



State of Georgia

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## Department of Revenue

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### **ANNOUNCEMENT CONCERNING TEMPORARY OPERATING PERMITS AND ELECTRONIC TITLE AND REGISTRATION**

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Beginning December 1, 2011, the Georgia Department of Revenue is initiating significantly revised Temporary Operating Permit ("TOP") procedures as well as the Department's new Electronic Title and Registration ("ETR") program.

The purpose of this announcement is to provide you with important program information concerning the new mandatory TOP procedures and to ensure a successful transition to ETR for those Dealers who wish to participate.

#### **TEMPORARY OPERATING PERMITS**

Beginning December 1, 2011 the procedures will change by which Georgia registered dealers ("Dealer") and counties issue a TOP. This new method includes:

- A printable TOP Form measuring 8.50" x 8.25". This form will have a TOP Sticker measuring 7" x 3.25". The TOP Sticker will be peeled and stuck onto cardstock that is the same size as the current county and Dealer issued TOPs. The bottom portion of the TOP Form will be the customer's receipt to keep in their vehicle.
- Issuance of the TOP through an integrated system and machine-printed (on a laser or inkjet printer) instead of the current handwritten version.
- Assignment of a TOP registration number that is recorded in the Georgia Registration and Title Information System ("GRATIS") so any TOP can be verified by law enforcement.
- Increased security features to reduce fraud as well as other unlawful registrations.

## **Georgia Dealer Temporary Operating Permit Process**

Dealers will have the ability to connect to GRATIS to issue TOPs at the dealership through the Georgia Automobile Dealers Association (“GADA”), the Georgia Independent Automobile Dealers Association (“GIADA”) or one of the private vendors offering ETR services.

All Dealers must purchase the TOP Forms through GADA or GIADA. No other entity is authorized to sell the TOP Forms. Dealers must continue to provide their own cardstock on which to place the TOP Sticker.

The Department is working with Georgia Law Enforcement to provide a 30-day transition period so that any handwritten TOPs issued by Dealers through December 31, 2011 will be valid until the end of their specified January 2012 expiration date. After January 31, 2012, any handwritten TOP will be considered invalid and a motorist driving with a vehicle that displays a handwritten TOP shall be subject to fines as set forth in the Code.

Any Dealer that does not have the ability to utilize one of the service providers’ systems to issue TOPs will be required to apply for the purchaser’s certificate of title and registration at the County Tag Office prior to delivering the vehicle.

## **County Tag Office Temporary Operating Permit Process**

As of December 1, 2011, all County Tag Offices will begin to use the new Temporary Operating Permits provided by the Department.

## **ELECTRONIC TITLE AND REGISTRATION**

- ETR allows registered Georgia motor vehicle Dealers to have certificates of title, applications for vehicle registration, transfer of registration, and registration renewals processed electronically. The Department’s goal for ETR is to offer an **optional** value-added service for Dealers and their customers.
- The Department has entered into agreements with ETR vendors who are, or will be, authorized to transmit the required information and documentation from Dealers to the Department for processing. In order to participate in the Georgia ETR program, a Dealer must enter into an agreement with an approved ETR vendor by executing “Exhibit A” of the standard Georgia ETR Agreement. The vendor will provide such Dealer with a copy of the Agreement and Exhibit A.
- **Note that Dealers are not required to participate in ETR.**

- An approved ETR vendor may process a TOP on behalf of a Dealer, either as part of an ETR transaction, or if a customer has declined ETR services, the customer can still have their TOP processed by the Dealer's ETR vendor. An ETR vendor may also process a TOP for a motor vehicle that is to be purchased in Georgia but is to be titled and registered in another state.
- If a Dealer desires to do only standalone TOP services, and not provide ETR services, such Dealer must enter into an agreement with either the Georgia Automobile Dealers Association ("GADA") or the Georgia Independent Automobile Dealers Association ("GIADA") in order to have the capability to print TOPs at the dealership.
- The Department does not regulate the "doc fee" or other charges for Dealer value-added services such as ETR.

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