

- Is the back of your title signed?*** If you are the seller(s) and there are two names on the front of the title that are separated by the word “and”, both must sign the Title in Section 1 (Signature of Seller(s)). If there are two new owners and the names are separated by “and”, both must sign the Title in Section 1 (Signature of Buyer(s)) and Section 7.
- If you are the buyer, all information in Sections 1 and 7 must be filled out completely and the information MUST match exactly.***
- If your vehicle is 10 model years or newer, the odometer must be noted.***
  - If your vehicle is 10 model years or newer and the odometer in Section 1 is not completed or altered, you must fill out a notarized odometer statement.
- If there is a Lien on the front of the title, it must be completely released and notarized. If not, the title must be accompanied by a notarized Lien release letter that specifies the vehicle’s VIN number.***
- If you are registering the vehicle, the insurance information in section 7 must be valid and complete.***
- If you are transferring a plate, be sure to complete Section 5.***
  - Plate must be in your name and valid to transfer
- If you are receiving credit for a trade, you must complete Section 6, and the trade must be in your name.***