

Policy

Dealers Allowed to Temporarily Use E-Signatures

04-10-2020-Release Note

The exceptional circumstances created by the COVID-19 pandemic have resulted in significant hardships for dealers, and have created an urgent need for dealers to conduct their business with customers electronically. To accommodate this, ITD will be allowing dealers to use certain documents necessary to conduct title transactions in an electronic format that utilizes electronic signatures.

You can access the repository of dealers who have opted in [via this link](#), or via the Assessor Resources tab under Other.

It is anticipated that dealers will complete hard-copy title applications (502s) and odometer disclosure statements, and will scan and upload them into an e-signature program such as DocuSign. The customer will be notified, and will access and e-sign the documents at which time the program will notify the dealer. The dealer will then print and verify the copies and submit them with the hard copy originals.

Dealers will be signing opt-in forms that provide conditions for usage of e-signatures. Counties should check this opt-in list on SharePoint to ensure the dealer is there before accepting any of their e-signed documents.

Effective immediately, please accept printed copies of 502s and odometer disclosure statements e-signed by customers with the following conditions:

1. The dealer must appear on the list on SharePoint of those who have signed and submitted opt-in forms.
2. The 502 that has been e-signed by the customer must be a scan of the original 502, and the original 502 must also be submitted.
3. Any odometer disclosure statement that has been e-signed by the customer must either be a scan of the odometer disclosure form produced by ITD or another state, or must otherwise have the same content and language as this form.
4. Each printed copy of an e-signed form must have the dealer's wet signature verifying it is a true copy of the e-form and that the identity of each signer has been authenticated.
5. These verified copies of e-signed 502s and odometer disclosure statements will be acceptable for previously titled vehicles until the Governor lifts his emergency order; at which time ITD will determine if this practice will continue and will communicate an end date for these temporary practices should they be ended.
6. You should continue to accept verified copies of e-signed dealer 502s and odometer disclosure statements for new vehicles with MCOs indefinitely.
7. Original MCOs and title certificates must still be submitted with wet signatures for all parties involved.