

Designated Agents have the ability to perform titling duties of motor vehicles and/or manufactured homes for the MS Department of Revenue (DOR). Pursuant to Section 63-21-13(3) MS Code of 1972, Annotated “The Mississippi Department of Revenue may appoint persons other than licensed dealers as it designated agents, provided that such application shall enter into a bond with a surety company authorized to do business in this state as a surety...”. DOR considers the following as designated agents to perform duties on their behalf: County Tax Collectors, Motor Vehicle Licensed Dealers, Title Pledge Lenders, Financial Institutions (ex: Banks, Credit Unions, Finance Companies), and Manufactured Home Dealers.

In order to become a designated agent with the Mississippi Department of Revenue, you must complete the on-line application for each location, provide a Surety bond for the amount of Five Thousand Dollars (\$5,000.00) payable to the Mississippi Department of Revenue. Before this application will be approved, the original bond must be received by DOR. The bond will need to be sent to either of the following addresses:

Regular Mail

MS Department of Revenue
Motor Vehicle Services
PO Box 1383
Jackson, MS 39215

or

Overnight Mail

MS Department of Revenue
Motor Vehicle Services
500 Clinton Center Drive
Clinton, MS 39056

Bond Requirements:

- \$5,000.00 Surety Bond payable to MS Department of Revenue
- Provide a bond stating “Any and all Mississippi locations” with an attached listing of all Mississippi physical locations when multiple locations are registered under one master account.
- If the current bond on file expires and DOR has not received rider or new bond, the designated agent status will be deactivated.
 - Title applications completed after the bond expiration/cancellation date will not be processed and will be returned.
 - Titling supplies will be picked up by a DOR Revenue Officer.
- If the bond on file has expired/cancelled, an updated rider to the current bond on file must be provided before your designated agent status will be re-activated.

Relocate/Change of Address:

- If any location either relocates, closes, or has a change of address, the e-Services account will need to be updated.
- If the bond on file states a single location, then a rider with the updated address must be sent to the aforementioned address.

Title Supplies:

- Some forms will be systemically generated in e-Services such as Title Application, Remittance Advice, and Secure Power of Attorney.
- All other forms required can be downloaded from the MS Department of Revenue’s website. Click on this link: <http://www.dor.ms.gov/Pages/Title-Forms.aspx>

Certificate of Designated Agent:

- Once the application for designated agent has been approved, you will receive a notification pertaining to your designated agent status and a printable version of your Certificate of Designated Agent for your records.