

Expedited Title Service

The Secretary of State's office offers expedited title service for the following title transactions. Transactions requiring special documentation (i.e., bonds, estate work, repossessions, etc.) do not qualify.

- **If the surrender title is a current Illinois title or MCO.**
- Duplicate title, corrected title, title only and normal ownership changes.
- Out-of-state title from a dealer with a Carfax report verifying it is the most current title and the application is in the dealer's name, and it includes normal ownership changes.

Processing

Qualifying title transactions processed at the Springfield office or at a designated facility before 12 p.m. (noon) will be available for pick up at the Springfield office the same day or the following day at the facility where it was processed. Transactions processed after 12 p.m. will be available for pick-up the next day at the Springfield office or the following business day if processed at a designated facility. Expedited titles also can be mailed via UPS overnight service. Titles may only be mailed to the address on the title, to a remitter or to a financial institution with interest in the vehicle.

Expedited Title Fee – \$30

A \$30 expedited title fee is added to the regular title fee. If the title is not processed within the allotted time frame, you may apply for a refund of the extra \$30 expedited fee. See page 2 for more information.

Dealer/Remitter License Plate Mailing

When license plates need to be mailed from a vehicle dealer or remitter through the U.S. Postal Service (or a parcel carrier such as UPS), proper postage must be used, which is currently about \$2.60 for First-Class Mail®. The markings on the clear plastic plate packaging stating, "STANDARD Mail Permit PAID in Springfield," are for special mailings from the Secretary of State's office in Springfield only, and do not provide for outside mailing expenses.

Do not mail license plates without first placing them in a properly addressed envelope and applying adequate postage for sending through the U.S. mail. Any dealer license plate mailings returned to the Secretary of State's office for postage due will be delayed and later mailed Priority (currently \$4.95) at the dealer's expense.

Low-Speed Vehicle Title Fees

A low-speed vehicle is any four-wheeled vehicle that has a federal safety certification label in addition to the vehicle identification number (VIN). Low-speed vehicles can have a maximum speed of 25 mph and may be operated on any street with a posted speed limit of 30 mph or less, unless prohibited by the local municipality. Title and registration fees for low-speed vehicles are: **Title, \$30; Registration, \$19.** Titles and registrations for low-speed vehicles should be mailed to:

Illinois Secretary of State
Vehicle Services Department
Attn: Debbie Quinn
501 S. Second St., Rm. 609
Springfield, IL 62756

How to Apply for an Expedited Title

In Person: The following locations offer expedited title transactions in person:

Howlett Customer Service
501 S. Second St., Rm. 108
Springfield, IL 62756

Carbondale
2516 W. Murphysboro Rd.
Carbondale, IL 62901

Champaign
2401 W. Bradley Ave.
Champaign, IL 61822

Chicago East
100 W. Randolph, Ste. C100
Chicago, IL 60602

Chicago North
5401 Elston Ave.
Chicago, IL 60630

Chicago South
9901 S. King Dr.

Chicago, IL 60628

Chicago West
5301 W. Lexington Ave.
Chicago, IL 60644

Effingham *(opening mid-November)*
444 S. Willow
Effingham, IL 62401

Granite City
1810 Edison
Granite City, IL 62040

Joliet *(opening mid-December)*
201 S. Joyce Rd.
Joliet, IL 60435

Naperville
Hobson Shopping Center
931 W. 75th, Ste. 161
Naperville, IL 60565

Peoria *(opening mid-November)*
Sterling Bazaar Shopping Plaza
3311 N. Sterling Ave., #12
Peoria, IL 61604

Quincy *(opening mid-December)*
2512 Locust St.
Quincy, IL 62301

Silvis
2001 Fifth St., Ste. 10
Silvis, IL 61282

Waukegan
617 S. Green Bay Rd.
Waukegan, IL 60085

Woodstock
Eastwood Mall
428 E. Eastwood Dr.
Woodstock, IL 60098

By Mail: Expedited titles may be sent via express delivery service (Fed Ex., UPS, USPS Express). An application sent in this manner will be considered received after 12 p.m. (noon) and will be guaranteed for next-day printing. All expedited titles sent this way should be addressed:

Vehicle Services Department
Attn: Expedited Title Service
501 S. Second St., Rm. 434
Springfield, IL 62756

By Phone: An Application for Duplicate Title with no changes may be made by phone and paid for by accepted credit card (MasterCard, American Express, Discover), but only if mileage is not required to be recorded on the vehicle. The Secretary of State's office must send out all phone-in titles via express delivery to the address on the title. Telephone customers should call 217-524-7889.

Important Phone Numbers

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

Certificate of Purchase

When a vehicle is considered abandoned, a law enforcement agency may authorize a towing company to remove the vehicle. Law enforcement agencies that authorize abandoned vehicles to be towed must properly notify the vehicle owners and lienholders, as prescribed by the Illinois Vehicle Code. The law enforcement agency must give the purchaser a Certificate of Purchase.

When an abandoned, lost, stolen or unclaimed vehicle comes into temporary possession or custody of a person who is not the owner of the vehicle, that person must immediately notify his or her local law enforcement agency, which will authorize a towing agency to remove the vehicle from the property. The towing company will safely keep the vehicle and its contents, maintain a record of the tow, and hold the vehicle until it is claimed by its rightful owner or otherwise disposed of, as provided by law.

Following is a list of requirements for Law Enforcement & Towing Company Certificates of Purchase.

- An application for a Salvage or Junk Certificate must be completed in full.
- The Certificate of Purchase must be completed in full with original signatures. No copies or stamped signatures are permitted. It also must reflect the correct year and vehicle identification number (VIN).
- The towing company or law enforcement agency must submit proof that a title search was performed through the Illinois Secretary of State's office. If the title search is performed through the Secretary of State's Record Inquiry Division, a valid search must reflect the stamped notation "TITLE INFORMATION."

Documentation of a record search may include a copy of the LEADS printout. LEADS rules prohibit any and all LEADS-derived information from being disseminated to non-law enforcement entities, including towing companies. Vehicle ownership information obtained through LEADS and sent to the Secretary of State's office is not a conflict with this rule as the office is the origin of the information. Therefore, the law enforcement agency must keep the LEADS-derived information confidential and send the required notification letters themselves. Copies of the LEADS-derived information and the notification letters must be included with the applications along with all applicable registration and title fees, and sent directly to the Secretary of State's Vehicle Services Department.

Towing companies and law enforcement agencies may sign an access agreement with the Secretary of State's Vehicle Services Department to obtain vehicle ownership information electronically. The information is sent directly from the Secretary of State's office and not obtained through LEADS. The documentation and receipts from the Secretary of State's vehicle ownership search may be used as proof that the search was performed.

Note: In the event that information is not found in Secretary of State vehicle title/registration records, the law enforcement agency or towing company must make every effort to identify the owner of the vehicle. If the LEADS/NICB research or other such evidence provides information that the vehicle is titled/registered in a state other than Illinois, the motor vehicle department or agency in that state must be contacted for written confirmation of the last known owner or lienholder.

- Copies of owner notification – verification that a certified letter was sent to the last owner(s) and lienholder(s) – must be provided. The letter should include the following information:
 - Date;
 - Complete name and address to whom the letter is sent;
 - Vehicle year, make and VIN;
 - Illinois title records indicating you are the last titled owner/lienholder of the vehicle (Failure to take possession of the vehicle is considered a forfeiture of your interest therein, requiring it to be sold at public auction pursuant to Chapter 625 of the Illinois Compiled Statutes, Section 5/4-201. et al, and seq., of the Illinois Vehicle Code);
 - Date of sale;
 - Telephone number and days and hours of operation; and
 - Signature of an agent.

The original and/or a copy of the letter sent and a copy of the signed return receipt or envelope marked "undeliverable" are acceptable. Vehicles more than seven years old do not require notices to be sent by certified mail nor proof of mailing. The appropriate formula for determining the age of a vehicle is: current calendar year minus model year of vehicle equals years of age. Example: 2010 calendar year – 2003 model year = 7 years of age).

- The correct title fee must accompany the transaction. The Illinois Vehicle Code requires that abandoned vehicles be deemed only salvage or junk and issued a Salvage or Junk Certificate.

Mechanic's Lien

- If you are given consent by a vehicle owner to provide services for or perform work on a vehicle, you may enforce a mechanic's lien. You may not enforce a mechanic's lien for services you did not provide or work you have not performed. Remitting payment to someone else for services they performed on behalf of the vehicle owner or the person consenting to service does not establish your consent to possess the vehicle.

If the Secretary of State's office is unable to determine a mechanic's lienholder's ability (license) to perform the specific services, evidence supporting the claim is required. Rebuilders, repairers and tow trucks must be licensed for those functions.

- The mechanic's lien process is intended for intact vehicles with no significant damage. Vehicles sustaining major damage do not qualify for a clear, regular Certificate of Title if you do not receive consent and have not repaired or are not licensed to repair the vehicle. Damage estimates exceeding 33-1/3% NADA average retail will receive Salvage Certificates. Salvage Certificates may be exchanged for Rebuilt Vehicle Certificates of Title upon completion of the rebuilt vehicle process.
- Photographs will be requested along with written repair estimates. Underestimated costs and/or inappropriate calculations are subject to further investigation by the Secretary of State's office. Intentional nondisclosure of factual information will delay transactions for several weeks while investigations are performed.
- Specific brands/types of titles from other states also will be used as a guide from which to determine the type of title issued in Illinois. Branding also will be carried forward.
- In order to enforce a mechanic's lien the vehicle owner's consent is needed, either expressly or implied. This is true for costs relating to repairs, storage and towing.

In order to enforce a mechanic's lien with express consent, a signature is required. If a person signs a document stating that he or she agrees to the written statement of charges for completed work or services, express consent is given. Requiring a signature on a work order not only protects the individual seeking services but also the provider of such services and meets the requirements of the statute.

Another person may not sign the vehicle owner's name. The Secretary of State's office will verify that the signature on the invoice is the signature of the vehicle owner. Documents that are purportedly signed by the vehicle owner but do not match the signature of the owner on file with the Secretary of State's office will be rejected.

If the vehicle owner releases interest in the vehicle in lieu of the charges incurred, ownership transfer should be perfected in the assignment area of the Illinois Certificate of Title. If the Illinois Certificate of Title is not available, a duplicate Certificate of Title must be obtained. A release statement is an unacceptable means of transfer ownership.

- The invoice reflecting charges related to actual services provided or work performed may not be modified. Storage charges accumulated for the duration the vehicle was at a business were not due and owing at the time the vehicle owner consented to service. Therefore, at the time of consent, there were no storage charges for the owner to approve. A separate invoice for any subsequent charges must be prepared.
- If the invoice is not signed by the vehicle owner but rather by a third party acting as an authorized agent of the owner, a written explanation is required to document the circumstances requiring the agent to bring the vehicle to the mechanic's lienholder. The written explanation must attest to the relationship between the parties as well as the circumstances requiring the agent rather than the vehicle owner to bring the vehicle in for service. Information in this statement is subject to review and further investigation/confirmation. The statutory requirement that a person must consent to services, towing or storage is in place to reduce the possibility of fraud and unscrupulous business practices.
- A mechanic's lien may be enforced using implied consent in limited situations. A vehicle owner parking inappropriately consents to removal by towing of his or her vehicle where notice that unauthorized vehicles will be towed from such property is provided pursuant to state law, local ordinances or regulation by any state or local agency. Implied consent is inferred by the vehicle owner's actions, and the vehicle may be relocated/towed by a licensed agent. The mechanic's lienholder is required to show proof of the tow authorization by the property owner. This proof includes the relocation tow record/invoice as well as the contract prepared between the relocater and property owner.

Mechanic's Lien (cont.)

Towing agencies may enforce a mechanic's lien for service, supplies and material, towing and/or storage for vehicles towed pursuant to an order by a law enforcement official or agency. Proof of towing authorization by the law enforcement agency is required.

- Verbal consent is very difficult to prove. While a signature is not expressly required, proof of consent is. The best proof of consent is a signature of the person seeking services. In some instances, the issuance of a Certificate of Title without proof of written consent may be considered if a detailed explanation is provided as to why written consent is not available. Specific details regarding the inability to prove consent are required. The written explanation must identify the circumstances involving how the vehicle was acquired, dates and times, services requested, services performed, contacts made with the vehicle owner/agent, etc. The information in this statement is subject to review and further investigation/confirmation.
- A property owner may not use the mechanic's lien process to gain title to an abandoned or unclaimed vehicle, even though the requirement of the sign does not apply to residential property that is clearly reserved or intended exclusively for the use or occupation of residents or their vehicles, without proving consent to service by the vehicle owner. Illinois law provides for the disposal of abandoned or unclaimed vehicles by a law enforcement agency that has authorized a towing agency to remove the vehicle from the private property.
- If the mechanic's lienholder asserts a fee that is not reasonably related to the work performed, those charges may not be considered as part of the overall bill for services rendered. Examples include title search fees and other administrative costs related to the disposal of the vehicle. The mechanic's lienholder must be very specific when identifying the items of labor and material and the corresponding values that comprise the lien. Inflated costs and/or inappropriate calculations are subject to further investigation by the Secretary of State's office.
- The mechanic's lien process may not begin until 60 days has lapsed without service payment for liens of \$2,000 or less, or 30 days for liens of more than \$2,000. In other words, 30 or 60 days from the date service was actually performed. Furthermore, storage may only be charged from the tow date or service date forward. The time the vehicle is with the property owner does not count toward the waiting period and cannot be part of the storage fee.
- If information on a vehicle is not found in Secretary of State vehicle title/registration records, or the person consenting to or requesting service is not an Illinois resident, every effort to identify the vehicle owner should also be made by using the VIN to conduct a search through a nationwide, commercial motor vehicle information service, and inspecting the vehicle for any evidence of the name and/or address of the owner or the state of registration. If other such evidence provides information that the vehicle is titled/registered in a state other than Illinois, that state's motor vehicle department or agency must be contacted for written confirmation of the last known owner or lienholder.
- If the U.S. Postal Service provides a forwarding address, certified mailings to that address are also required.