

Meeting Summary

Functional Area:

Credentialing Work Session Issue and Renew #21

Date:

November 28, 2007

Location:

Richmond VA CRM 131



Meeting called by: Angela Burrell

Albert DeLucia
Yolonda Fleming
Jeff Harper
Shelia Turner
Donyale Walker

Eula Moore-Anderson
Joe Owsiak
David Boling
Sue Brassell

Sue Matthews
Gerry Slade
Dianne Harris
Pam Phillips

Preparation for meeting:

Distributed minutes from November 7.

Session Goals and Objectives:

Review and Validation of the following Title and Registration Process Flows in EA:

- Mechanic's & Storage Lien
- Abandoned Vehicles

Summary:

Completed the following Scenarios :

- Issue Mechanic's Lien \$3,000 or less
- Issue Mechanic's Lien \$3,001 to \$7,500
- Issue Mechanic's Lien \$7,501 to \$15,000
- Issue Mechanic's Lien \$15,001 or More

Plans for Next Workshop:

Review and Validate the following Title and Registration Process Flows in EA:

- Storage Lien
- Abandoned Vehicles

Homework for Next Workshop:

October 10 Session

- Pat Deluke – will check Federal regulations for CDL regarding new photo and vision requirements

Scenario Report with Requirements

Package: Issue Mechanic's Storage Lien

Detail:			
Use Case Name:	Issue Mechanic's Lien vehicle valued at \$15,001 or more		
Status:			
Author:			
Created on:	11/28/2007	Modified on:	11/28/2007
Notes:	<p>Mechanic's Lien - a customer brings vehicle in for repair and signs a repair order and does not pay for the repairs. Vehicle has been in continuous custody of the mechanic for at least 30 days and has not been reported stolen.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Mechanic issues an invoice and has not received payment 10 days after payment is due -Mechanic completes a Vehicle Information Request Application for Mechanic's or Storage Lien to determine ownership and if there is a lien on the vehicle (MSL transcript) -Mechanic submits form to DMV via mail, walk-in, online, fax -System verifies NCIC -System verifies VINASSIST -System verifies NADA -System collects MSL transcript fee -System prints MSL transcript -System generates notification to owner and lienholder <p>See Alternate Owner and/or lienholder NOT found</p> <ul style="list-style-type: none"> -Mechanic receives transcript and original application -Mechanic verifies NADA value on MSL transcript -See No NADA value -Mechanic accept NADA value -Mechanic petition Circuit Court where the vehicle is located to order the sale of the vehicle -City or County Sheriff where the vehicle is located holds auction -Sheriff sells vehicle -Sheriff signs affidavit portion of VSA 41 -Purchaser submits title application and supporting documents <p>See Alternate Supporting Documents</p> <p>Invoke Original Title Use Case</p> <ul style="list-style-type: none"> -See E-lien held <p>Alternate No NADA value</p> <ul style="list-style-type: none"> -Mechanic obtains independent appraisal of vehicle value <p>Alternate Supporting Documents</p> <ul style="list-style-type: none"> -Notarized Vehicle Information Request Application for Mechanic's or Storage Lien Transcript -Copy of original signed repair order -Bill of sale -Certificate of Title Application -MSL transcript <p>Alternate E-lien held</p> <ul style="list-style-type: none"> -CSC Teller send paperwork to E-lien work center -VSA Rep verifies paperwork -VSA Rep removes E-lien from record 		

	<p>-VSA Rep processes title</p> <p>Future:</p> <ul style="list-style-type: none"> -Review Title 43 statute to determine the agency responsible for modifications Why does mechanic have to hold vehicle for 30 days when owner refuses to pay? Why 3 locations for posting? -Combine VSA41 with VSA17 -Unify code to cover acquisition of a vehicle when unclaimed -Unify requirements to cover all vehicle acquisition -Remove the notary requirement -Review and simplify VLIC procedures -Flag record at time of MSL transcript printing to prevent any transaction against that record until MSL process is complete
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Linked Requirements:

Name: Court shall validate that the sell of the vehicle is allowed and order the Sheriff to make the sale

Notes:

Name: DMV shall process Mechanic's liens as required by statute 43-32 through 43-34

Notes:

Name: Lienholder shall be notified if vehicle is required to be registered by statute 43-34

Notes:

Name: Mechanic shall apply for MSL transcript

Notes:

Name: Mechanic shall be located in Virginia

Notes:

Name: Mechanic shall have vehicle in their continuous custody for at least 30 days

Notes:

Name: Mechanic shall petition the court to acquire a Mechanic's Lien

Notes:

Name: NADA shall verify vehicle loan value

Notes:

Name: NCIC shall verify vehicle theft status

Notes:

Name: Sheriff shall sign affidavit on VSA 41

Notes:

Name: VINASSIST shall verify vehicle VIN

Notes:

Use Case Name:	Issue Mechanic's Lien vehicle valued at \$3,000 or less		
Status:			
Author:			
Created on:	11/28/2007	Modified on:	11/28/2007
Notes:	<p>Mechanic's Lien - a customer brings vehicle in for repair and signs a repair order and does not pay for the repairs. Vehicle has been in continuous custody of the mechanic for at least 30 days and has not been reported stolen.</p> <p>Pre-condition:</p>		

- No owner or lienholder found by DMV
- The vehicle was manufactured at least 6 years prior to the current model year

Basic Flow:

- Mechanic issues an invoice and has not received payment 10 days after payment is due
- Mechanic completes a Vehicle Information Request Application for Mechanic's or Storage Lien to determine ownership and if there is a lien on the vehicle (MSL transcript)
- Mechanic submits form to DMV via mail, walk-in, online, fax
- System verifies NCIC
- System verifies VINASSIST
- System verifies NADA
- System collects MSL transcript fee
- System prints MSL transcript
- See Alternate Owner and/or lienholder found
- Mechanic receives transcript and original application
- Mechanic verifies NADA value on MSL transcript
- See No NADA value
- Mechanic accept NADA value
- See non-repairable
- Customer submits Vehicle Information Request Application for Mechanic's or Storage Lien, transcript, Certificate of Title Application, copy of original signed repair order, bill of sale (if applicable)
- Invoke Original Title Use Case
- See E-lien held

Alternate No NADA value

- Mechanic obtains independent appraisal of vehicle value

Alternate non-repairable

- Mechanic submits application for Non-repairable Certificate
- Invoke Issue Non-repairable Use Case

Alternate Owner and/or lienholder found

- System generates letter to owner and lienholder if applicable
- Mechanic notifies owner and lienholder of intent to sell by certified or registered mail with return receipt required
- Mechanic receives response from owner or lienholder indicating no interest in vehicle or returned unopened letter
- Mechanic offers vehicle at auction after posting at government public facility
- Mechanic holds auction
- Mechanic sells vehicle
- Purchaser submits title application and supporting documents

See Alternate Supporting Documents

Invoke Original Title Use Case

Alternate Supporting Documents

- Notarized Vehicle Information Request Application for Mechanic's or Storage Lien Transcript
- Copy of original signed repair order
- Bill of sale (if applicable)
- Certificate of Title Application
- Copy of Public Auction Notice and location of posting
- Return receipt for the letter
- Return letter unopened
- MSL transcript

Alternate E-lien held

- CSC Teller send paperwork to E-lien work center
- VSA Rep verifies paperwork
- VSA Rep removes E-lien from record
- VSA Rep processes title

Future:

- Review Title 43 statute to determine the agency responsible for modifications
- Why does mechanic have to hold vehicle for 30 days when owner refuses to pay?
- Combine VSA41 with VSA17
- Unify code to cover acquisition of a vehicle when unclaimed
- Unify requirements to cover all vehicle acquisition
- Remove the notary requirement
- Review and simplify VLIC procedures
- DMV provides online access to auction notices
- Allow newspaper posting of sale
- Agencies shall establish auction hours
- Flag record at time of MSL transcript printing to prevent any transaction against that record until MSL process is complete
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Name: Mechanic shall apply for MSL transcript

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Name: Mechanic shall be located in Virginia

Notes:

Name: Mechanic shall have vehicle in their continuous custody for at least 30 days

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Name: Mechanic shall notify owner and lienholder of intent to sell by certified or registered mail with return receipt required

Notes:

Name: Mechanic shall petition the court if owner is in the military in order to get a Mechanic's lien.

Notes:

Name: Mechanic shall post notice of sale in a government public facility

Notes:

Name: Mechanic shall wait 30 days from date of delivery of letter before proceeding with sale according to statute 43-34

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Name: NADA shall verify vehicle loan value

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Name: NCIC shall verify vehicle theft status

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Name: Vehicle shall be manufactured at least 6 years prior to the current model year

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- Copy of original signed repair order
 - Bill of sale
 - Certificate of Title Application
 - Copy of Public Auction Notice and location(s) of posting
 - MSL transcript
 - Return receipt for the certified mail (if owner found)
 - Unopened Letter (if owner found)
- Alternate E-lien held
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- Future:
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