



Electronic Lien & Title State Registration Instructions

These forms are required to provide your business with an ELT Identification Number from the DMV so you can start using the USA ELT electronic lien and title system.

STEP 1 - LIENHOLDER SUBMITS ELT APPLICATION FORMS

- Forms must be filled out on your computer and then printed.
- Do not use a pen except for your signature. Sign in **BLUE** ink.
- All forms must be signed by a company officer (i.e. owner, president, VP, CEO).
- Mail us the originals (**tracking service strongly encouraged**):

USA ELT
700 S Royal Poinciana Blvd #701
Miami Springs, FL 33166

STEP 2 - USA ELT REVIEWS AND SUBMITS FORMS TO DMV

- Applications are reviewed in the order received and typically take 3 days for processing.
- We'll update you by email after we've reviewed your forms for accuracy and completeness.
 - o **If acceptable, we forward your forms to the State DMV office.**
 - o If unacceptable, we will provide you with further instructions via email.
- Please note:
 - o We cannot be responsible for delays caused by incomplete ELT applications.
 - o Please track your mail to verify receipt. **Contacting USA ELT for a status update will result in a processing delay of all applications.** We'll be in touch after reviewing them.

STEP 3 - ELT ID NUMBER ISSUED & ACCOUNT ACTIVATION

- Once DMV receives and processes your forms they'll provide us with your ELT ID number.
- We email you your ELT ID number. This number must be entered on all title/lien applications submitted to the DMV to ensure that your electronic liens and titles are properly transmitted to your USA ELT account.**

CALIFORNIA ELT APPLICATION VERIFICATION COVER SHEET

(check all that apply)

APPLICATION REQUEST			
<input type="checkbox"/> RE-CERTIFY ONLY		<input type="checkbox"/> NEW ENROLLMENT	<input type="checkbox"/> ADDRESS CHANGE
<input type="checkbox"/> NAME CHANGE		<input type="checkbox"/> SERVICE PROVIDER CHANGE	<input type="checkbox"/> WITHDRAWAL
CURRENT ELT NUMBER <small>(IF APPLICABLE)</small>		SERVICE PROVIDER	
CONTACT INFORMATION			
LIENHOLDER NAME		LIENHOLDER EIN NUMBER	
MAILING ADDRESS (FOR TITLES)			
CITY	STATE	ZIP	
PHYSICAL ADDRESS			
CITY	STATE	ZIP	
PRINTED NAME OF AUTHORIZED LIENHOLDER AGENT			
AUTHORIZED AGENT PHONE NUMBER		AUTHORIZED AGENT EMAIL	
LIENHOLDER TYPE			
<input type="checkbox"/> California Bank or Credit Union		<input type="checkbox"/> California Savings and Loan	
<input type="checkbox"/> Title Loans		<input type="checkbox"/> California Finance Company	
<input type="checkbox"/> Federal Credit Union		<input type="checkbox"/> Federal Savings and Loan	
<input type="checkbox"/> National Bank		<input type="checkbox"/> Out-of-State Bank or Credit Union	
<input type="checkbox"/> Out-of-State Savings and Loan		<input type="checkbox"/> Out-of-State Finance Company	
<input type="checkbox"/> Thrift and Loan		<input type="checkbox"/> Other	

California DMV Electronic Lien and Titling Program Original Enrollment/Service Provider Change

Attached are the documents required to complete an application for enrollment or Service Provider change and instructions on how to complete them are shown.

<p>1. Electronic Lien and Titling Lien Holder Application Reg 671 (Not required if requesting a name or address change)</p>	<ul style="list-style-type: none"> • Check Box for original enrollment or Service Provider Change <p>Complete Sections 1-5</p> <ul style="list-style-type: none"> • Classification for business • Lien Holder Information- Name will be abbreviated as required per DMV discretion • Address both physical and mailing for title (no attention or special instructions can be listed) • Mailing address-will be abbreviated per DMV Discretion • Certification – signed by designated signer for business in blue ink • Service Provider Signature- Signed by authorized Service Provider Signatory in blue ink
<p>2. Information Security & Disclosure Statement Service Provider/Lienholder Firm 678 (To be completed by employer of employees with duties related to CA ELT program)</p>	<p>Read sections 1-8:</p> <ul style="list-style-type: none"> • Employer- Name of Lienholder • Employee – Authorized Signatory for Firm/Lienholder sign in blue ink
<p>3. Information Security & Disclosure Statement Service Provider/Lienholder Employee Reg. 677 (To be completed by all employee with duties related to CA ELT program)</p>	<p>Read sections 1-8:</p> <ul style="list-style-type: none"> • Employer- Name of Lienholder • Employee – Signatory of employee whom works with CA ELT records signed in blue ink
<p>4. Please Submit approved Business Documents Per ELT Regulations §153.00 Definitions (a)</p>	<ul style="list-style-type: none"> • Lienholder license or charter by state or federal banking authorities to loan money for the purchase of a vehicle and proof of authority to conduct auto loan business in California

Important Reminders

- The **exact** name and address on a Participant’s ELT Listing are **used to generate electronic titles**
- Due to character limitations the **company name and/or address may be abbreviated to differ from the application**
- Changes/Corrections to company name, address or ELT Service Provider **cannot be made after the application deadline**
- Sign all the documents in **blue ink!**



ELECTRONIC LIEN AND TITLE (ELT) PROGRAM LIENHOLDER APPLICATION

DMV USE ONLY
SERVICE PROVIDER
ELT ID NUMBER
APPROVAL IMPLEMENTATION DATE

APPLICATION FOR:

- Enrollment
- ELT Service Provider change only. ELT ID number: _____

NOTE: Please include a copy of your business documents (as specified in Section 153.00 (a), Article 3.0, Chapter 1, Division 1 of Title 13).

SECTION 1 — LIENHOLDER TYPE *(Please check one)*

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> California Bank or Credit Union
<input type="checkbox"/> Title Loans
<input type="checkbox"/> Federal Credit Union
<input type="checkbox"/> National Bank
<input type="checkbox"/> Out-of-State Savings and Loan
<input type="checkbox"/> Thrift and Loan | <input type="checkbox"/> California Savings and Loan
<input type="checkbox"/> California Finance Company
<input type="checkbox"/> Federal Savings and Loan
<input type="checkbox"/> Out-of-State Bank or Credit Union
<input type="checkbox"/> Out-of-State Finance Company
<input type="checkbox"/> Other: _____ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

SECTION 2 — LIENHOLDER INFORMATION

LIENHOLDER NAME <i>(NAME TO BE DISPLAYED ON TITLES)</i>	EIN
LIENHOLDER NAME <i>(COMMONLY KNOWN AS)</i>	

SECTION 3 — ADDRESS INFORMATION

PHYSICAL ADDRESS (IF MULTIPLE LOCATIONS, USE HOME OFFICE)

CITY	STATE	ZIP CODE
<i>MAILING ADDRESS (ADDRESS USED FOR TITLES)</i>		
CITY	STATE	ZIP CODE

SECTION 4 — CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF AUTHORIZED AGENT X	LIENHOLDER NAME	DATE
PRINTED NAME OF AUTHORIZED AGENT	TITLE OF AUTHORIZED AGENT	
TELEPHONE NUMBER ()	FAX NUMBER ()	

SECTION 5 — SERVICE PROVIDER INFORMATION AND SIGNATURE

SERVICE PROVIDER NAME	SERVICE PROVIDER PERMIT NUMBER	
SIGNATURE OF AUTHORIZED SERVICE PROVIDER AGENT X	TITLE OF AUTHORIZED SERVICE PROVIDER AGENT	DATE

ELT LIENHOLDER TERMS AND CONDITIONS

SECTION 6 — GENERAL

By applying to enroll in the DMV ELT Program, you, the Lienholder, agree to the following:

1. DMV may terminate a Lienholder's participation in the mandatory ELT Program upon giving a 30 day written notice to the participant.
2. Lienholder name may be abbreviated to accommodate this program.
3. Lienholder agrees to add their assigned ELT ID Number to titling documents.

SECTION 7 — APPLICANT AGREEMENT

- | | INITIALS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Lienholder agrees to comply with the <i>California Code of Regulations</i> , Title 13, Division 1, Chapter 1, Article 3, §§153.20-153.22, 153.26-153.28. | _____ |
| 2. Lienholder agrees to notify DMV of any changes to their name, address, closure, or sale of business, at least 30 days prior to the change. | _____ |
| 3. Lienholder consents to jurisdiction of California courts as the proper venue for any judicial review of its rights relating to its enrollment in the DMV ELT Program under these terms and conditions. | _____ |

SECTION 8 — ACKNOWLEDGEMENT

I have read and understand the Terms and Conditions stated above.

SIGNATURE OF AUTHORIZED AGENT X	LIENHOLDER NAME	DATE
PRINTED NAME OF AUTHORIZED AGENT	TITLE OF AUTHORIZED AGENT	



ELECTRONIC LIEN AND TITLE (ELT) PROGRAM INFORMATION SECURITY AND DISCLOSURE STATEMENT SERVICE PROVIDER/LIENHOLDER EMPLOYEE

The California Department of Motor Vehicles (CADMV) collects confidential and personal information from the public to administer the various programs for which it has responsibility. Under the Electronic Lien and Title (ELT) Program, an electronic lien record is produced, in lieu of a paper title. To benefit lienholders, ELT Service Providers act on their behalf, storing these electronic records and exchanging information with the department. The information is maintained according to provisions of various state and federal laws and regulations including the Information Practices Act of 1977, (*Civil Code* §1798 et seq.), the California Public Records Act (*California Government Code* §6250 et seq.), the *California Vehicle Code*, and the California State Administrative Manual. The CADMV is committed to protect this information from unauthorized access, use or disclosure. If you are authorized to have access to CADMV information, your responsibilities for the handling and protecting of CADMV information are as follows:

1. You may access information only when necessary to accomplish the responsibilities of employment. You may not access or use information from the CADMV for personal reasons. (Examples of inappropriate access or misuse of CADMV information include, but are not limited to: making personal inquiries or processing personal transactions including your friends and your relatives; accessing information about another person for any reason that is not related to your job responsibilities.)
2. You may not disclose or share CADMV information to any person or entity.
3. You may not deliberately perform unauthorized additions, alterations, or deletions to existing data, or enter false or incomplete data on any CADMV document or computer data file.
4. If you are authorized for access to CADMV data, you shall take precautions to create a secure password. A secure password is one that cannot be associated with you or your interests. You may not reveal this password to any person, nor record it on any document. If you have reason to believe another person has determined the nature of your password, you shall immediately change it.
5. If you are authorized to access CADMV data, using a computer, you shall take reasonable precautions to protect terminals, equipment, and systems from unauthorized access. Reasonable precautions include, but are not limited to: Do not leave the terminal unattended if you are logged on to the system; store user instructions in a secure place; immediately report to your supervisor any suspicious circumstances or unauthorized individuals you have observed in the work area.
6. If CADMV data is entered on a computer associated with your employer's business, you shall take reasonable precautions to protect the data from unauthorized access. Reasonable precautions include, but are not limited to: Do not leave the computer turned on and unattended; do not copy CADMV data unless authorized by CADMV; report any suspicious circumstances or unauthorized individuals or access you have observed in the work area to your supervisor.
7. If you have access to physical documents containing CADMV record information, you shall take reasonable precautions to protect the documents from unauthorized access and theft. Reasonable precautions include, but are not limited to: Move documents that are to be destroyed to a secure area pending destruction; do not remove documents from the firm's premises other than as provided pursuant to the ELT Program; report to your supervisor any suspicious circumstances or unauthorized individuals or access you have observed in your area.
8. Federal Law states:
"Any person who knowingly obtains, discloses or uses personal information from a motor vehicle record for a purpose not permitted under the Driver's Privacy Protection Act (Title 18 of the United States Code, Section 2721 – 2725), shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. The court may award:
 - *actual damages, but not less than liquidated damages in the amount of \$2,500;*
 - *punitive damages upon proof of willful or reckless disregard of the law;*
 - *reasonable attorney's fees and other litigation costs reasonably incurred; and*
 - *such other preliminary and equitable relief as the court determines to be appropriate."*

I have read and understand the security policies stated above, and have received a copy of them. I understand that failure to comply with these policies may result in civil or criminal prosecution in accordance with applicable laws.

EMPLOYER

PRINTED NAME

X

EMPLOYEE'S SIGNATURE

DATE



ELECTRONIC LIEN AND TITLE (ELT) PROGRAM INFORMATION SECURITY AND DISCLOSURE STATEMENT SERVICE PROVIDER/LIENHOLDER FIRM

FIRM NAME

FIRM ADDRESS

TELEPHONE NUMBER

()

The California Department of Motor Vehicles (CADMV) collects confidential and personal information from the public to administer the various programs for which it has responsibility. Under the Electronic Lien and Title (ELT) Program, an electronic lien record is produced, in lieu of a paper title. To benefit lienholders, ELT Service Providers act on their behalf, storing these electronic records and exchanging information with the department. This information is maintained according to provisions of various state and federal laws and regulations including the Information Practices Act of 1977, (*Civil Code* §1798 et seq.), the California Public Records Act (*California Government Code* §6250 et seq.), the *California Vehicle Code* (CVC), and the California State Administrative Manual. The CADMV is committed to protect this information from unauthorized access, use or disclosure. Policies pertaining to CADMV information are as follows:

I have read and I understand the following provisions of CVC §1808.47:

“Any person who has access to confidential or restricted information from the department shall establish procedures to protect the confidentiality of those records.”

Pursuant to the above, I understand the following are my responsibilities:

1. To protect the confidentiality of any residence address information provided to me by and on behalf of CADMV.
2. As an authorized representative and/or corporate officer of the firm named above, I warrant that my firm and its employees will not disclose or alter any documents, diagrams, information, or information storage media made available to us by the CADMV. Any information copied (electronically, physically or otherwise) shall be for the sole purpose of participation in the ELT Program. I warrant that only those employees who are required to use such materials will have access and authorization to them. Prior to receiving authorization as a CADMV information user, I will require each employee, whom I authorize to have access to CADMV data, to immediately and annually read and sign an “Electronic Lien And Title (ELT) Program Information Security And Disclosure Statement Service Provider/Lienholder Employee,” REG 677.
3. I warrant that my firm and its employees will access and use the information provided to me by the CADMV for the sole purpose of participation in the ELT Program. I warrant my firm and its employees will not access or use CADMV information for personal reasons. An example of inappropriate access or misuse of CADMV information is memorizing or copying a residence address from a CADMV document or electronic record for any reason that is not related to job responsibilities.
4. I warrant that my firm and its employees will not, in any way, distribute, sell, or alter the information provided by the CADMV.
5. I warrant my firm and its employees will not deliberately perform unauthorized additions, alterations, or deletions to existing data, or enter false or incomplete data on any CADMV document or computer data file.
6. I warrant my firm and its employees shall provide secure storage and accountability for all CADMV information and copies of information.
7. I warrant that my firm and its employees shall take reasonable precautions to create a secure password. A secure password is one that cannot be associated with the firm, its employees or their interests. Passwords are not to be revealed to any person or firm, nor recorded on any document. If there is reason to believe anyone has determined the nature of a password, that password shall immediately be changed.
8. I warrant that my firm and its employees shall take reasonable precautions to protect terminals, equipment, and systems for unauthorized access. Reasonable precautions include, but are not limited to: not leaving unattended terminals logged on to a system accessing CADMV data; storing user instructions or manuals in a secure place; moving documents to be destroyed to a secure and confidential area pending destruction; not removing documents from the firm’s premises; reporting any suspicious circumstances or unauthorized individuals observed in the work area.

9. I understand and acknowledge that it is a public offense to knowingly and without permission alter, damage, delete, destroy, copy, or otherwise use any CADMV data. Such action may result in civil or criminal prosecution, and is punishable by fine and imprisonment.

10. Federal law states:

“Any person who knowingly obtains, discloses or uses personal information from a motor vehicle record for a purpose not permitted under the Driver’s Privacy Protection Act (Title 18 of the United States Code, Section 2721 – 2725), shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. The court may award:

- actual damages, but not less than liquidated damages in the amount of \$2,500;*
- punitive damages upon proof of willful or reckless disregard of the law;*
- reasonable attorney’s fees and other litigation costs reasonably incurred; and*
- such other preliminary and equitable relief as the court determines to be appropriate.”*

I certify under penalty of perjury, under Federal rules and regulations, and the laws of the State of California, that the above statements are true and correct. I have read and understand the security policies stated above and have received a copy of them.

Executed at:

CITY

COUNTY

STATE

X

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE

DATE

PRINTED NAME AND TITLE OF SIGNATORY

PRINTED NAME OF FIRM