**1663 – COMBINED VEHICLE TITLE CERTIFICATE SPECIFICATIONS**

Purpose: To provide as much protection as possible against counterfeiting, photocopying and alteration through the latest state of the art security features contained not only in the paper itself, but also printed on the face and back.

Paper: Minimum 24# base, dull, white fully sensitized and highly secure sheet including visible and invisible fluorescent fibers. The paper shall contain a special toner retention treatment on the face purposed to deter mechanical alteration of laser printed data via resisting alteration attempts using tape pull and abrasive techniques such as scraping or folding with or without using tape to lift any residual toner which may result from these efforts.

Ink: Brown PMS 464 and Process Blue on the face, and Brown PMS 464 on the back. All inks are to be heat resistant.

Proofs: Two complete sets shall be provided for approval prior to manufacture.

Send proofs by mail to:

OTS Quality Assurance

PO Box 94095

Baton Rouge, LA 70804

or by courier to:

OTS Quality Assurance

627 N 4th St

Baton Rouge, LA 70802

Size: Single 1-part 8” x 11” overall.

Revisions: No revisions of any type or kind shall be permitted. The vendor shall remake all artwork as needed to match the existing material exactly, as specified in Attachment C – Color Samples. The latest revision date at the time of this solicitation 03/21.

Numbering: One consecutive 3/16” Gothic number per form printed with anti-copy technology. The vendor shall guarantee no missing numbers throughout the entire run. No missing numbers, or missing ranges of numbers, are allowed. The vendor shall produce and ship exactly the requested number; no over-runs and no under-runs will be allowed.

Number Range: **49384001 – 50384000 \****This item is fluid and does not affect general specifications.*

Equipment: Forms are to be processed to the Agency’s requirements on Xerox 4135 Micro laser printers, or equal, and standard laser printers.

Security Features:

1. The sheet shall contain a multi-tonal paper machine made watermark. The sheet shall include visible and invisible fluorescent fibers.
2. The sheet shall include several chemical and solvent sensitive features on both the face and the back which produce a strong reaction in the form of a color stain to a wide variety of substances that are commonly employed by forgers, including high polarity oxidants, low polarity oxidants, bleaches (ex. Brown stain), and alkalis.
3. The border shall be printed from artwork made to produce high-resolution fine line printing. This provides exactness and sharpness which hinders copying or reproduction.
4. The signature line shall be micro printed repeatedly with “La. Dept. of Motor Vehicles” which can be easily read under magnification.
5. An intricate protective pantograph consisting of prismatic printing utilizing Brown PMS 463 and Process Blue is to be printed over the face and back to guard against fraudulent photocopying. This feature will include the Louisiana “Boot” in a reverse screen on the front. The front and back pantograph shall also contain a hidden word feature consisting of multi-directional images virtually invisible to the naked eye providing the latest technology in copy-void deterrence to reproduction on color copiers, resulting in the appearance of the word “void” in multiple areas of the pantograph. The pantograph and the word “void” are to be excluded from the postal scan area and the data processing scan area on the front of the form.
6. A steel engraved holographic seal featuring the Louisiana “Boot” image shall be incorporated on the lower right hand corner of the face.
7. The consecutive serialized number will be secured with anti-copy technology that will obscure the number when photocopied or scanned.
8. A 3/16” Gothic consecutive number will be printed with invisible (black light detectable) fluorescent ink parallel to the visible number. This number is a duplicate of the visible number and no missing numbers shall be guaranteed.
9. Odometer reading areas (three) located on the back of the form is to be screen-printed with erasure ink to combat fraud.

PRINTING FACILITY SECURITY:

1. The plant shall be highly secured.
2. The plant shall be secured by electronic devices recording entering and exiting of all employees around the clock, 24 hours per day, 7 days per week.
3. All plant exits shall be monitored by electronic devices through a centralized alarm system.
4. Security clearances and fingerprinting shall have been performed on all permanent employees within this plant.
5. A log shall be maintained on all visitors entering the plant, particularly in the secured areas.
6. All authorized persons entering or leaving the secured manufacturing area shall be monitored by the electronic devices.
7. Secured manufacturing materials storage and warehousing areas shall be monitored by the electronic devices.
8. Photofilm, extra plates, worn plates, and plates not in use shall be locked in a secured safe or destroyed.
9. All waste and spoiled documents shall be placed in a locked container and then shredded.
10. All quality control samples and docket material shall be voided, logged, and filed in a locked safe.
11. The plant shall be monitored 24 hours per day by an approved fire alarm system, in addition to the complete sprinkler system.
12. A T.V. surveillance system shall be located within the security production, storage and warehouse areas for monitoring the perimeters.

**DOCUMENT CONSTRUCTION:**

One-part cut single.

Data Processing printing requirements:

* Run on Xerox 4135 Micro laser printer, or equal
* Vertical spacing: 6 lines per inch
* Horizontal spacing: 10 characters per inch

**PACKING:**

The certificates shall be wrapped in moisture proof material and packed in uniform-sized cartons, each containing 2,000 certificates shrink-wrapped in units of 500. Each unit of 500 shall have heavy duty chipboard on the face and the back to combat moisture and curling. Each carton shall be clearly labeled on one side, consistently displaying:

* Form Number
* Quantity
* Beginning & Ending Number
* Carton
* Vendor

Each carton shall not exceed 40 lbs. gross weight.

**SHIPPING AND STORAGE:**

The shipment of certificates shall be placed on pallets in sequential order, secured in containers or wrapped with tamper-evident material. Packing lists shall indicate the serialized range numbers of items shipped.