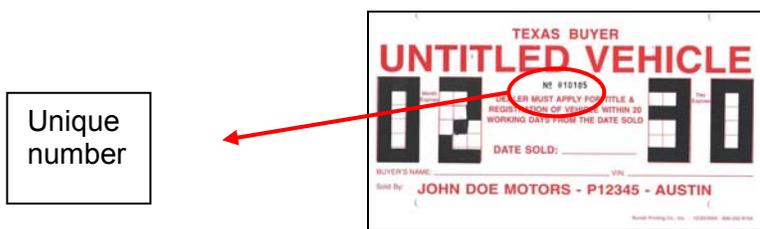


TO DEALERS:

TxDOT changed the format of the cardboard temporary tags that motor vehicle dealers issue. The new format is effective on May 1, 2006. However, dealers may start using the new format before that time. Consequently between now and then you may see either the new tag format or the old one on the streets and **both are valid tags until May 1**. If dealers choose to use the new format before May 1, they are required to also start keeping the records discussed below.

The new format includes a required unique sequential number. This number is to appear on all tags (motorcycles, trailers, etc.) in all colors. The dealer is required to record the tag number and be able to identify where or to whom that tag was issued. For example, the red buyer's tag will have a tag number assigned to the buyer of the vehicle and this should be reflected in the dealer's records. The record of the control numbers may be kept in any reasonable commercial manner as long as the dealer is able to give information when an investigator asks as to the assignment of a certain numbered tag on any particular date. In the case of a red tag, the information contained on the tag may be kept in the sales file. In the case of a black tag it may be assigned to either a particular vehicle (identified by the VIN) or to a person, e.g. a sales person. The record is part of the required records to be kept by a dealer. An example of the new red tag format is:

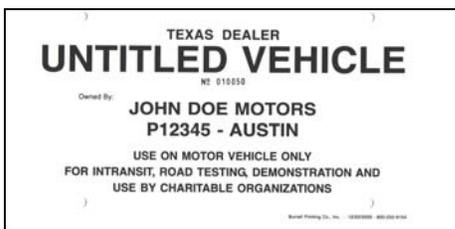


You will note that the only date fields are now the month and day of expiration. the TxDOT logo is no longer required and consequently, it is not necessary to have a "licensed" printer produce the new tags. The buyer's name and vehicle VIN along with the date sold are still included.

The blue tag is similar to the red tag and as stated on the tag itself, is for use only in the instance where a dealer has been unable to obtain a release of lien.



The black in-transit tag may be assigned to a particular salesman for his use on test drives in a number of vehicles, or it may be assigned to a particular vehicle in the dealer's inventory. The dealer's records should reflect who or what vehicle had this tag on any particular date.



All other requirements of the tags such as using 6-ply cardboard and requiring the 2 inch tape over the numerals remain in effect. A copy of the new rules covering the temporary tags follows this sheet. The official cite of the new rules may be found at 43 TAC §8.138.

Figure 1: 43 TAC §8.138(b)(1)  
Appendix A-1

0	TEXAS DEALER	0
<b>UNTITLED VEHICLE</b>		
0098765		
OWNED BY:	JOHN DOE MOTORS	P12345
USE ON MOTOR VEHICLE ONLY	AUSTIN	
FOR INTRANSIT, ROAD TESTING, DEMONSTRATION AND USE BY CHARITABLE ORGANIZATIONS		
0		0

COLOR: BLACK

Figure 2: 43 TAC 218.138(b)(1)

APPENDIX A-2

**DEALER TEMPORARY CARDBOARD TAG FOR  
MOTOR VEHICLE**

**INSTRUCTIONS TO DEALER**

The black dealer temporary cardboard tag may be used by the dealer to demonstrate or cause to be demonstrated his/her untitled vehicles only to prospective buyers, or on vehicles loaned to charitable organizations.

The dealer temporary tag shall not be used to operate vehicles for the personal use of a dealer or his/her employees and shall not be used on commercial vehicles when carrying a load.

This tag may also be used to convey or cause to be conveyed a dealer's untitled vehicles from his/her place of business in one part of the state to his/her place of business in another part of the state, or from his/her place of business to a place to be repaired, reconditioned, or serviced, or from the point in this state where such vehicles are unloaded to his/her place of business, or to convey such vehicles from one dealer's place of business to another dealer's place of business or from the point of purchase of such vehicles by the dealer to the dealer's place of business, or for the purpose of road testing; and such vehicles displaying this tag while being so conveyed shall be exempt from the mechanical inspection requirements of Sections 140 and 141 of the Uniform Act Regulating Traffic on Highways.

Each printed dealer tag shall contain a unique control number printed on the front of the tag. The number assigned to a tag may not be used more than once by a dealer in a calendar year.

A dealer shall maintain a record in any commercially reasonable manner that tracks the use and/or location of a dealer's tag. A dealer's tag may be assigned to either a vehicle or a person. It is permissible to record the control number into any other spread sheet or record as long as the dealer is able to identify the location or assignment of a dealer's tag at any time by the control number.

No homemade tags are permitted to be used under any circumstances. It is the dealer's responsibility to provide to the printer current information on file with the Motor Vehicle Division.

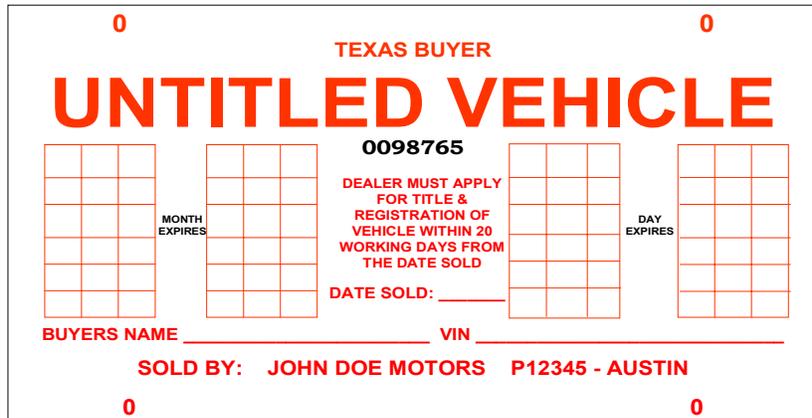
### **INSTRUCTIONS TO PRINTER**

The black and white dealer's temporary cardboard tags shall be cut 6" X 11" in size. The tag shown in Figure 1 of Appendix A-1 shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 7 inch centers and vertically punched on 4-1/2 inch centers. The letters in the words "UNTITLED VEHICLE" shall not be less than 3/4 inches high. These tags are to be printed with black letters and numerals on a white background. Each tag must contain a unique control number printed on the front side of the tag. Subsequent orders of tags in the same calendar year must continue the control numbering from previous orders. Printed matter on the tag must be between the top and bottom margins which shall be one inch and must appear exactly as shown in figure 1, Appendix A-1 except that the dealer's number, name and city shall be the same as that shown on the General Distinguishing Number License issued by the Motor Vehicle Division. All printed matter on a dealer's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Motorcycle dealer temporary cardboard tags shall contain the same printed information and format but shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 5 3/4-inch centers and vertically punched on 2 3/4-inch centers and the letters in the words "UNTITLED VEHICLE" shall not be less than 1/2 inch high. All printed matter on a motorcycle dealer temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Texas Department of Transportation - Motor Vehicle Division - Austin, Texas

Figure 1: 43 TAC §8.138(b)(2)  
Appendix B-1



COLOR: PMS#185

Figure 2 43 TAC §8.138(b)(2)

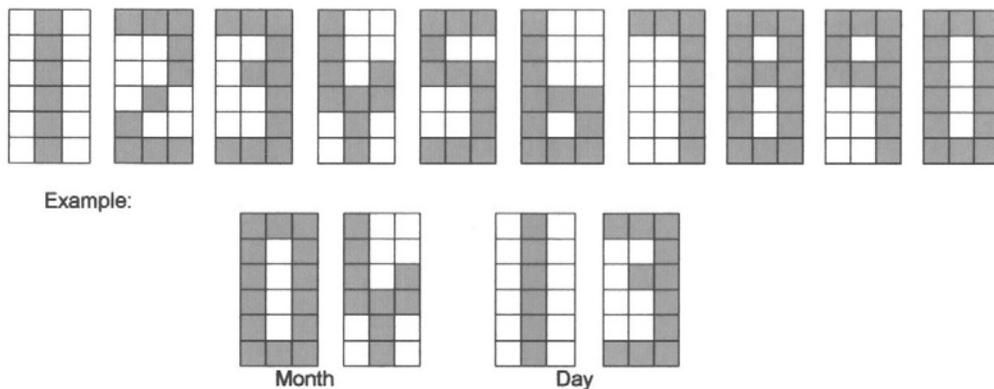
Appendix B-2

**INITIAL BUYER'S TEMPORARY CARDBOARD TAG FOR MOTOR VEHICLE  
INSTRUCTIONS TO DEALER**

You are authorized under the Transportation Code, § 503.063, to provide each customer one red cardboard buyer's tag to be used on untitled new vehicles or used vehicles that have not been registered in the buyer's name for a period not to exceed twenty one (21) calendar days from the date the vehicle is sold. It is your responsibility as a dealer to see that the following information is placed on the tag:

- |  |                                 |
|--|---------------------------------|
| 1. Date Vehicle Sold                   | 3. Buyer's Name                 |
| 2. Vehicle Identification Number (VIN) | 4. Month and Date of Expiration |

Expiration dates shall be drawn in numerals with a permanent thick black marking pen within the grids as shown in this sample. The Expiration Date shall be completely covered with one strip of 2" wide clear tape.



If a buyer operates an untitled vehicle without the above information being shown, both the dealer and the buyer may be subject to a fine. No homemade tags are permitted to be used under any circumstances.

Each buyer's tag printed shall contain a unique control number printed on the front of the tag. The number assigned to a tag may not be used more than once by a dealer in a calendar year. It is the dealer's responsibility to provide to the printer current information on file with the Motor Vehicle Division.

A dealer shall maintain a record in numerical order of all buyer tags printed by that dealer and as to each vehicle such record shall consist of:

- |   |                               |
|---|-------------------------------|
| (1) the assigned control number from the temporary tag;         | (4) the make;                 |
| (2) the vehicle identification number;                          | (5) the date vehicle was sold |
| (3) the name of the buyer to whom the temporary tag was issued. |                               |

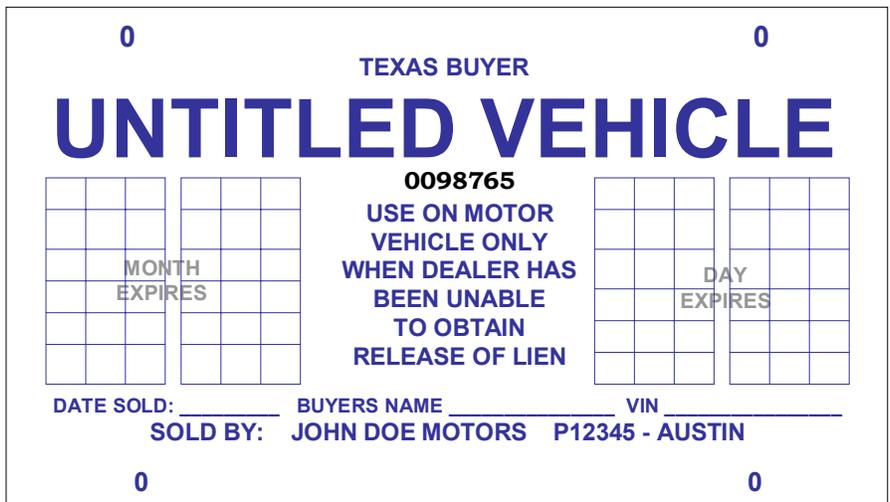
**INSTRUCTIONS TO PRINTER**

The initial buyer's temporary cardboard tag shall be cut 6" X 11" in size. The tag shown in Figure 1, Appendix B-1 shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 7 inch centers and vertically punched on 4-1/2 inch

centers. The letters in the words "UNTITLED VEHICLE" shall not be less than 3/4 inches high. These tags are to be printed with red letters and numerals on a white background. Each tag must contain a unique control number printed on the front side of the tag. Subsequent orders of tags in a calendar year must continue the control numbering from previous orders. Printed matter on the tag must be between the top and bottom margins which shall be one inch and must appear exactly as shown in figure 1, Appendix B-1 except that the dealer's number, name and city shall be the same as that shown on the General Distinguishing Number License issued by the Motor Vehicle Division. All printed matter on a buyer's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Motorcycle buyer's tags shall contain the same printed information and format but shall be cut 4" x 7" in size and shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 5 3/4-inch centers and vertically punched on 2 3/4-inch centers and the letters in the words "UNTITLED VEHICLE" shall not be less than 1/2 inch high. All printed matter on a motorcycle buyer's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Texas Department of Transportation - Motor Vehicle Division - Austin, Texas



COLOR: REFLEX BLUE

Figure 2: 43 TAC §8.138(b)(3)

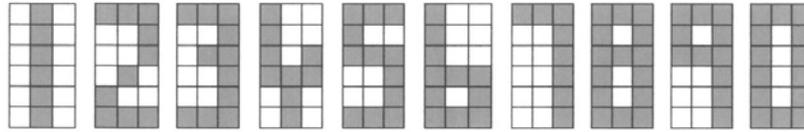
Appendix B-4

**SUPPLEMENTAL BUYER'S TEMPORARY CARDBOARD TAG FOR MOTOR VEHICLE INSTRUCTIONS TO DEALER**

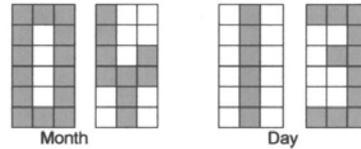
You are authorized to provide a customer a blue supplemental temporary cardboard buyer's tag to be used on untitled new or used vehicles for a period not to exceed forty-two (42) days from the date of sale under specific conditions authorized by Transportation Code § 503.063 (f). The dealer may place no more than one blue supplemental temporary cardboard buyer's tag on a vehicle only when the dealer has been unable to obtain release of lien from the lienholder. As a dealer, it is your responsibility to see that the following information is placed on the tag:

1. Date Vehicle Sold
2. Vehicle Identification Number (VIN)
3. Buyer's Name
4. Month and Day of Expiration

Expiration dates shall be drawn in numerals with a permanent thick black marking pen within the grids as shown in this sample. The Expiration Date shall be completely covered with one strip of 2" wide clear tape.



Example:



If a buyer operates an untitled vehicle without the above information being shown, both the dealer and the buyer may be subject to a fine. No homemade tags are permitted to be used under any circumstances.

Each buyer's tag printed shall contain a unique control number printed on the front of the tag. The number assigned to a tag may not be used more than once by a dealer in a calendar year. It is the dealer's responsibility to provide to the printer current information on file with the Motor Vehicle Division.

A dealer shall maintain a record in numerical order of all buyer tags printed by that dealer and as to each vehicle such record shall consist of:

- (1) the assigned control number from the temporary tag;
- (2) the vehicle identification number;
- (3) the name of the buyer to whom the temporary tag was issued.
- (4) the make;
- (5) the date vehicle was sold.

#### INSTRUCTIONS TO PRINTER

The supplemental buyer's temporary cardboard tag shall be cut 6" X 11" in size. The tag shown in Figure 1, Appendix B-3 shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 7 inch centers and vertically punched on 4-1/2 inch centers. The letters in the words "UNTITLED VEHICLE" shall not be less than 3/4 inches high. These tags are to be printed with blue letters and numerals on a white background. Each tag must contain a unique control number printed on the front side of the tag. Subsequent orders of tags in a calendar year must continue the control numbering from previous orders. Printed matter on the tag must be between the top and bottom margins which shall be one inch and must appear exactly as shown in figure 1, Appendix B-3 except that the dealer's number, name and city shall be the same as that shown on the General Distinguishing Number License issued by the Motor Vehicle Division. All printed matter on a buyer's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Motorcycle buyer's tags shall contain the same printed information and format but shall be cut 4" x 7" in size and shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 5 3/4-inch centers and vertically punched on 2 3/4-inch centers and the letters in the words "UNTITLED VEHICLE" shall not be less than 1/2 inch high. All printed matter on a motorcycle buyer's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Texas Department of Transportation - Motor Vehicle Division - Austin, Texas

Figure 1: 43 TAC §8.138(b)(4)  
Appendix C-1



COLOR: ORANGE 165

Figure 2: 43 TAC §8.138(b)(4)  
Appendix C -2

## TEMPORARY CARDBOARD TAG FOR CONVERTED MOTOR VEHICLE

### INSTRUCTIONS TO CONVERTER

This converter's orange temporary cardboard tag may be used on an untitled vehicle by the converter or the converter's employees to demonstrate or cause to be demonstrated the vehicle to a prospective buyer who is an employee of a franchised motor vehicle dealer. A converter may permit a prospective buyer who is an employee of a franchised motor vehicle dealer to operate a vehicle while the vehicle is being demonstrated.

This tag may also be used to convey or cause to be conveyed an untitled vehicle from one of the converter's places of business in this state to another of the converter's places of business in this state, or from the converter's place of business to a place the vehicle is to be assembled, repaired, reconditioned, modified, or serviced, or from the state line or a location in this state where the vehicle is unloaded to the converter's place of business, from the converter's place of business to a place of business of a franchised motor vehicle dealer, or to road test the vehicle.

A vehicle being conveyed while displaying a converter's temporary cardboard tag is exempt from the inspection requirements of Chapter 548.

A converter or employee of a converter may not use a converter's temporary cardboard tag to operate a vehicle for the converter's or the employee's personal use.

Each printed converter tag shall contain a unique control number printed on the front of the tag. The number assigned to a tag may not be used more than once by a converter in a calendar year.

A converter shall maintain a record in any commercially reasonable manner that tracks the use and/or location of a converter's tag. A converter's orange tag may be assigned to either a vehicle or a person. It is permissible to record the control number into any other spread sheet or record as long as the converter is able to identify the location or assignment of an orange tag at any time by the control number.

No homemade tags are permitted to be used under any circumstances. It is the converter's responsibility to provide to the printer current information on file with the Motor Vehicle Division.

## **INSTRUCTIONS TO PRINTER**

The converter's orange temporary cardboard tags are to be cut 6"X11". The tag shown in Figure 1 of Appendix C-1 shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 7 inch centers and vertically punched on 4-1/2 inch centers. The letters in the words "UNTITLED VEHICLE" shall not be less than 3/4 inches high. These tags are to be printed with orange #165 letters and numerals on a white background. Each tag must contain a unique control number printed on the front side of the tag. Subsequent orders of tags in the same calendar year must continue the sequential numbering from previous orders. Printed matter on the tag must be between the top and bottom margins which shall be one inch and must appear exactly as shown in Figure 1 of Appendix C-1 except that the converter's number, name, and city shall be the same as that shown on the Converter license issued by the Motor Vehicle Division. All printed matter on a converter's temporary tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

The motorcycle converter's temporary cardboard tags shall contain the same printed information and format but shall be printed on not less than 6-ply cardboard with bolt holes to be horizontally punched on 5 3/4-inch centers and vertically punched on 2 3/4-inch centers and the letters in the words "UNTITLED VEHICLE" shall not be less than 1/2 inch high. All printed matter on a motorcycle converter's temporary cardboard tag shall be positioned so that it cannot be covered or obstructed by a plate holder.

Texas Department of Transportation - Motor Vehicle Division - Austin, Texas