

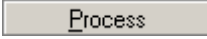

Completing a Duplicate/Corrected Title Transaction

IMPORTANT NOTES

A Duplicate/Corrected Title transaction is used to make a correction to a title you do not possess. If you need to make corrections to a title that you do possess, use the 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 corrected title will be mailed to the address you specify otherwise in other fields. 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/Corrected 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:  The options from this dropdown menu include **"ADD LIEN"**, **"CHANGE LIEN"**, **"OTHER"** & **"REMOVE LIEN"**. Select the appropriate option. If you are making multiple changes, choose the option of **"OTHER"**.

9. If you select the "OTHER" option this field will be available: Reason: to the right of the previously selected "Dup/Reason" dropdown menu. In this field fill in the reason(s) why you are correcting the title. Be very brief and abbreviate whenever possible.
- *Example:*
To correct a name, address, and lien, type: NAME ADDRESS LIEN
10. 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.**
11. Once all icons are green, the transaction may be transmitted. Select the  **Icon** from the horizontal menu at the top.
12. 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***
13. 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.