



STATE OF NEW JERSEY  
1-888-486-3339 ext. 5016 (in state)  
1-609-292-6500 ext. 5016 (out of state)

## **MCO CANCELLATION**

**This procedure will be followed when a title and/or registration have been issued but the sale was not consummated and the vehicle has never left the dealership or was driven on any public highways.**

**NOTE:** It is the submitting dealer's responsibility to provide complete and accurate information when the request is initially submitted within the 30 calendar day period. After 30 calendar days the request will be rejected and considered a \* ***“DBC – Record Correction”***.

### **Requirements**

- The issue date must be within 30 calendar days
- The title returned for cancellation must have “no” prefix
- All paperwork **MUST** be received in this office complete, correct and accurate by the 30<sup>th</sup> calendar day.

### **Required Paperwork**

- The original New Jersey Certificate of Ownership
- Photocopy, front and back, of the incorrect MCO; if available
- A \$60.00 check or money order made payable to “NJMVC”
- Statements are required from each of the following entities;
  - Dealer
  - Trade dealer if different from selling dealer
  - Titled Owner/Lessee
  - Lienholder
  - Leasing Company

The information that must be included in each of these statements is listed below.

**Dealer** - A notarized statement on dealer letterhead is required from the selling dealer. The statement must include the following:

1. Year, Make & complete Vehicle Identification Number (VIN)
2. Title owner's name.
3. State why the sale was not consummated.
4. State that the vehicle never left the showroom and that it was not operated by the owner or his/her agent on public streets or highways.
5. If the vehicle was traded from one dealer to another, a notarized statement is required from every dealer prior to the selling dealer. This statement must list the date the vehicle was traded, name of the dealership that the vehicle was traded to and year, make, full/correct VIN and mileage at time of trade.
6. Give present mileage on vehicle.
7. Signature and position of the dealership officer.

**Owner/Lessee** - A notarized statement must be submitted with the following information:

1. Why the purchase was not consummated.
2. A description of the vehicle by year, make and complete vehicle identification number.
3. That the vehicle was not operated by the owner/lessee or his/her agent on public streets or highways.
4. Must indicate no interest in the vehicle.

**Lienholder** – If subject to lien, than an **original, notarized** statement from the lienholder is required. The statement must be on lienholder's letterhead and include the following information:

1. Year, Make & complete Vehicle Identification Number (VIN).
2. Titled owner's name.
3. The lienholder has no financial interest in the vehicle or the title may reflect satisfaction of lien.

**NOTE:** All complete and correct documentation must be received by the MVC, Administrative Unit by the 30<sup>th</sup> calendar day following initial title issuance. **Upon notification by MVC, a selling dealer may be allotted an extension of 15 business days (maximum) in order to correct and return documentation. The Commission reserves the right to decide if additional time should be granted to the selling dealership if, after the initial review, it is determined that there was a minor/reasonable mistake made.**

**\*“DBC – Record Correction”** After 30 days, a transaction cannot be cleared from the database. The title must be submitted to the Database Correction Unit in order to generate a title in the name of the selling dealership.

**Mail all documentation to:**  
NJ Motor Vehicle Commission  
Special Title/Administrative Unit  
P.O. Box 017  
Trenton, New Jersey 08666-0017