

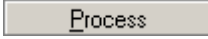

## Completing a Duplicate Title Transaction

### IMPORTANT NOTES

\*A Duplicate Title transaction is used to obtain an exact copy of a lost title without performing any corrections. If you would like to make corrections in addition to obtaining a duplicate, use the Duplicate/Corrected Title transaction type\*

\*If applicable, **DO NOT FORGET** to indicate the Title Mailing Address on the **Owner Screen** of the transaction. If this is not inputted, the duplicate title will be mailed to the address specified on the title itself. CVR is not responsible for negligent data entry\*

\*Run inquires on vehicles to obtain the most current and complete information from the Illinois Secretary of State's Title & Registration databases. As a general rule, it is always a good idea to run inquires on vehicles you take in without a title\*

1. Select  from the left menus. Then select the  **Registration Icon**.

2. Then select  **Icon** in the horizontal menu at the top center of the page.

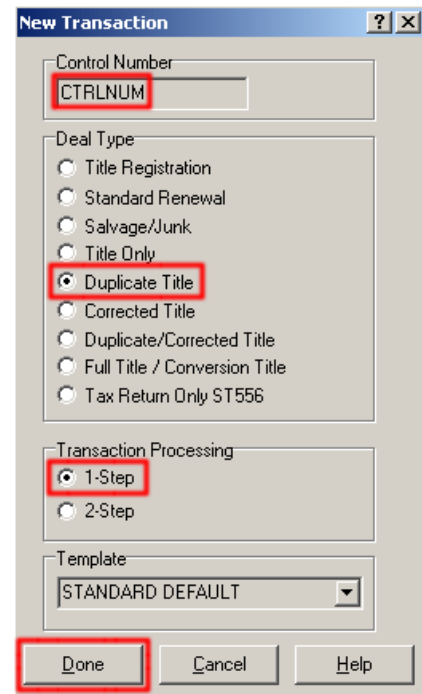
3. You will be prompted to enter a control number for the transaction. **Make sure to enter a unique control number that will be used only for this transaction. Once a control number is used, it cannot be used again.**



4. Make sure the **Deal Type** is set to **"Duplicate Title"**.


5. Note: this is a **One-Step Transaction**.

6. Click **Done**.

7. You will then step through the icons of the new transaction from left to right:

8. On the  **Screen**, there is a label & dropdown menu:  
Dup/Reason:  **LOST TITLE** The only option from this dropdown menu is **"LOST TITLE"**. The reason for this is explained in the **IMPORTANT NOTES** section.

9. On all other screens, required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. **It is highly recommended you check all fields for such corrections and/or modifications.**
10. Once all icons are green, the transaction may be transmitted. Select the  **Transmit Icon** from the horizontal menu at the top.
11. You may be prompted for your **user name** and **password**. If so, enter it accordingly.
  - *If there is an error in transmission, an error message will appear. If you cannot determine the issue, call CVR Central Support at **1-800-333-6995***
12. Upon successful transmission, a VSD-330 form should print out from your 8.5" x 11" paper tray automatically. The transaction will then be complete.