

## Odometer Corrections

The Truth-In-Mileage Act affects the certifications required to obtain a new title for any vehicle that falls within the requirements of the law. One of the most common errors on a title application, second only to failure to record an odometer reading and notation, is the "not actual mileage" notation and how it is automatically carried from one Certificate of Title to another.

When an odometer reading is being certified, the new mileage cannot be less than it was on the previous Certificate of Title. Because the Secretary of State's office has the previous odometer reading on file, the office automatically checks the previous mileage against the new mileage reported on the application. If the new mileage is lower, the office automatically prints "not actual mileage" on the new title.

If an incorrect odometer reading or notation is printed on a title, an affirmation statement from both the buyer(s) and the seller(s) **at the point where the original odometer reading error occurred** are required. While research will prove where the error originated, this may or may not be the last buyer(s) and seller(s). Applicants must be prepared to obtain the affirmation statements from the appropriate sources as the error may have occurred before they owned the vehicle.

### Affirmation statements must include the following:

- 1) Year, make and VIN;
- 2) Complete explanation of how the error occurred, including what the correct odometer reading should have been and whether the mileage is actual, not actual, or in excess of mechanical limits;
- 3) Printed name, address and signature(s) of the seller(s) and buyer(s) involved when the error occurred; and
- 4) Date of the affirmation statement.

To correct an erroneous odometer reading and/or notation after a title has been issued, a corrected title application must be submitted to the Secretary of State's office along with the current Certificate of Title, the above affirmation statement(s), and a \$65 title fee. **The application must show the current odometer reading, not what it should have been when the error occurred.** If ownership of a vehicle has been transferred, the erroneous odometer reading and/or notation may be corrected at the time of transfer, provided the required affirmation(s) is accompanied by the appropriate application, Certificate of Title, sales tax form and applicable fees.

Estimating or guessing the odometer reading and/or marking the "not actual" notation will result in a Certificate of Title with an invalid reading and/or notation, which will only delay correction to a later date.

## Audit Procedures for VSD 190

Please remind your associates that after auditing a VSD 190 application the Customer Receipt at the bottom of the application must be provided to the customer. The receipt is essential in tracking the customer's application as well as providing the customer with a receipt of the transaction. If you issue a TRP, please write the TRP number on the line (item number 25) on the application.

If your dealership is on the ERT system, please disregard the above message. The control number on the application allows the Secretary of State's office to access the transaction after it has been validated. The receipt does not take the place of any other receipt issued at this time.

## Selling Vehicles to Foreign

### Mission Members

The Chicago area has more than 50 foreign missions consisting of consular officers and foreign mission staff. Many foreign mission members purchase vehicles while in the United States. When a member of a foreign mission requests tax exemption, you should immediately call the following office:

U.S. Department of State  
**Chicago Regional Office of Foreign Missions**  
77 W. Jackson Blvd., Ste. 2122  
Chicago, IL 60604  
312-353-5762 • 312-353-5768 (fax)  
OFMCGCustomerService@State.Gov

The Foreign Missions office will assist you in determining which foreign mission personnel can receive tax exemption privileges on the purchase of a motor vehicle. You will be asked to fax a buyer's order and proof of identification from the purchaser. The office will then write a non-transferable letter for your files (necessary in an audit) certifying that the individual is eligible for tax exemption on the purchase of a specific vehicle. **You may not use a tax exemption card alone as proof that a foreign mission member is eligible for a tax exemption.** Unlike most other tax exempt entities, foreign missions and their members do not have a state or federal tax exemption number filed with the state or federal taxing authority. After the vehicle purchase is finalized, you will be asked to send the vehicle's Certificate of Origin or Title and the odometer reading to the address above.

**Only the U.S. Department of State can register vehicles for foreign mission staff and consular officers.** The State of Illinois cannot register these vehicles. Therefore, do not fill out any registration applications, assess any licensing or title fees, or send any paperwork to the Secretary of State's office.

A 7-Day Drive Away Permit may be issued to a foreign mission member as long as proof of insurance for third-party liability is provided for the following minimum amounts: \$300,000 combined single limit or split limits of \$100,000 per person, \$300,000 per accident, and \$100,000 property damage.

For more information regarding this process, please contact the Office of Foreign Missions.

## Important Reminders

### Dealership Certificate of Insurance

If a dealership changes insurance companies at any time during a licensing year, a new Certificate of Insurance from the new company must be submitted to the Secretary of State's Dealer Licensing Section. Failure to submit the new insurance information could result in the suspension of your license.

### Change of Dealer License Information

Any change to information on your dealer license application must be amended within 30 days of the change. Failure to correct the information is a violation of the Illinois Vehicle Code and could result in the suspension, cancellation or revocation of your license. To make changes to your dealer license, please call the Dealer Licensing Section at 217-782-7817.

### Transferring License Plates

When a customer requests a transfer of existing license plates registered in his/her name to another vehicle, the transfer should be accepted. Even though your dealership is providing ERT services, it is not acceptable to require a customer to purchase new random-number license plates in place of transferring their existing license plates. If the plates to be transferred are due for renewal, they should be renewed at that time.

### Vehicle Title Signatures

A vehicle dealer cannot sign for a customer on vehicle titles unless the vehicle dealer is authorized to do so by the customer through either a Secure Power of Attorney (VSD 332) for odometer required vehicles or a Power of Attorney (RT 5) for non-odometer required vehicles. These forms must be included with the title application. The customer must sign the Application for Vehicle Transaction(s) Form (VSD 190).

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## Important Phone Numbers

Dealer/Remitter Helpline .....	866-825-7926
Dealer Licensing Section.....	217-782-7817
ERT Technical Support Helpline .....	800-333-6995
Title and Registration Questions.....	217-782-6877
Public Inquiry Division .....	217-785-3000
TRP Helpline .....	217-524-4329
7-Day Drive-Away Permits.....	217-782-2886
Applications and Forms.....	217-782-7132
Illinois Department of Revenue .....	217-785-3707