



Troubleshooting “Unprocessed” Title Applications

This document provides tips for determining the status of title applications in an APPLIED FOR status.

If Title Status is “APPLIED FOR” and Title Application Status is “SUBMITTED”:

- Review title processing date
- Is there an unresolved deficiency? Under the Actions menu is Resolve Deficiencies enabled?
- Review Transaction History & scanned images:
 - Are all expected documents scanned? Compared the count of Expected Docs and Scanned Docs
 - Are scanned documents complete for title issuance?
 - If not, review the barcodes associated with the transactions for any potential errors or typos.

If Title Status is “APPLIED FOR” and Title Application Status is “APPROVED”:

- This should indicate that an out-of-state registration card was submitted, and DVS has reviewed and approved the application. The customer will not receive a Minnesota title until the out-of-state title is surrendered.
- This can be confirmed by reviewing the scanned images.

If Title Status is “ISSUED” and customer never received:

- Review the title address and title owner name
- If the title issue date is within 6 months and at least 14 days ago, issue a no fee duplicate title.

If the above items have been reviewed and you still cannot determine why the title has not printed, the next step is to email the deputy liaisons by filling out an intake form.

Make sure to include the vehicle information, and in the description box include the steps you have completed from above. When you click on the submit button, it will be sent to the liaison email box.

Please allow 14 days for Vehicle Services to review your email. If you have not received a response by then, submit another request with “2nd request” added to the subject line.

If the customer is at your office and wants a more immediate answer, call the deputy registrar support line.

Title Status and Title Application Status when Title is unprocessed and/or has a deficiency:

1 result found

2010 FORE TRL Actions ▾ Event History Transaction History

Current Title: 00Q

Vehicle

Title Status	Applied For	Title Application Status	Submitted
Title Number		Odometer	Actual mileage
VIN	4X4TCKR	Sale Type	Used

Resolve Deficiencies is disabled (grayed out) when a deficiency has been resolved or does not exist

2010 FORE TRL Actions ▾ Event History Transaction History

Current Title: 00Q

Vehicle

Title Status	Applied For	Title Application Status	
Title Number		Odometer	
VIN	4X4TCKR	Sale Type	
Vehicle	2010 FORE TRL	Date of Sale	
Body Style/Type	Camping	Fuel Type	
Body Color	Unavailable		
Title Issued Date			

Title Owner Address

Title Certificate Address	123 ddsadf st Ada, MN 55521
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Registration Address

Residence Address	123 ddsadf st Ada, MN 55521
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Owners

- Resolve Deficiencies
- Create Transfer Application
- Correct Title Ownership
- Renew Registration
- Manage Licens
- Apply for Duplicate Title
- Replace or Remove Plates and Stickers
- Repossession
- Manage Title Notification(s)
- Surrender Title

- Conversion
- Increase/ Decrease Registered Gross Weight
- Change of Class (Non-Weighted Vehicles)
- Correct Title
- Manage Lessors

Unresolved Title Deficiencies will enable 'Resolve Deficiencies'

2014 JEEP GRAND CHEROKEE Actions ▾ Event History Transaction History

Current Title: 00Q

Vehicle

Title Status	Applied For	Title Application Status	
Title Number	00Q	Odometer	
VIN	1C4RJUF	Sale Type	
Vehicle	2014 Jeep Grand Cherokee	Date of Sale	
Body Style/Type	Sedan	Fuel Type	
Body Color	White		
Title Issued Date			

Title Owner Address

Title Certificate Address	1096 Larch St Farmington, MN 55096
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Registration Address

Residence Address	1096 Larch St Farmington, MN 55096
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Owners

Name	John Fox	Type	Person
Minnesota ID		Date of Birth	09/12/1976

- Resolve Deficiencies
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Review Transaction History

Documents not scanned.

Transaction History ×					
ID	Date	Type	Expected Docs	Scanned Docs	
⚙ 6059422	09/17/2018 02:46 PM	Registration	0	0	
⚙ 6059421	09/17/2018 02:46 PM	Title	1	0	
⚙ 1339414	08/23/2017 04:38 PM	Registration	0	0	

[Close](#)

Review Barcodes and Scanned Images.

Transaction History ×					
ID	Date	Type	Expected Docs	Scanned Docs	
⚙ 6059422	09/17/2018 02:46 PM	Registration	0	0	
⚙ 6059421	09/17/2018 02:46 PM	Title	1	0	
⚙ 1339414	08/23/2017 04:38 PM	Registration	0	0	

View Documents

Attach / Remove Documents

[Close](#)