

Chapter A

General Title Requirements

See detailed information in additional sections and chapters.

Title Requirement Overview

There are certain requirements common to most title transactions:

1. DMV application form for your specific transaction.
2. Current ownership document.

The five most common types of ownership documents are:

- Manufacturer's Certificate of Origin (MCO)
 - Oregon title
 - Out-of-state title
 - Application for Replacement / Duplicate Title ([Form 515](#))
 - Operation of law documents (see [Chapter G](#))
3. A release of interest from:
 - Any previous owner (see [Chapter E](#))
 - Any previous security interest holder (see [Chapter E](#))
 4. Odometer disclosure for motor vehicles (see [Chapter H](#)).
 5. Title fee (see [Chapter M](#)).

Registration Requirement Overview

If applying for registration as well, there are additional requirements. Basic registration requirements include:

1. Department of Environmental Quality (DEQ) Certificate of Compliance, for certain types and model year vehicles registered in the DEQ vehicle inspection program boundaries.
2. A statement of compliance with financial responsibility laws. (Included as part of application.)
3. Registration fees.
4. County registration fee, if applicable.

There may be other registration requirements depending on the vehicle type or who is applying for the registration. [Chapters K](#) and [L](#) cover these requirements. [Chapter M](#) covers fees.

Some vehicle types are not required to be titled in Oregon but may be optionally titled. Some vehicles may not be issued a title or registration. See [Chapter L](#).

Requirement checklists

New vehicles

- Application for Title and Registration ([Form 226](#))
- MCO (or equivalent document)
- Release(s) of interest
- Odometer disclosure (if applicable)

- Fees
 - Title
 - Registration
 - County (if applicable)
 - Plate
 - Plate surcharge (if applicable)

Out-of-state vehicles

- Application for Title and Registration ([Form 226](#))
- Out-of-state title or equivalent documents
- Release(s) of interest
- Odometer disclosure (if applicable)
- Vehicle identification number inspection (VIN)
- DEQ Certificate of Compliance (certain year models if registering in DEQ areas)
- Fees
 - Title
 - VIN inspection
 - Registration
 - County (if applicable)
 - Plate
 - Plate surcharge (if applicable)

Oregon vehicles

- Application for Title and Registration ([Form 226](#))
- Oregon title or equivalent document
- Release(s) of interest
- Purchase date
- Odometer disclosure (if applicable)
- DEQ Certificate of Compliance (certain year models if registering in DEQ areas)
- Fees
 - Title transfer
 - Registration
 - Plate (if applicable)
 - County (if applicable)
 - Plate surcharge (if applicable)

Oregon vehicle – replacement title only

- Application for Replacement / Duplicate Title ([Form 515](#))
- Signatures of applicants
- If registered owner applying, at least one registered owner must sign.
- If a security interest holder is on the record, the security interest holder must sign.
- Title fee

Oregon vehicle – replacement title & transfer

(May be applied for only when vehicle is not subject to federal odometer requirements, or when one registered owner will remain on the title)

- Application for Replacement / Duplicate Title ([Form 515](#))
- Application for Title and Registration ([Form 226](#))
- Release(s) of interest
- Lien release (unique line stamp and signature from lenders)
- Bills of sale
- Purchase date
- Title fee

Registration requirements

- Application ([Form 226](#) or [Form 268](#))
- Domicile certification (on application)
- Insurance/financial responsibility certification (if applicable)
- DEQ Certification of Compliance (certain model year vehicles in DEQ areas)
- LEV Compliance (for 2009 and newer passenger vehicles registering for the first time with 7,500 miles or less on the odometer)
- HVUT (if motorized/55,000 lbs or more GVW)
- Fees
 - Registration
 - County (if applicable)
 - Plate (if plates issued)
 - Plate surcharge (if applicable)

Customer name, number, and address

Individual customer number

A customer number for an individual person is usually their Oregon Driver License (ODL) number. If the customer does not have an ODL, use their Oregon instruction permit number or their Oregon ID card number. If they have none of these, leave the field on the application blank. The applicant's date of birth must be included.

Each individual customer that completes transactions with DMV has one file that contains the customer's personal data such as name and address, date of birth and other data pertaining just to that person. This file is linked to all of that person's DMV files such as driving and vehicle information.

Business customer number

DMV assigns a customer number to every business, lender, etc., that appears on vehicle title records. A customer file for a business contains data such as name and address.

Name

If the customer does not want to use the name currently shown on their ODL, ID card, or instruction permit, they must contact DMV and change their record to show the name they

want to use. If they do not change their record prior to title issuance, the name printed on the title will not match exactly the name as it appears on the application.

There are limited exceptions to the requirement to change a name in DMV's records first, such as when the customer needs to use a different name for reasons of marriage or divorce, gender change, or for any other legal name change.

If a difference in names between the title application and DMV's records is only an initial, nickname, or change in surname order, DMV will issue the title with the name currently listed in DMV's records.

Address

DMV maintains one record for each customer. When customers change their address with DMV, they notify us once, and then all their records are changed. The notice to DMV may be in the form of an address change notice or when an application is submitted with a new address.

If an application shows a new address, the address for the **first** owner listed is the only one that DMV will change. DMV does not change other owners' addresses listed on the application.

As of January 1, 2020, DMV no longer mails a sticker to the new address for the customer when processing an address change. The customer has the option to replace their current license for a fee. The new license will display the customer's updated address.

Completing applications

Complete the title application using the customer's ODL, ID card, instruction permit number, or customer number (for businesses) and their date of birth (for individuals). **DMV must have this information for EVERY owner shown on the application, including lenders.** If you do not list the customer number and date of birth on the application, it may slow the application process.

For a business, ask for the customer number that DMV assigned them. If a business does not know their customer number, you may contact DMV in Salem at (503) 945-5457 for the information.

If any buyer does not have an ODL, Oregon driver permit, Oregon ID card, or Oregon assigned customer number, leave this field blank on the application and DMV will create a customer record for them and assign a number.

Submitting Vehicle Title and Registration Paperwork

Oregon dealers that choose to prepare title and registration paperwork for their customers can submit transactions to DMV in several ways.

Mailed-In Transactions

Oregon dealers can mail transactions directly to DMV Headquarters to be processed by the Oregon Dealer Services unit:

DMV Headquarters

ATTN: ODS
 1905 Lana Avenue NE
 Salem, OR 97314

Dealer Service Centers

Oregon dealers can sign up to drop off transactions and pick up plates and stickers for their customers at one of the DMV Dealer Service Centers. This service is subject to location availability.

The SE Portland, Beaverton, and HQ Lobby Dealer Service Center locations also offer some over-the-counter services for Oregon Certified Dealers, including expedited title transactions, registration transactions (where a title has been previously issued), and processing of Missing Requirement Letter responses.

The Beaverton and Medford locations also offer a VIN inspection service for dealers on vehicles a dealer cannot inspect themselves (e.g. totaled vehicles, imported vehicles, etc.).

Services Available - DSC Over the Counter Transaction Guidelines			
	Smartlockers	Over-the-Counter Services	VIN Inspections
Springfield*	-	-	-
Bend*	-	-	-
Medford*	-	✓	✓
HQ Lobby	✓	✓	-
SE Portland	✓	✓	-
Beaverton*	-	✓	✓
*These locations are equipped with standard dealer drop boxes. Please contact DMVDealerServices@odot.oregon.gov for drop box availability, or to schedule an appointment to get signed up for the smartlockers.			

Dealers interested in signing up to use this service should contact Oregon Dealer Services at DMVDealerServices@ODOT.Oregon.gov.

EVR (Electronic Vehicle Registration)

Only available to Oregon dealers at this time, the EVR Integrator VITU will submit a dealer’s vehicle transactions directly to DMV. Participating in EVR can reduce processing time by as much as 50%. VITU also offers training and 24-hour transaction support.

Dealers interested in signing up to use this service are to contact VITU Oregon for more information at ORAccounts@VITU.com or by phone at 971-808-0202.

Dealer Work Transaction Submitted List

When Oregon dealers submit multiple vehicle transactions to DMV, dealers must include a Dealer Work Transaction Submitted List ([Form 7490](#)) or equivalent document to account for the transactions sent in. The transaction list assists DMV with allocating payments correctly in our system. This form is available on the DMV Website. This form is not required when transactions are submitted using EVR.

Checklist for submitting transactions

The following are common items missing in transactions submitted. Please check for the following before submitting a transaction:

1. FEES	
a.	Dealers should complete the shaded fee section on the front of the application for title to break down calculation of title and registration fees. Although this area is marked “For DMV Use Only,” DMV prefers that dealers complete the fee section of the application.
b.	Dealers complete the MPG and fuel type boxes to clearly indicate the MPG tier for the vehicle.
c.	The correct fees for title, registration, plates, etc.
d.	A clear explanation of the registration fees that were collected (e.g., replacement plates, plate transfers, plate surcharges, etc.).
2. APPLICATION CLEARLY LISTS ALL REGISTERED OWNERS OR LESSEE/LESSORS & SECURITY INTEREST HOLDER(S)	
a.	List the ODL/customer number for all owners. List date of birth for each individual. If address is different from DMV records, provide current address of the primary registered owner or lessee that is listed first on application (check against their ODL, Oregon ID Card, or Instruction Permit). Leave ODL/customer number blank when DMV has not issued one to the owner.
b.	If there are two signatures on the bottom of the application for title, both parties must be listed as owners on the application (joint registered owners or lessee/lessor).

DMV TITLE AND REGISTRATION HANDBOOK
Chapter A: General Title Requirements

c.	If one or more of the owners listed on the application are the same as on the ownership document, the current owner(s) must acknowledge and agree to the addition. If a registered owner is added or removed from a title with a security interest holder, DMV requires authorization from the security interest holder listed on the title.
d.	If the registered owner is an individual, they must provide their actual residence address. A post office box or mail service box by itself is not acceptable.
e.	Survivorship may be requested by checking a YES or NO box to indicate survivorship, when two or more new owners are listed on the application for title. If neither box is checked, NO survivorship will be shown on the title.

3. COMPLETE VEHICLE DESCRIPTION (YEAR, MAKE, BODY STYLE, VIN) ON THE APPLICATION

a.	Confirm that the VIN on the application for title matches the VIN on the vehicle and on the ownership document. If the VIN on the vehicle is different, you may need to get a more thorough VIN inspection or a corrected title or MCO depending on where the error occurs in the VIN.
b.	The plate number of a transferred Oregon plate is listed in the “new plate number” box. Information about the vehicle the plate was transferred from is in the “Remarks” section on the front or the back of the application.

4. ALL ERRORS MADE ON THE DOCUMENTS ARE EXPLAINED

a.	A Statement of Error or Erasure, Form 502 , must be completed and attached for name errors only .
b.	A new odometer disclosure must be obtained for errors made while recording the mileage.
c.	Other errors such as the vehicle description, VIN, or address information must be corrected. (See section titled Corrections on title applications in Chapter D .)

5. POWER OF ATTORNEY (POA) FORM IS COMPLETED AND ATTACHED (IF POA WAS EXERCISED IN TRANSACTION)

a.	The VIN and the named attorney are included on the POA.
b.	The POA is exercised on the title.
c.	The POA is attached to the application.
d.	If the POA is a secure POA (for odometer purposes), it must be allowable for the type of transaction. (See Chapter H for more information on secure POA.)

6. FORMER OWNERS HAVE RELEASED THEIR INTEREST

a.	The dealer release is included on the back of the title, on an odometer disclosure form, or on a separate bill of sale.
b.	Connecting releases for all transfers of ownership of the vehicle are included.

DMV TITLE AND REGISTRATION HANDBOOK
Chapter A: General Title Requirements

	c.	The releases match the name(s) exactly as they appear on the title and all connecting releases for all transfers of ownership.
7. VEHICLE IDENTIFICATION NUMBER (VIN) INSPECTION FORM IS COMPLETED		
	a.	The LEV Compliant box in the top right-hand corner of the form is completed. Instructions for the LEV Certification can be found on the back of the VIN Inspection Form. See Chapter K for more information on LEV Certification.
	b.	The “VEHICLE INFORMATION” section must be completed in full, including the year and make of the vehicle.
	c.	The VIN must be printed clearly. There must not be alterations or crossed-out digits, and white-out must not be used.
	d.	At least one box must be checked in each column of the “VIN INSPECTION” portion of the form.
	e.	The inspector information portion must be fully completed, including: <ul style="list-style-type: none"> • The printed name of the individual who inspected the vehicle • Agency or Dealership who inspected the vehicle • Physical address where the VIN inspection was conducted • Oregon dealer number • Date of inspection • Signature of inspector
8. DEQ PASS CERTIFICATION (IF REGISTERING VEHICLE IN A DEQ AREA)		
	a.	Verify customer’s residence address. Use the DEQ Testing Boundary Tool to determine if the vehicle will be subject to DEQ
	b.	Confirm that the vehicle year/type will be subject to DEQ
9. THE “REMARKS” SECTION ON THE FORM 226 IS COMPLETED WITH ALL INFORMATION NOT INDICATED ANYWHERE ELSE ON THE APPLICATION		
	a.	There is a clear explanation of why you collected replacement plate fees. (What happened to the old plates?)
	b.	You listed what vehicle the plates came from for plate transfers, including the complete VIN for the vehicle.
	c.	You indicated the engine displacement (CCs) of mopeds and motorcycles; and the speed of mopeds.
	d.	Write “Lemon Law Buyback” if the vehicle has been purchased by the manufacturer as per Oregon’s consumer warranty law.
	e.	Note if this is a “courtesy delivery”, “dealer expedite”, or “consignment” because these are processed differently at DMV.
10. ATTACH ALL NECESSARY FORMS SUCH AS A POA, BILLS OF SALE, LIEN SATISFATIONS, VIN INSPECTION, DEQ CERTIFICATION, & STATEMENT OF ERROR OR ERASURE		