NJMVC
New Jersey Motor Vehicle Commission

Duplicate Title Requirements for Out Of State Residents

1. Copy of current or expired registration (out of state registration is acceptable).

2. Letter of Certification from the Division of Motor Vehicles stating that the vehicle is registered in your current state of residence but no title was issued. This must be an original letter of certification and it must include the year, make and VIN number. Please note that the registration and Motor Vehicle records must match what our records show as the owner or NO duplicate title will be issued.

3. Pencil tracing or photograph of the vehicle identification number (VIN).

4. A copy of valid photo identification.

5. If necessary, we require a lien satisfaction letter. This must be an original document with the year, make and vehicle identification number.

6. Must complete the Universal Title Application OS/SS-UTA (R6/21).

7. We require a check or money order in the amount of $60.00 made payable to the NJMVC.

8. Mail all required documents to: New Jersey Motor Vehicle Commission
   Special Titles Section/Duplicate Titles
   PO Box 017
   Trenton, NJ 08666-0017

NOTE: The commission policy is to mail the Certificate of Ownership to the owner or lienholder of record. If you are an Owner/Lienholder/Leasing Company requesting that the Certificate of Ownership be mailed elsewhere, please include a self-addressed envelope and a brief explanation.

If you have any questions regarding this procedure, please contact our office at (609) 633-8275

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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

Vehicle Identification Number (VIN)			
NJ License Plate Number			
Year	Make	Model	
Color	Weight	Body Type	No. of Axles
Correction Needed on Vehicle Title (if applicable)			

Vessel Information

Hull Identification Number (HIN)		
Year	Make	Fuel Type
Length (in feet)	Hull Material	
Boat Type	Propulsion Type	
Correction Needed on Vessel Title (if applicable)		

Odometer Information

Odometer Reading (at time of purchase): _____

Check Only if One of These Applies

☐ **(N) – Not actual mileage** ☐ **(M) – Mileage has exceeded mechanical limitations**

Step 3 – Vehicle/Vessel Owner Information

Owner Full Name or Entity Name	Telephone Number	Driver License or MVC Business Entity Identification 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 – Changing 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	Last Name		Telephone Number
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 Card (Current or Expired)	☐ NJ Registration or Insurance Card (Current or Expired)	☐ Loan Contract or Lease Agreement
☐ Lien Release Letter (if applicable)	☐ Power of Attorney and/or Letter of Authorization from Entity (Both Must Be Notarized and Original)	☐ Lien Release Letter (if applicable)
		☐ Power of Attorney and/or Letter of 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	City/Town	State	Zip Code

☐ 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)** **Date**

Motor Vehicle Commission Use Only:

Clerk Initials:	NMVTIS Checked:	Check Number and Amount:
Transaction Number	Tracking Number:	

Universal Title Application

Step 1 – Title Transaction Type

Initial Title: 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.

Vessel Title: 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 NJMVC. Do not mail cash. Credit cards or cash will only be accepted in-person at an MVC Agency.

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:
  - (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 – Changing 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, **either owner may sign this application, and that 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.
Business Entity Applying: 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.
Lienholder Applying: 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.
Using Power(s) of Attorney: If a Power of Attorney (POA) is used, the above requirements apply for **both** the individual or the entity granting the POA **and** 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, **both** a copy of the representative's photo ID **and** 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 **10 weeks** 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.**