

MEMORANDUM

TO: All Arizona Licensed Dealers

FROM: ADOT Motor Vehicle Division

DATE: July 30, 2025

RE: **Important Dealer Updates**

The following updates will be made and it is critical that all information is shared with all title clerks:

- 1. Dealer License Number on Forms** - When a dealer is completing transactions at an Authorized Third Party or MVD Field office, please provide the dealer license number (L000000000) for titling needs. This will be the sole number collected during processing effective **August 4, 2025**. Discontinue using any previous record numbers, for example EIN, E##### (Legacy Numbers), etc.
- 2. “Home-made” Title and Registration Forms** - To allow dealers time to adjust programmed forms, the Division will not assess errors until **November 1, 2025**. If your business is using and/or submitting imitation “home-made”, and/or altered title and registration forms after November 1st, they will be rejected. Forms must comply with policy [8.2.1 General Title Information](#).

It is crucial that we adhere to the established guidelines to ensure the integrity of our processes. Continuing to accept such documents will lead to an error finding, which can have serious implications for all parties involved. We appreciate your cooperation in this matter and your commitment to maintaining the standards set forth by the program.

If you have any questions, please contact the Authorized Agent Contact Center at aacc@azdot.gov. The Third Party Program [contact information](#) can be found in One Source.

Thank you in advance for your cooperation.