable, along with the resubmission letter must be uploaded into ALTS. There is no charge to resubmit a rejected application. If an application has been rejected, you will also receive a courtesy email from noreply@mvtrip.com. Adding this address to your email contacts will prevent it from going to your spam folder.

 **Incomplete Applications Tab** - Out of state applications that are pending title information will be listed here.

Reports can be exported as a Microsoft Excel (CSV) spreadsheet or a PDF by clicking the drop- down arrow box above Fee.

To submit an application in any of the three tabs, you can select the applications individually (or select the check box by Application Number at the top to select all applications) and click **Submit Selected Applications for Approval**.

Note that an application that is saved in progress cannot be submitted; it must be in completed status. To complete, edit the application (See [Pg. 13](#)) and advance until it is finalized.

Submit Completed Applications for Approval

Select an application category below to filter the available applications to submit

NEW SUBMISSIONS **RESUBMISSIONS** **INCOMPLETE APPLICATIONS**

Application Number VIN or Section Id

<input type="checkbox"/> Application Number	Application Type	Status	VIN/Side ID	Last Updated	Fee
<input type="checkbox"/> REP100000625	Replacement	Rejected	1GCEC19X58Z300269	09/24/2018 15:40:32	\$0.00
<input type="checkbox"/> TRTL100000544	Transfer	Rejected	5NPE24AF1GH286853	05/14/2018 10:28:55	\$0.00
<input type="checkbox"/> TRMS100000618	Transfer	Rejected	12345678997	05/14/2018 10:26:43	\$0.00
<input type="checkbox"/> TRAL100063904	Transfer	Rejected	1FAHP24106G169695	05/24/2018 10:55:13	\$0.00
<input type="checkbox"/> TRTL100000548	Transfer	Rejected	3GTU2NEC6HG424754	06/25/2018 09:16:36	\$0.00

Showing 1 to 5 of 5 rows

0 Application(s) Selected
Total Application Fee: \$0.00

SUBMIT SELECTED APPLICATION(S) FOR APPROVAL

Actions Menu -Rejected Applications

On the **Actions** Menu, click **Rejected Applications**. Search by entering either: The Application number, VIN number, or date range. To see all rejected applications, click **Find Applications**. A list of applications will be presented. Click **View** to see a detailed reason for the rejection.

Rejected Applications

Search Parameters NEW SEARCH

Application Number (no value provided) VIN or Side ID (no value provided) Start Date (no value provided) End Date (no value provided)

These applications matching your search criteria are available for review

Search (Application Number, VIN, etc.)

	Application Number	Application Type	VIN/Side ID	Status	Date Updated	
View	Resubmission Letter	TRAL100000019	Transfer	1G3GR64H214177	Rejected	10/25/2017 13:17:48
View	Resubmission Letter	TRAL100000025	Transfer	KL1TD56616B839	Rejected	10/25/2017 15:35:36
View	Resubmission Letter	TRAL100000054	Transfer	2G4WS52M9W142	Rejected	10/26/2017 09:56:59

If the error is on the title application, select **edit application** and make corrections to the application. After the application is edited, ALTS will prompt you to electronically resubmit the application (no charge). After the application has been electronically resubmitted, Print the Resubmission letter and upload it with the new/corrected title application into ALTS.

If the error is on the documents, such as the back of the title, please note that the original title documents should be in your records. Make any necessary changes to the original documents, if needed, and upload the Resubmission letter, along with any supporting documents that were corrected or required into ALTS. The rejected application must be in completed status and electronically resubmitted. See Submit & Pay ([Pg. 14](#)).

⚠️⚠️⚠️ NOTE: All rejected applications must be electronically resubmitted, and the resubmission letter and supporting documents must be uploaded into ALTS in order to be reviewed by the department. See Uploading Title Applications - Rejections ([Pg. 26](#)) ⚠️⚠️⚠️

Previous Rejection Information

Code	Reason	Comments	Rejected By	Rejected Date
DL	An MVT 5-7 affidavit of correction is needed to correct the assignment. A separate MVT 5-7 is needed to correct each assignment/re-assignment.	Name on buyer's line in assignment is illegible.	stephanie.dale	12/4/2017

[EDIT APPLICATION](#) [PRINT RESUBMISSION LETTER](#) [VIEW DOCUMENTS](#)

Actions Menu - Void

Applications that have not yet been submitted (saved or completed status), can be voided.

The void and clone option will void the current application (that cannot be edited) and create an entirely new application that will be open to editing.

To void an application or to void and clone an application, select **Actions** on the toolbar, select **Void**, and enter the application number, VIN number, or date range. Provide a reason for void in the comment box and select either Void or Void & Clone.

Note that once an application has been submitted, you must contact the Motor Vehicle Division to void the application.

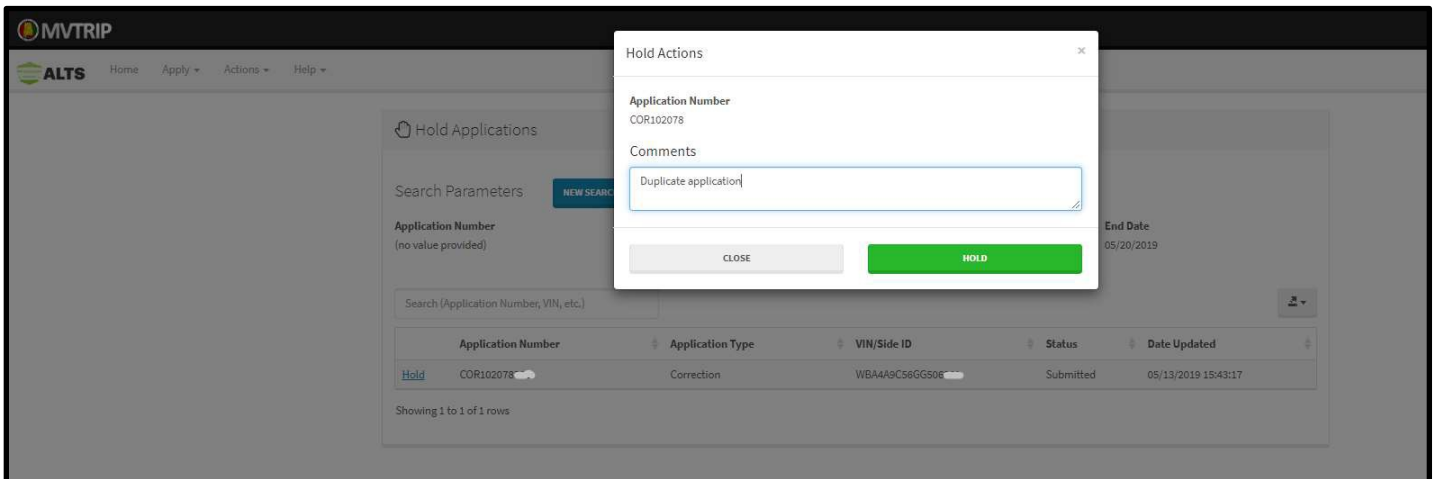
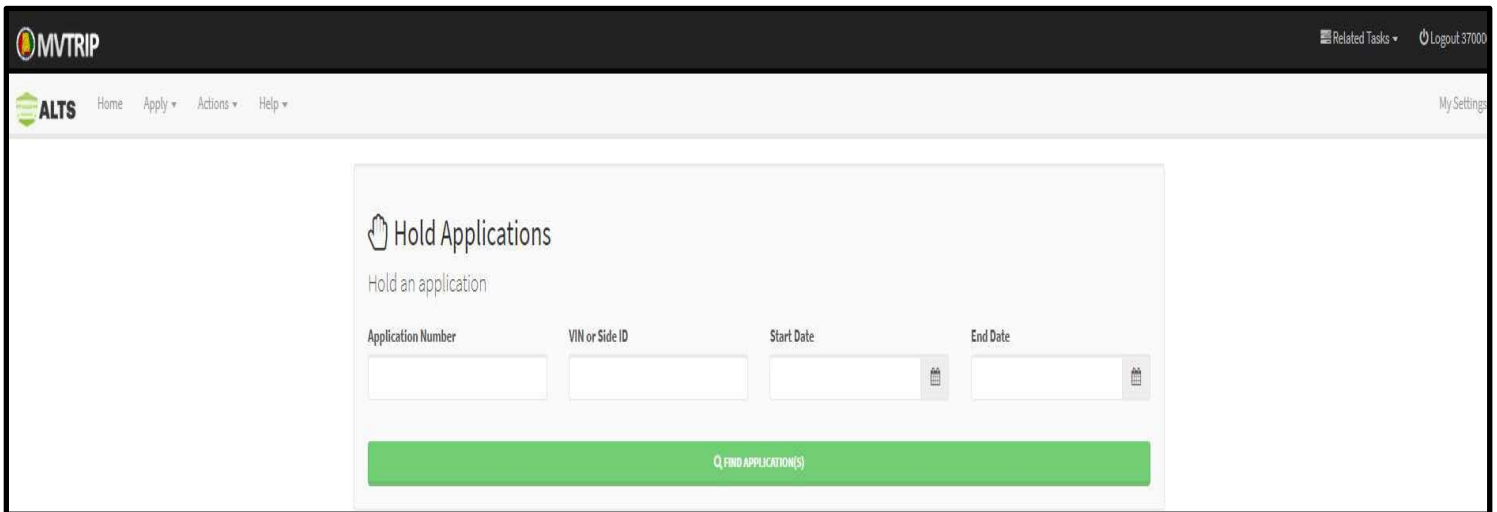
The screenshot displays the MVTRIP application interface. A modal dialog box titled "Void Application (TRMS10209, WBASR1C5XKAE8)" is open in the center. The dialog contains a "Comments" text input field and three buttons: "CLOSE", "VOID", and "VOID & CLONE". The background interface shows a "Void Application(s)" section with search parameters and a table of application records.

Application Number	Application Type	VIN/Side ID	Status	Date Updated
Void TRMS10209	Transfer	WBASR1C5XKAE8	Completed	05/15/2019 16:41:24
Void TRAL10209	Transfer	1GNSKBE06ER1	Completed	05/15/2019 16:42:44
Void TRMS10209	Transfer	WBXYJ3C3XJEJ	Completed	05/14/2019 19:07:55
Void TRAL102086074	Transfer	3C4PDCBG7CT3	Completed	05/14/2019 16:20:53
Void TRAL10209	Transfer	5UXKR2C50FDH	Completed	05/14/2019 20:45:43
Void TRMS10208	Transfer	WBXYJ3C32JEJ	Completed	05/14/2019 11:31:09
Void TRMS10208	Transfer	WBA8B9C54JEE8	Saved In Progress	05/15/2019 15:21:33

Actions Menu - Hold

If a title application is not submitted within 30 calendar days, the ALTS account will be suspended. The user may request an additional 30 days extension, (allowing for a total of 60 days) to submit the title application.

To request a hold, click **Actions, Hold**, and enter the application number, VIN, or a date range and click find application(s). Click the Hold link next to the application number. Enter the reason in the comments box and select click hold.



Actions Menu – Application Status History

View the status of an application. The following Statuses may appear on the application status history:

- **Saved** - Application is saved and can be edited. The application cannot be submitted in this status, as it must be completed first. To complete the application, edit the application (See [Pg. 13](#)) and then advance until it is finalized.
- **Completed**- Application is finalized and can be submitted. A completed application cannot be edited. To make changes, application must either be voided or voided and cloned.
- **Submitted** - Application has been paid and electronically submitted to the department.
- **Documents Received** - Documents have been received by the Motor Vehicle Division.
- **Rejected**- Application was rejected. (see [Pg. 15](#))
- **Approved**- Title application approved.
- **Issued Pending NCIC Result**- VIN must clear national crime database prior to reflecting Issued.
- **Issued**- Title will be mailed the day after the issue status date.

Help ▾

Application History

Please note that partial VIN searches are not currently supported, so if you did not find what you were looking for, please be sure to use the full VIN.

Search Parameters: NEW SEARCH

Application Number <small>(no value provided)</small>	VIN or Side ID WAUACGFF5F1007	Username <small>(no value provided)</small>	Entry Status <small>(no value provided)</small>
--	----------------------------------	--	--

Search (Application Number, VIN, etc.)

	App Number	VIN/Side IDs	Current Status	Entry Status	Status Date	Updated By
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Saved In Progress	03/01/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Saved In Progress	03/01/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Completed	03/01/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Submitted	03/08/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Requires Review	03/08/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Documents Received	03/12/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Rejected	03/20/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Saved In Progress	04/26/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Completed	04/26/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Submitted	04/26/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Documents Received	04/30/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Approved	05/20/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Issued Pending NCIC Result	05/20/2019
View Full History	Application Details	TRTL101668	WAUACGFF5F1007	Issued	Issued	05/20/2019

Showing 1 to 14 of 14 rows 20 ▾ records per page

Actions Menu – Undeliverable Address

If the title cannot be delivered by USPS or is returned to the Motor Vehicle Division, the title record (See [Pg. 20](#) for title record search) will indicate a flag of not deliverable.

To update the address, click **Actions, Undeliverable Address**, and enter both the application number and the VIN number, click change address, and enter the correct address.

Once the address is updated, the title should be mailed the following day.

Note that titles will not be mailed to a forwarding address.

The screenshot shows a web interface for updating a mailing address. At the top, there are navigation links for 'Actions' and 'Help'. The main content is divided into three sections:

- Vehicle:** A table with columns for VIN, Year, Make, and Model. The VIN is 1GCCS1957Y8287894, Year is 2000, Make is Chevrolet, and Model is S TRUCK.
- ★ Special Mailing Name(s):** A form with fields for Party Type (Individual), AL Driver License Number, Doing Business As, First Name (IRIS), Middle Name (R), Last Name (PINKSTON), and Suffix.
- ✉ Corrected Mailing Address (Special Mailing):** A form with fields for Address (826 MAHLEP LN), Country (United States), City (ALEXANDRIA), State (Alabama), and Postal Code (26250).

At the bottom of the form is a green button with a checkmark icon and the text 'UPDATE MAILING ADDRESS'.

Title Record Search Options

View information for an Alabama title record; such as: title number, title issue date, current titled owner, title flags (See [Pg. 21](#)), or any title previously issued. To perform a title record search, go to **Actions, Search Titles** and select either **Existing Titles** or **Legacy (ETAPS) Titles**.

Enter the VIN number, or application number, and select Search.

Note: Titles issued from ETAPS must be searched by selecting **Legacy (ETAPS) Titles** and Titles issued from the ALTS systems must be searched by selecting **Existing Titles**.

If you are uncertain of which system a title was issued, it is recommended that you perform both searches to be certain that you have the most comprehensive title information.

The screenshot shows the MVTRIP ALTS web application interface for searching Legacy (ETAPS) Titles. The browser address bar shows the URL: <https://alts.mvtrip.alabama.gov/Application/LegacyTitles>. The page title is "Legacy (ETAPS) Titles".

The search form includes the following fields and options:

- Title Issue End Date:** A date picker field.
- Application Number:** A text input field.
- VIN or Side ID:** A text input field.
- Original Application Type(s):** A dropdown menu with the option "Select an application type".

Below the search form are two buttons: a green "SEARCH" button and a red "X CLEAR" button.

A filter bar is located below the search form, with the text "Filter (Application Number, Title Number, etc.)" and a dropdown arrow.

The results table has the following columns: Title Number, Application Number, VIN/Side ID, Date Issued, and Status. The table currently displays "No matching records found".

A sidebar menu is visible on the left, with the "Search Titles" option expanded to show "Existing Titles" and "Legacy (ETAPS) Titles".

Title Record Flags

Title Flags are messages pertaining to the status of a title and can be found by performing a title record search (See [Pg. 20](#)). Three title flags that may appear on the title record are: undeliverable address (see [Pg. 19](#)), surrendered title, and surety bond.

A surrendered title flag indicates that the title was transferred to another state and the state that it was transferred to.

A surety bond flag indicates that the title was secured under a three-year surety bond, which will also be reflected on the face of the AL title. The surety bond brand will be removed after the three-year time period.

Note, if a title record does not contain a flag, the title flag section will not display in the title record.

Title Record

← BACK

SUMMARY REGISTRATION

Application Information

Application Number	Application Type	Application Status	Issued Date	Title Number
TRMS102008240	Transfer	Updated after Issuance	5/29/2019	102008240

Title Flags

- Not deliverable

Vehicle Information

VIN 5UXCR6C56KLL25572	Year 2019	Make BMW
Model X5	Body Style Carry-all (SUV)	Gross Vehicle Weight Rating 06,001 - 10,000
Fuel Type Gas	Odometer Reading Type Actual	Odometer Reading 5 Miles
Number of Cylinders 6	Primary Color White	Secondary Color

Sale Information

Uploading Title Applications

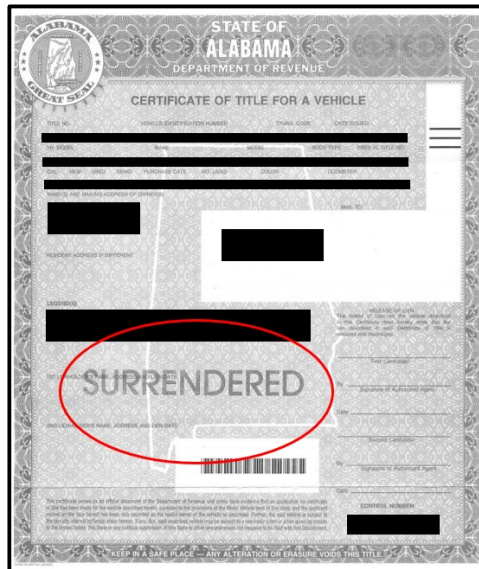
Requirements

In order to upload documents, designated agents and title service providers must comply with Motor Vehicle Division administrative rule 810-5-75-.42, which requires designated agents and title service providers to write or stamp the word “**SURRENDERED**” on the face of the title document (as pictured below).

The original title application and supporting documents must be securely maintained by the designated agent or title service provider for at least six (6) months from the date of the electronic submission of the documents.

An electronic copy of the title application and supporting documents must be maintained by the designated agent or title service provider for at least five (5) years from the date of the electronic submission of the documents.

Failure to comply with these requirements may result in the revocation of the authority to act as a designated agent or title service provider.



In ALTS, designated agents and title service providers will upload scanned images of application packages in file sizes not to exceed 10 MB. Each ALTS application package should be scanned into a single file, such as a multi-page PDF, and uploaded into ALTS. Files that are larger than 10 MB in size will require multiple uploads.

Pictures or copies of title applications and supporting documents are not acceptable.

The application should always be the first image of each application package, followed by the primary supporting document, and other supporting documents.

Designated agents and title service providers interested in batch loading application packages via a secure FTP server may contact the department below for further assistance.

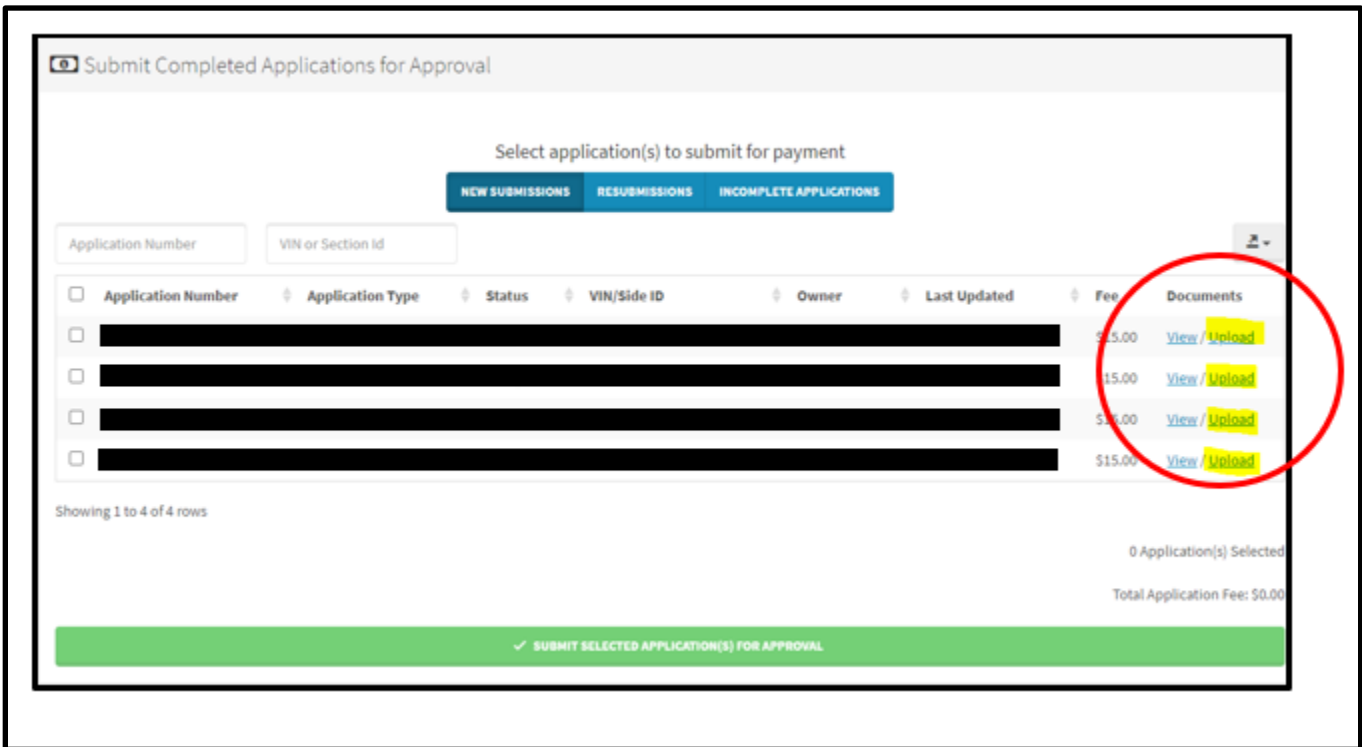
[Contact ADOR](#)

Uploading Title Applications (Cont'd)

There are various ways to upload title applications in ALTS. Details are provided for each alternative method in this section.

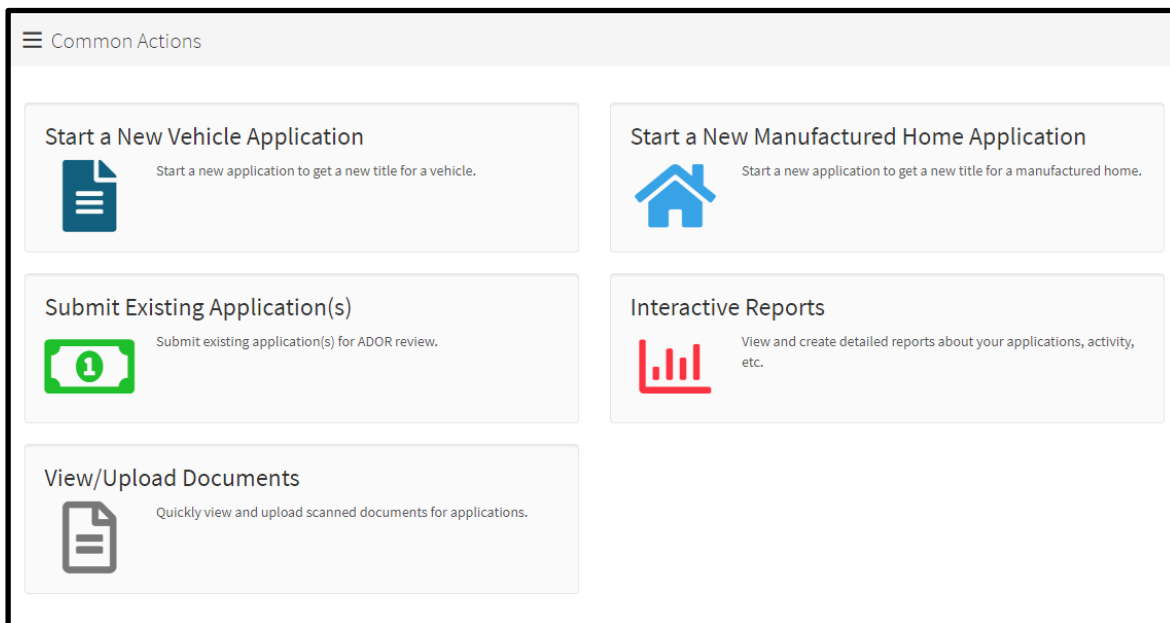
1. Submission Screen

- a. Applications may be uploaded to ALTS, prior to submission. Go to **Actions, Submit & Pay**, and a column on the far right labeled Documents, provides you with the ability to upload documents and to view documents previously uploaded.



2. Common Actions – ALTS Homepage

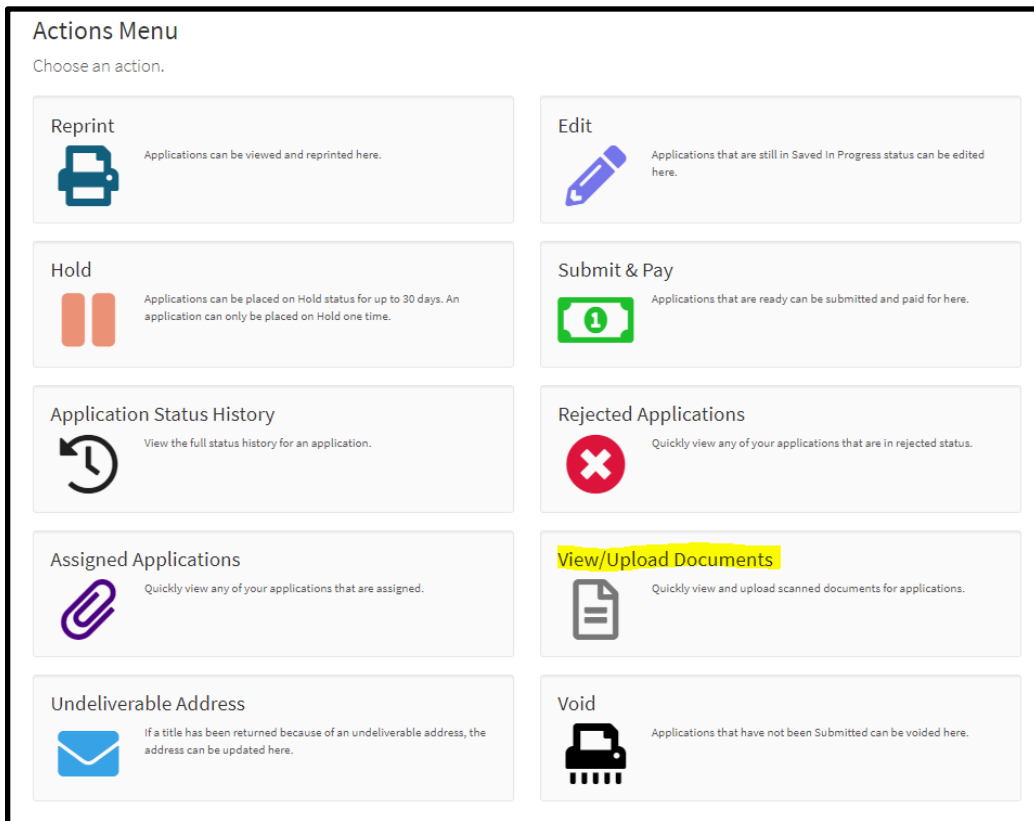
- a. Applications may be uploaded by selecting the **View/Upload Documents** button on the ALTS Homepage.



Uploading Title Applications (Cont'd)

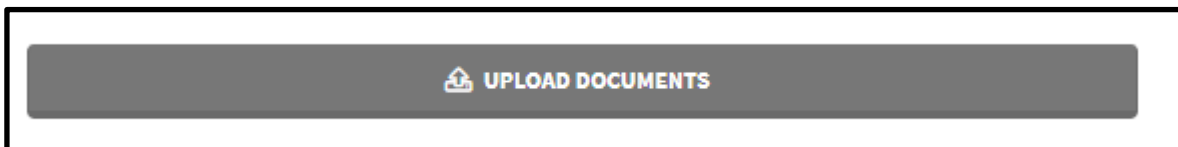
3. Actions Tab/Menu

- a. Applications may be uploaded by going to **Actions, View/Upload Documents**.



4. Application Information Page

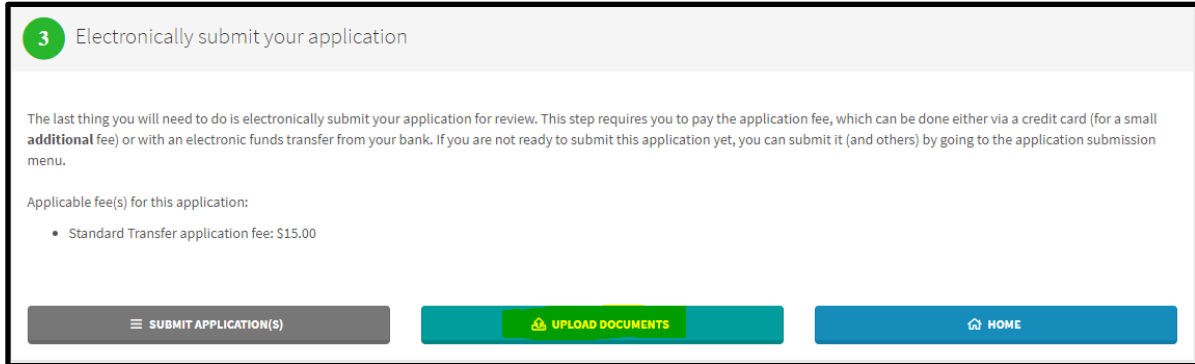
- a. After an application has been completed, submitted, or rejected there is an option to upload when an application is opened from the ALTS Home page.
- b. Select the application by clicking the blue application number link. User will be directed to the application information page for the application selected. At the bottom of this page is a button to upload documents:



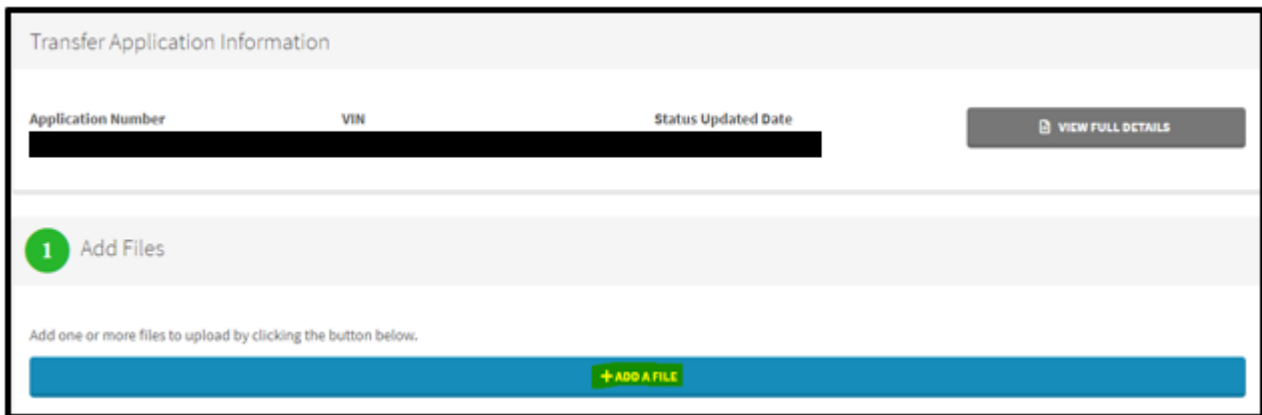
Uploading Title Applications (Cont'd)

5. After Finalization of an Application

- a. After Finalizing and Completing an application, there is an option to upload documents prior to submission.



- a. Selecting the **Upload Documents** button will take the user to a page where they can upload documents by selecting **Add a File**. A pop-up will appear, where your computer's files will appear allowing you to select the file you wish to upload to ALTS.



Uploading Title Applications (Cont'd)

6. Rejections

- a. When viewing an application rejection, an option to view and upload documents is available. Select **View and Upload Documents**, to be directed to a page that will show you documents previously uploaded and provide an option to upload additional documents.

The screenshot displays the 'Application Information' section with the following data:

Application Number	Application Type	Application Source	Application Status
TRMS10000040501	Transfer	Alts.Web	Rejected

Below this is the 'Previous Rejection Information' section, which includes a table with the following content:

Code	Reason	Comments	Rejected Date
A1	The owner(s) and/or an authorized representative of the firm must date and sign his/her legal signature on title application. If co-owners are reflected, both individuals must sign and date the title application.		12/2/2020

At the bottom of the page, there are three buttons: 'EDIT APPLICATION' (blue), 'PRINT RESUBMISSION LETTER' (purple), and 'VIEW AND UPLOAD DOCUMENTS' (yellow).

- b. After selecting **View and Upload Documents**, this screen will appear with options to view or upload additional documents.

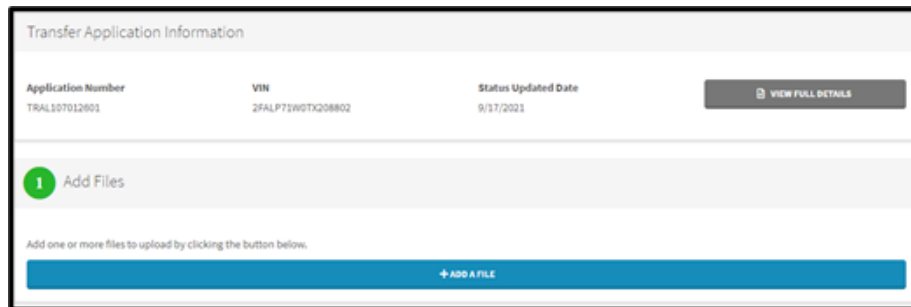
The screenshot shows the 'MVDocs' interface. At the top, it displays the 'Application Information' section with the same data as the previous screenshot. Below this, the 'MVDocs' logo is prominently displayed. At the bottom of the page, there are two buttons: 'CHECK FOR MORE' (blue) and 'UPLOAD DOCUMENTS' (grey).

Uploading Title Applications (Multiple Files)

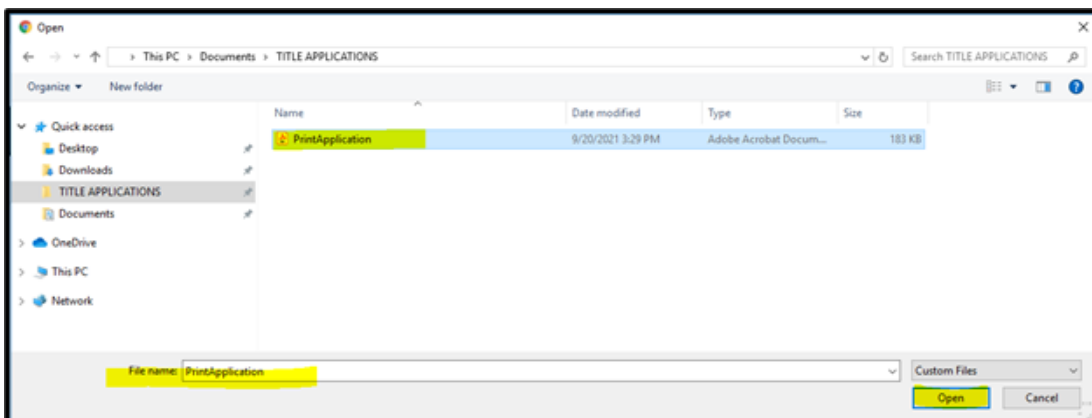
When uploading documents in ALTS, it is preferred that all document images (i.e. title application, title document, bill of sale, etc.) be scanned and uploaded as one file.

Multiple file uploads are acceptable as long as they are uploaded at one time.

To upload a file, click on the blue “Add a File” button and a pop-up window appears displaying files saved to your desktop.



Select a file from your desktop and click “Open” in the pop-up.



Uploading Title Applications (Multiple Files) (Cont'd)

A thumbnail preview of the file will appear in Section 2: Review Files (see below).

This preview allows you to scroll through all images in that specific file.

To upload multiple files at one time, just click again on the blue “Add a File” button from Section 1: Add Files. Any additional files added will also appear as another thumbnail in Section 2: Review Files.

Once all necessary files are added, select the green “Upload File(s)” button.

The screenshot shows the 'Transfer Application Information' page. At the top, there is a table with the following data:

Application Number	VIN	Status Updated Date	VIEW FULL DETAILS
TRAL107012601	2FALP71W0TK208802	9/17/2021	

Below the table, there are two main sections:

- 1 Add Files**: This section contains the text "Add one or more files to upload by clicking the button below." and a blue button labeled "+ ADD A FILE".
- 2 Review Files**: This section contains the text "Review your selection below. When you are satisfied that you have added the correct documents, click click upload file(s) below." Below this text is a thumbnail preview of a PDF document titled "PrintApplication-TRAL107012601.pdf". At the bottom of this section are two buttons: a red "REMOVE ALL" button and a green "UPLOAD FILE(S)" button.

Once the upload is completed, you will receive a message that your file(s) were successfully uploaded.

The screenshot shows the 'Transfer Application Information' page after a successful upload. The table at the top is identical to the previous screenshot. Below the table, there is a "Success" message with a thumbs-up icon and the text "Your file(s) have been successfully uploaded!". At the bottom of the page, there are two buttons: a blue "HOME" button and a grey "SUBMIT APPLICATION(S)" button.

Training Videos

Training videos for basic title transactions are available on the MVTRIP homepage.

MVTRIP Applications

- ▶ Related Applications
- ▶ Title
- ▶ Mandatory Liability Insurance
- ▶ Unclaimed Vehicle Report
- ▶ Tag Precommitment
- ▶ Motor Vehicle License

▶ ALTS Training Videos



Transfer Title



Add Lien



Out of State
Transfer



Void and Clone



Submit and Pay



Replace Title



Title Correction

Title FAQ's

1. I received a rejected application. What do I need to do?

Designated agents will need to upload the resubmission letter and any documents that are required to correct the error into ALTS. Please note that all rejected applications must be both electronically **re-submitted** and uploaded into ALTS in order to be processed. Rejected applications may be uploaded following instructions mentioned on [Page 26](#).

2. What documents do I submit for a name change or name correction?

Acceptable documents for a name change or correction are any legal form of identification such as Driver's license, passport, copy of marriage certificate/divorce decree, or a court order.

3. Is the title required to be submitted with a divorce decree?

No, as long as the divorce decree states the vehicle identification number (VIN) and vehicle information, a title is not required to be submitted with a divorce decree when the transaction is a transfer of ownership. In ALTS, select court order (divorce decree) as the primary document type.

If the transaction is processed as a correction, the title is required to be submitted. For example, a correction transaction would be required for a divorce with a name change (such as restoring a maiden name).

4. Is the title required to be submitted with a court order?

No, a title is not required to be submitted with a court order when the transaction is a transfer. However, a court order, other than a divorce decree, is required to be reported on the Motor Vehicle Involuntary Transfer Portal.

The Involuntary Transfer Portal can be found at: <https://tobol.mvtrip.alabama.gov/> or by visiting the Alabama Department of Revenue's website, select Motor Vehicle, select Title Information, and click

"Involuntary Transfer Portal". For more information about involuntary transfer by operation of law, See Section 32-8-46, Code of Alabama 1975, at the following link:

<http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/32-8-46.htm>.

5. Title Transactions involving death of an owner:

What documents are required to transfer title of a deceased owner?

- If transfer involves a deceased owner and owner's estate has been or will be probated, then the individual signing on behalf of deceased owner's estate must provide copy of letters testamentary or letters of administration issued by the probate court.
- If transfer involves a deceased owner and owner's estate has not and will not be probated, then the individual signing on behalf of deceased owner's estate must provide a Next of Kin Affidavit ([MVT 5-6](#)) and a copy of the deceased owner's death certificate.

Should a title application for a deceased owner be processed as a transfer or correction?

- Adding or removing a name from the title, even in death, is not considered a correction. The change constitutes a transfer of ownership and therefore the transaction should be processed as a transfer.

How is the title application and title assignment completed for a deceased owner?

- The deceased owner should be listed as the seller on the title application and in the assignment on the back of the title. The individual (next of kin, administrator, executor, etc.) representing the deceased owner should sign the title application and sign as the seller in the assignment on the back of the title.

6. What documents are required to correct mileage on the face of the title?

To correct the mileage and/or odometer legend on the face of the title, affidavits of correction signed by both the buyer and seller of the original sale and a new federal odometer statement are required. The affidavits of correction are not required to be standardized, while the Federal Odometer Statement must be standard form.

All **Motor Vehicle Division FAQs** may be found at the following link:

<https://www.revenue.alabama.gov/faqs/?jsf=jet-data-table:faqs-table&tax=related-division:133>

Contact and Reference Information

- **Motor Vehicle Division Title Customer Service (Mon-Fri, 8am to 5pm)**
(334)242-9000, Option 4
- **Motor Vehicle Division Email/Chat Support**
<https://www.revenue.alabama.gov/help-center/>
- **MVTRIP (Motor Vehicle Title, Registration, and Insurance Portal)**
<https://www.mvtrip.alabama.gov/>
- **Motor Vehicle Home Page**
<https://revenue.alabama.gov/motor-vehicle/>