

**LEADS Daily Briefing  
for September 12, 2019**

**Law Enforcement SOS COP Title Processing Procedures**

**OFFICE OF SECRETARY OF STATE  
JESSE WHITE Secretary of State**

**LAW ENFORCEMENT CERTIFICATE OF PURCHASE**

**TITLE PROCESSING PROCEDURES**

The laws regarding Certificate of Purchase (COP) applications (ILCS 5/4-201 et seq) require that ownership records must be searched, written notifications must be sent to all owners and lien holders, and the proper waiting must be observed. By statute, the Secretary of State's, Vehicle Services Department is responsible for ensuring the accuracy of all applications for vehicle title and/or registration, including those using the COP, prior to issuance.

In the past, the Vehicle Services Department has accepted the affirmation statement on the COP application as proof that the procedures were followed. After a number of complaints and lawsuits, the Vehicle Services Department, in conjunction with the Secretary of State's General Counsel, have developed new standards for verifying that the proper procedures have been followed. **These standards now require submitting documentation of the conducted ownership search and copies of the dated letters of notice to both the vehicle owner and lien holder on all Certificate of Purchase applications.**

The following options meet the requirements for processing Certificate of Purchase applications with the Secretary of State's Office:

- **Law enforcement agency initiated tows** --- A law enforcement agency may submit the completed Application for Vehicle Transaction (s) (VSD 190) and an application for Certificate of Purchase (VSD 106) clearly identifying the tow company and/or purchaser in the owner fields on the forms. All applicable fees payable to the Secretary of State must be included with the application and supporting documentation.

Documentation that a record search was done may include a copy of the LEADS printout. The LEADS rules **prohibit** and all LEADS-derived information from being disseminated to non-law enforcement entities, including tow companies. Vehicle ownership information obtained through LEADS and sent to the Secretary of State however, is not a conflict as the Secretary of State is the origin of the information. Therefore, the law enforcement agency must keep the LEADS derived information confidential and send the required notification letters themselves. Copies of the LEADS information and notification letters must be included with the applications and all applicable registration and title fees, and sent directly to the Secretary of State's Vehicle Services Department.

Law enforcement agencies may sign an access agreement with the Secretary of State's Vehicle Services Department to obtain vehicle ownership information electronically. The information is sent directly from the Secretary of State and not obtained thru LEADS. The documentation and receipts from the Secretary of State's vehicle ownership search may be used as proof and provided to the tow company. There is no cost to law enforcement agencies for the service.

- **Non-law enforcement initiated tows** --- A law enforcement agency may require the tow company to complete the process themselves, including completion of the Certificate of Purchase and submission of all applications and proof of record searches, letters, etc. to the Secretary of State's Vehicle Services Department.

For more information on Certificates of Purchase, please contact Susie Warnsing at 217-557-0717 or [swarnsing@ilsos.gov](mailto:swarnsing@ilsos.gov). For information on the electronic access agreement information, please contact Regina Chausse at 217-558-4834 or 217-782-0029, or [rchausse@ilsos.gov](mailto:rchausse@ilsos.gov)

**NOTE: If your agency provides service to a non-terminal LEADS agency or a Mobile Data access only agency, it is important they receive a copy of this daily briefing. Also, please ensure your agency's Vehicle Investigation Officers receive a copy of this daily briefing. No additional announcement will be provided by SOS.**

**Please see the SOS Law Enforcement COP Title Processing Procedures help file, which may be accessed via LEADS 2000 > Help.**

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