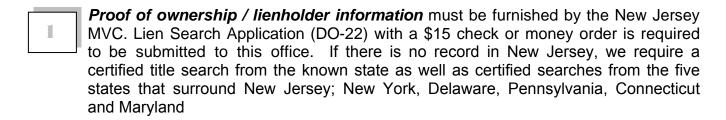
P.O. Box 017 Trenton, NJ 08666-0017

STATE OF NEW JERSEY 609-292-6500 ext. 5064

ΙE

# Improper Evidence of Ownership Procedure

The following 12 step procedure must be mailed to the address located on the bottom of page two for processing (**Do not mail any of the following steps until the entire procedure is complete.**) This procedure is for vehicles/vessels obtained without proper evidence of ownership. **Each case is handled on an individual basis and additional documents may be required.** This procedure applies to New Jersey residents only.



**STOP HERE**: Once step 1 has been completed, please mail the DO-22 form to Po Box 146 Trenton NJ 08666. **DO NOT CONTINUE** until you receive the title/lien search information back from the NJ Motor Vehicle Commission. Once a response is received, you may continue to follow the remainder of this procedure in the outlined order.

- **Emergency Application for Vehicle Title** (OS/SS-150), fully completed and notarized, is required to be submitted to this office. Include a daytime telephone number on this form. (Application enclosed)
- Original Certified Affidavit of Newspaper Publication is required to be submitted to this office. (See enclosed sample publication OS/SS-153)
- Publication notice sent to the local police department in the municipality in which you reside. Notice must be sent by Certified Mail, Return Receipt Requested. The original signed receipt must be provided to this office.
  - Notice of Intent to Obtain Title (OS/SS-145) must be sent by Certified Mail, Return Receipt Requested to the owner and lienholder (if applicable) stating your intent to obtain title through New Jersey MVC. A copy of the notice and the original signed return receipt(s) are required to be submitted to this office. If the certified notice is unclaimed or undeliverable, the notice must then be sent by regular mail.

**Important Note for Steps 4 & 5:** Regarding steps 4 & 5, if any notice(s) are returned as undeliverable, the original unopened, undelivered envelope(s) with U.S. Postal Service notation showing the reason(s) for non-delivery is required to be submitted to this office. Photocopies are not acceptable.

OS/SS-142 (R7/14) Page 1 of 2

6	<b>Original evidence of purchase</b> (title, bill of sale, invoice, etc.) which describes the vehicle/vessel by year, make and complete vehicle/hull identification number is required to be submitted to this office.
7	<b>Original notarized statements</b> from three disinterested parties stating that they have seen the vehicle/vessel in your possession is required to be submitted to this office. Statement must include a complete description of the vehicle/vessel, the vehicle/hull identification number, the approximate date possession was first witnessed and that vehicle/vessel has remained in your possession since that time. Must be a separate notarized statement for each disinterested party.
8	<b>Pencil tracing or photograph of VIN</b> (vehicle identification number) from the VIN plate is required to be submitted to this office. If you are unable to obtain a pencil tracing or photograph of the vehicle/hull identification number, due to the position of the VIN/HIN plate, include a notarized statement explaining the circumstances. Also state that you physically examined the vehicle/vessel and provide the vehicle/hull identification number shown on the VIN/HIN plate.
9	Four photos of the vehicle are required (Front, back, passenger and driver side)
10	<i>Application for Certificate of Ownership</i> (OS/SS-7) fully completed. For vessels, the completed Application for Certificate of Vessel or Hull Ownership (OS/SS-27) is required to be submitted to this office. If New Jersey licensed dealer, the sales tax stamp on back of application for title (OS/SS-7 or OS/SS-27). Individuals will complete sales tax on the front of the application.
11	A check or money order in the amount of \$60.00 made payable to "NJMVC" for the title fee is required (\$85.00 fee is required if there is a lien). 7% Sales tax of the purchase price of the vehicle is also required to be submitted to this office. There will be a \$25 penalty fee, in addition to the title fee, if the vehicle is not titled within 10 days of the date of sale only if the original state of record is New Jersey. One check or money order may be submitted for title and sales tax fees.
12	<b>Buyer's Certification</b> (OS/SS-94) from applicant that the vehicle/vessel is for personal use only and not for resale, or that applicant is a licensed New Jersey dealer is required to be submitted to this office.

\*\*\*Any vessel's 12 feet and under or trailer's weighing less than 2,500 lbs empty are considered non-titled in the State of New Jersey. To ensure all fees are collected properly, please include a blank check to cover all taxes and registration costs. Please enclose the attached BA-49 for all trailers or The Application for Boat Registration for all Vessels.\*\*\*

After making copies for your records, mail required (original) documentation to:

NJ Motor Vehicle Commission Special Title/Foreign Title Unit 225 East State Street P.O. Box 017 Trenton, New Jersey 08666-0017





New Jersey Motor Vehicle Commission Business & Government Services P.O. Box 146 Trenton, NJ 08666-0146 609-292-4102

A separate form must be completed for each record requested. You may photocopy this form for your convenience; however, each request must bear an original signature of the requestor. **No other form of request will be accepted**. The proper fee(s) must accompany each request in the form of a check or money order payable to: "New Jersey Motor Vehicle Commission." DO NOT SEND CASH. Please note that the turnaround time is approximately 3-4 weeks. If you have any questions or need to obtain the status of a request sent by mail, please call 609-292-4102.

# ALL APPLICANTS MUST COMPLETE SECTIONS A,B,D OF THIS FORM AND C, IF APPLICABLE. (Please print clearly) FEE: \$15 PER RECORD SEARCH

**SECTION A - Requestor Information** Applicant's Name: Your File or Claim #: Business Name (if applicable): Phone #: Street Address: City: State: Zip Code: Applicant's Driver License Number: Photocopy of your Driver License or a photocopy of a Passport, Birth Certificate, or any valid state or federally issued ID. If the name on your enclosed form of identification does not match your current name, you must include proof of name change. SECTION B - Information Requested (All fields MUST be completed) **MY OWN RECORD ANOTHER'S RECORD** \$15 PER SEARCH \$15 PER SEARCH Title (ex. Court) Title Lien (abandoned vehicles/towing) Lien \* If you are conducting a Title search for another person, you MUST include complete court documentation or Carfax authorizing your request. Vehicle / Hull Identification Number (VIN / HIN): Vehicle / Vessel Model Year: Vehicle / Vessel Make:







#### SECTION C - Purpose for the Request (required ONLY when requesting another's record)

PLEASE READ THE BELOW SECTION OF THE NEW JERSEY DRIVER PRIVACY PROTECTION ACT, INITIAL NEXT TO THE PERMITTED USE(S) THAT APPLY TO YOUR SPECIFIC USE OF THE MVC RECORDS. THEN PROVIDE A WRITTEN EXPLANATION OF THE REASON FOR YOUR REQUEST AND INTENDED USE OF THE INFORMATION.

USES PERMITTED BY N.J.S.A. 39:2-3.4(c)

# \_ 1. For use by any government agency including any court or law enforcement agency carrying out its functions, or any private person or entity acting on behalf of a Federal, State or Local agency in carrying out its functions. If acting on behalf of a government agency, please provide proof of retention. 2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles; motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records form the original owner records of motor vehicle manufacturers Please include the documentation supporting your request if the information is to be used for motor vehicle emissions, recalls or advisories, etc. 3. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only; a. to verify the accuracy of personal information submitted by the individual to the business or agents, employees or contractors; and b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against or recovering on a debt or security interest against the individual Please include a copy of the individual release consent form; a contract; a tow bill; or a repair bill from the repair shop with the person in question. 4. For use in connection with any civil, criminal, administrative or arbitral proceeding in any Federal, State or Local court or agency or before any self-regulating body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State or Local court. Please include the docket number and a letter from the client confirming that you have been retained. Please provide an explanation if no docket number has been assigned. If no docket number is available, please submit the case file number on Attorney letter head and include a copy of the accident report. For an abandoned vehicle request, please include photos of the vehicle and VIN as referenced in the Abandoned Vehicle Packet, steps 8 and 9. 5. For use in educational initiatives, research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals and, in the case of educational initiatives, only to organ procurement organizations as aggregated, non-identifying information. Please include a description of the initiative or research on official letterhead 6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting. Please include supporting documents for intended use i.e. declaration page. 7. For use in providing notice to the owners of towed or impounded vehicles. Please include proof of authorization to tow or impound vehicles. 8. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the "Commercial Motor Vehicle Safety Act, " 49 U.S.C. App. §2710 et seq. Please include a copy of an individual release consent form, a copy of the insurance policy, and a copy of the agreement if done on behalf of a client. 9. For use in connection with the operation of private toll transportation facilities. If your request does not fall under one of the above reasons:



10. For use by any requestor, if the requestor demonstrates it has obtained the notarized written consent of the individual to the

information pertains.





\*Please note: If you selected number 10, a "Notarized Authorization to Release Personal Motor Vehicle Information" (Form BGS/DO-21A) must be submitted and will not be accepted unless it is acknowledged by a Notary Public or Attorney at Law.

Explanation of reason  Please explain in detail your reason for requesting this information and how you plan to use it. If involving a lawsuit, please state the type of lawsuit and your relationship to the case.





#### SECTION D - Terms and Conditions

The disclosure and use of the personal information\* contained in the record you have requested is governed by the "New Jersey Drivers' Privacy Protection Act" ("NJDPPA"), N.J.S.A. 39:2-3.3 et seq. The NJDPPA provides that a person who knowingly obtains or discloses information from a motor vehicle record for any use not permitted by the Act is guilty of a crime of the fourth degree and can be held liable, in a civil action in the Superior Court, to the individual to whom the information pertains, including an award of actual damages, punitive damages, and reasonable attorney's fees and litigation costs.

\* "Personal Information" means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

I hereby certify that the foregoing statements and submitted supporting documents are true. I understand that if any of the statements or submitted supporting documents are willfully false, I am subject to punishment. I have read N.J.S.A. 39:2-3.3, et seq. ("NJDPPA") and I have initialed all the permitted purposes that apply to my request for online access. I will only use any personal information contained in records I have requested as permitted by the NJDPPA.

I agree to hold the New Jersey Motor Vehicle Commission (NJMVC) harmless in the event of any errors or omissions in the record and document(s) furnished under this application.

If I am requesting another's record, I certify that:

- 1) Use of the information provided by the NJMVC pursuant to this Application will only be for the purposes explicitly set forth in this Application;
- 2) The information provided by the NJMVC pursuant to this Application will not be used for the purpose of commercial solicitation or marketing, political canvassing or campaigning or any similar purpose or objective, and I shall not provide such information to any person or entity that seeks to use such information for any of these purposes;
- 3) If the information requested is to be used "in anticipation of litigation," pursuant to N.J.S.A. 39:2-3.4(c)4, personal information will only be used where litigation is imminent or foreseeable, or where the party on whose behalf the information is obtained has made the conscious decision to prepare a claim or defend against a probable claim;
- 4) In the event of a breach of any of the security obligations or other event requiring notification under applicable law, I shall comply with all applicable State and Federal laws that require notification of individuals in the event of unauthorized release of Personal Information, or other event requiring notification, and assume responsibility for informing the NJMVC within twenty four (24) hours and all such appropriate individuals, including the customer whose information is the subject of the release, in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey from, and against any claims, damages, or other harm related to such breach or event. All communications must be coordinated with the State of New Jersey by contacting the NJMVC at 609-341-5777.

Signature of Applicant (original signature only - signature stamps are unacceptable)	Date	



NJ MVC/ Special Title Unit 225 E State Street Trenton, NJ 08666-0017

# **BUYER'S DECLARATION - EMERGENCY APPLICATION FOR VEHICLE TITLE**

Buyer's Information:				Date	:
First Name			Last Name		_
Address			City	State	Zip Code
I purchased a vehicle on _ that apply):	Date of Sale	_ from	Seller's Nam		ved the (check all
Vehicle information:			Traces	Registration	
Year Make		Vehicl	le Identification Numb	er (VIN)	
Seller's Full First and Last Nan	ne and/or Name of l	Business			
Address			City	State	Zip Code
I ACKNOWLEDGE, that in to issue a vehicle title for the may issue the same as a convelaims against this vehicle, an their officers, employees and arising out of any such claim.  I FURTHER ACKNOWLED	e above-described venience under the d I therefore agree agents from and a GE that this Decla	vehicle pure circumstrate to defende against any	archased from the sel ances, by doing so, the l, indemnify and hold y and all liability, loss being made for the pu	the listed above and the NJMVC makes no a harmless the State of Makes, expense, attorneys' fe turpose of applying for a	at although the NJMV ssurances against future New Jersey, the NJMV es, or injury or damage an un-issued vehicle title
registration and/or plates as of in connection with this Declar					
Signature			Print Name		
Driver License Number or Corp	oration Code			/	
Notary Public			S	Seal:	
OS/SS-150 (R12/07)					



# Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

	Full name of Applicant
	Street Address
	City, State, Zip Code
	Date
Full Name of Title Owner	
Street Address	
City, State, Zip Code	
Dear:	
This is to advise you that your vehicle/ vesselMake	Year Vehicle/Hull Identification Number
has been in my possession since	<u> </u>
	sted mailing, notifying you and /or the lienholder to take been made to the Chief Administrator of the New Jerse ertificate of Title to me for the listed vehicle/vessel.
	Sincerely,
CC:	Signature of Applicant
Lienholder name (if applicable)	
Street Address	
City, State, Zip Code	

To be sent certified to the vehicle Owner(s)



# Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

		_	Full name of Applicant
		5	Street Address
		Ō	City, State, Zip Code
		Ī	Date
Full Name of Title Owner			
Street Address			
City, State, Zip Code	_		
Dear:	_		
This is to advise you that your vehic	le/ vessel Make	, Year	,
		Tear	venicie/fruit identification (vunioe)
has been in my possession since	Date Obtained	<del>-</del>	
	S.A.39:10-16 application ha	as been made to the	fying you and /or the lienholder to take e Chief Administrator of the New Jerse me for the listed vehicle/vessel.
		Sincerely,	,
		Signature	of Applicant
CC:			
Lienholder name (if applicable)			
Street Address			
City, State, Zip Code			

To be sent certified to the vehicle's Lien Holder (if applicable)



# Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

		1	Full name of Applicant
		S	Street Address
		C	City, State, Zip Code
		_ [	Date
Full Name of Title Owner	_		
Street Address			
City, State, Zip Code	_		
Dear:	_		
This is to advise you that your vehic	cle/ vessel	, Year	,
has been in my possession since _			venice/fran Identification (vanice)
	Date Obtained		
	S.A.39:10-16 application ha	as been made to the	ying you and /or the lienholder to take e Chief Administrator of the New Jersey me for the listed vehicle/vessel.
		Sincerely,	
		Signature	of Applicant
CC:			
Street Address			
City, State, Zip Code	<u></u>		

Retain by the applicant for later use with the returned certified receipt. (Step 5)



# Notice of Intent to Obtain Title Due to Improper Evidence of Ownership

	Full name of Applicant
	Street Address
	City, State, Zip Code
	Date
Full Name of Title Owner	
Street Address	
City, State, Zip Code	
Dear:	
This is to advise you that your vehicle/ vessel _	,
has been in my possession since	venice/Hair Identification Numb
Date Ob	
I am therefore, by means of this certified, ret notice that in accordance with N.J.S.A.39:10-1 Motor Vehicle Commission to receive title paper	the Chief Administrator of the New Je
	ely,
	ure of Applicant
	ure of Applicant
CC:	
Lienholder name (if applicable)	
Street Address	
City, State, Zip Code	

To be retained for applicants records

STATE OF NEW JERSEY 609-292-6500 ext. 5064

# **Newspaper Publication Instructions**

Advertise in a newspaper with general circulation in the County where you reside for space of two weeks, at least once a week, making three insertions in all. The notice should briefly state that you have applied to the Chief Administrator of the Motor Vehicle Commission for the issuance of a New Jersey certificate of ownership and if anyone desires to be heard in opposition of your application, he may do so by contacting the Chief Administrator within 10 days of the newspaper advertisement. Advertisement must include the year, make and full/correct vehicle/hull identification number.

(The newspaper will provide a certification that you have complied with these requirements.)

### Sample Publication

Take notice that in accordance with N.J.S.A. 39:10-16*, application has been made to the Chief
Administrator of the Motor Vehicle Commission, Trenton, New Jersey, to receive title papers
authorizing and the issuance of a New Jersey certification of ownership for,
Make, Year, VIN/Hull identification Number
Objections, if any, should be made in writing, immediately in writing to the Chief Administrator of
the Motor Vehicle Commission, Special Title Unit, P.O. Box 017, Trenton, New Jersey, 08666-0017



### **Universal Title Application**



# Information - Further Instructions on Second Page

Use this form to apply for a New Jersey Title. The applicant (the person signing this application) must be the owner, lienholder, or an authorized representative of the owner/lienholder. Submit this completed application and all supporting documents in person to your local New Jersey Motor Vehicle Commission (MVC) Agency. All applicants or representatives must submit supporting documents, such as proof

of ownership or authorization, and must provide proper identification when submitting this application. Original Documents: These are required when a release of lien is requested or when a Power of Attorney is used. Originals or Certified Copies: These are required for court documents, such as divorce decrees and court orders. Photocopies, Faxes, or Scans: These are acceptable for photo identification (ID) Step 1 - Title Transaction Type ☐ Initial NJ Title (New Owner) ☐ Duplicate Title ☐ Replacement/Corrected Title ☐ Vessel Title ☐ Add Lien ☐ Remove Lien Step 2 – Vehicle Information Vessel Information Vehicle Identification Number (VIN) **Hull Identification Number (HIN)** NJ License Plate Number Fuel Type Year Make Model Length (in feet) **Hull Material** Color **Body Type Propulsion Type** Correction Needed on Vehicle Title (if applicable) Correction Needed on Vessel Title (if applicable) Check Only if One of These Applies Odometer Information Odometer Reading (at time of purchase): ☐ (N) – Not actual mileage ☐ (M) – Mileage has exceeded mechanical limitations Step 3 - Vehicle/Vessel Owner Information Owner Full Name or Entity Name Driver License or MVC Business Entity Identification Number Telephone Number Address City/Town State Zip Code Co-Owner First Name (if applicable) Co-Owner Last Name (if applicable) Co-Owner Driver License Number (if applicable) Step 4 - Lienholder Information (Complete ONLY if Adding or Removing a Lien on Vehicle/Vessel) Lienholder Name Driver License or MVC Business Entity Identification Number Telephone Number Lienholder Address City/Town State Zip Code Step 5 - Representative Information (Complete ONLY if Representative is NOT the Current Owner or Lienholder) First Name Address City/Town State Zip Code Step 6 - Duplicate Titles (Check All That Apply and Attach Required Documents/Proof of Ownership or Lienholder) For an Individual For a Business Entity For a Lienholder ☐ Valid Photo Identification ☐ Valid Photo Identification ☐ Valid Photo Identification ☐ NJ Registration or Insurance ☐ NJ Registration or Insurance Card (Current or ☐ Loan Contract or Lease Agreement Expired) Card (Current or Expired) ☐ Lien Release Letter (if applicable) ☐ Lien Release Letter (if ☐ Power of Attorney and/or Letter of Authorization from ☐ Power of Attorney and/or Letter of applicable) Entity (Both Must Be Notarized and Original) Authorization from Entity (Both Must Be Notarized and Original) Step 7 - Recipient Information (For Mail In Applications ONLY - Initial Titles Excluded) Method of Return - YOU MUST INCLUDE A PREPAID RETURN AIR BILL WITH YOUR APPLICATION WHEN US MAIL IS NOT SELECTED\* Mailing Address ☐ US Mail ☐ Federal Express □ UPS ☐ Other Step 8 - Certification and Signature(s) I, the undersigned, hereby certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to civil, criminal, and administrative penalties. Signature of Representative, Owner, or Lienholder Signature of Co-Owner (if applicable) **Motor Vehicle Commission Use Only:** NMVTIS Checked: Clerk Initials:

Transaction Number:

Tracking Number:

Check Number and Amount:



### **Universal Title Application**



#### Step 1 - Title Transaction Type

<u>Initial Title:</u> Applications must include this form and a completed out-of-state title. **In-state title transfers only require the submission of the previous NJ title.** Photo Identification is required when completing this transaction and must be processed in person only at an MVC agency. **Duplicate Title:** Duplicate titles are issued if the current New Jersey title has been lost or stolen.

Replacement/Corrected Titles: Replacement titles are issued when a New Jersey title is being surrendered in order to obtain a new title due to the surrendered title being damaged or filled out incorrectly. Corrected titles are issued when a New Jersey title is being surrendered in order to obtain a new title with corrected information. Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, and hull material. Replacement title transactions are also often used when trying to remove a lien from a title. To do so, the original title must be signed and dated by an authorized representative of the lienholder. If applying on behalf of a business entity, you must be an authorized representative. Additionally, you must provide one of the following, showing proof that the lien has been satisfied:

- A signed and dated lien release letter from the lienholder that includes the company name, address, and phone number, as well as the year, make, model, and VIN number of the vehicle.
- A motor vehicle dealer wire transfer statement with a transaction number.
- A paid loan statement or agreement with the matching VIN number.

<u>Vessel Title:</u> Vessels are boats or watercraft, used or capable of being used as a means of transportation on the water. Applications should be used to establish ownership. Vessels shorter than 12 feet are not titled and are only required to be registered.

Add/Remove Lien: Check this box in addition to another selected title type if you are adding or removing a lienholder to your title.

The New Jersey title fee is \$60. It is an additional \$25 to add a lien. If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order payable to <a href="MJMVC">NJMVC</a>. Do not mail cash. Credit cards or cash will only be accepted in-person at an <a href="MVC Agency">MVC Agency</a>.

#### Step 2 - Vehicle/Vessel Information

The information provided must match your signed and executed title document or the current New Jersey record.

#### For Vehicles:

- Body type options 2-Door, 4-Door, Pick-up Truck, Truck, Van, Wagon (SUV), Motorcycle, Trailer, Convertible, or Tractor.
- Federal Law requires that you state the mileage upon transfer of ownership. Failure to complete this statement, or providing false information, may result in fines and/or imprisonment. When writing in the odometer reading, you are certifying that the number reflects the actual mileage of the vehicle unless one of the following is checked:
  - o (N) Not actual mileage
  - (M) Mileage has exceeded mechanical limitations
- Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, hull material, odometer reading.

#### For Vessels:

- Fuel type options Gasoline, Diesel, or Other.
- Propulsion type options Outboard, Inboard, I/O, Electric, Non-powered, or Other.

#### Step 3 - Vehicle/Vessel Owner Information

The information provided must match your signed and executed title document or the current New Jersey record.

#### Step 4 - Lienholder Information

The New Jersey title fee is \$60. It is an additional \$25 to add a lien. To complete this transaction, the original title must accompany this application. If the current owner(s) of the vehicle or vessel has a lien (loan or financing) of any kind on the vehicle or vessel, even if it has been paid off, the MVC's records will still show the lien. The current owner(s) must fill out and apply to have the lien removed and/or obtain a new title, without the lien, from the MVC after payoff. An original, signed lien release on the lienholder's letterhead is required to remove a lien.

#### **Step 5 - Representative Information**

Complete this section only if you are applying for a title on behalf of the current owner or lienholder. In order to conduct a transaction, the representative must obtain an original, signed, Letter of Authorization. Representatives processing work on behalf of the current owner or lienholder may not sign any documentation. If signatures are required, the representative must obtain an original, signed, and notarized Power of Attorney.

#### Step 6 - Duplicate Titles

Individual(s) Applying: If a vehicle is in the name of an individual, the owner must sign this application and provide proof of ownership and their government issued photo ID. Proof of ownership includes: vehicle registration, insurance card or declaration page, bill of sale, an NJMVC certified record, or proof of final loan payment. If the vehicle is in the name of more than one individual, each owner must sign this application, and each owner must provide a copy of their government issued photo ID. If processing this transaction on behalf of the individual(s), an original, signed, Letter of Authorization is required.

<u>Business Entity Applying:</u> If the vehicle is in the name of an entity, a representative must sign the application. The representative must provide notarized letter of signature authority on company letterhead, and a copy of the representative's valid photo ID.

<u>Lienholder Applying:</u> If the vehicle has a recorded lien, the lienholder (or representative of the lienholder) may apply for a New Jersey title and sign the application. If the lienholder is an individual, they must include a copy of their valid photo ID. If the lienholder is an entity, they must include a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity (copies are acceptable), and a copy of the representative's photo ID.

<u>Using Power(s) of Attorney:</u> If a Power of Attorney (POA) is used, the above requirements apply for <u>both</u> the individual or the entity granting the POA <u>and</u> the individual or the entity being granted POA. For an individual, whether granting or being granted POA, a copy of photo ID is required. For an entity, whether granting or being granted POA, <u>both</u> a copy of the representative's photo ID <u>and</u> a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity, are required.

### Step 7 - Mail in Applications (Not for Initial Title Applications)

Mail this application, fee, copy of ID(s), and supporting documentation to:

New Jersey Motor Vehicle Commission 225 East State Street MOS Special Services, PO Box 150 Trenton. NJ 08666-0017

- Mailed applications may take up to <u>10 weeks</u> to process, plus mailing time.
- Original documentation submitted with the application will be returned to the person/entity receiving the title.

#### Step 8 – Certification and Signature(s)

Original signature(s) are required on this application in blue or black ink ONLY.

STATE OF NEW JERSEY

# **BUYER'S CERTIFICATION**

I, (name)	hereby certify that I am
either a licensed New Jersey dealer or that this vehicle is being purchased for	or personal or business
use <b>ONLY</b> and <b>NOT</b> for the purpose of resale.	
Signature of Buyer:D	ate: