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Date: 10/16/2001 2:52:39 PM

Subject: Titles Printed in Error

Attachments: TitleDFindlay.jpg

Recently, the Division's vendor, CACI, tested the vehicle title function of the system, printed titles, and failed to segregate these titles from those to be mailed. As a result, the titles were mailed in error. These were ALL test titles but do not say that they are test titles.

Please be aware of all titles that come into your office. You can tell if it is a test title by:

1) ALL the test titles have "CUSTOMER NUMBER:" on the right hand side of the title next to "FULL NAME OF OWNER(S)"

2) Also "Receipt of Fees Paid" is printed on the bottom of the title paper.

3) All of these test titles have a Date Issued of 10-05-2001

I have attached a copy of a test title, please print and indicate to all your employees the difference with this test title and a regular title.

Letters have been sent to the individuals that were sent the test titles requesting that they mail the titles back. Some of them may drop the titles off at the branch offices. Please send all test titles to Field Administration.