

Section: 4. Motor Vehicle Registration Requirements

**Effective Date:** 05/01/1986 **Revised Date:** 10/10/2025

# **Authority:**

Administrative

### **Definitions:**

 U.S. Government Certificate to Obtain Title to a Vehicle SF97 - The official document required to transfer ownership of a federal or state owned vehicle to another entity or individual

## Requirements:

- An SF97 will be accepted in lieu of a title or a Manufacture's Certificate of Origin
- A completed Vehicle Application form (<u>DPSMV 1799</u>)
- A notarized Bill of Sale
- Odometer Disclosure Statement (<u>DPSMV1606</u>) is required for applicable vehicle types that are **not exempt** from odometer reporting requirements.
- VEH-5 Application for Free Plate for Public Agency (DPSMV1631)
- An affidavit of physical inspection is required only when there is an invalid character
  within the vehicle identification number (VIN) or the VIN fails the edit check. The physical
  inspection must be performed by a full-time Peace Officer Standards and Training
  (P.O.S.T.) certified law enforcement officer who has been trained and certified by the
  Department of Public Safety and Corrections, Office of State Police, to inspect motor
  vehicles.

#### Fees

- Title Fee
- Handling Fee
- License Plate Fee
- Lien recordation fee, if applicable
- Sales/Use tax, if applicable

#### **Related Policies:**

Section 4, Policy 2.00 <u>Basic Requirements For Obtaining A Certificate Of Title</u> Section 4, Policy 2.03 Completion Of Vehicle Application