

# Chapter A

## General Title Requirements

See detailed information in additional sections and chapters.

There are certain requirements common to all title transactions:

1. A DMV application form appropriate for your specific transaction.
2. The 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 Oregon title ([Form 735-515](#))
  - 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 less than 10 years old (see [Chapter H](#)).
5. Title fee (see [Chapter M](#)).

If also applying for registration, submit the following in addition to the title requirements:

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

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.

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 checklist

#### *New vehicles*

- Application for Title and Registration ([Form 735-226](#))
- MCO (or equivalent document)
- Release(s) of interest
- Odometer disclosure (if applicable)
- Fees
  - Title
  - Registration
  - Plate

### **Out-of-state vehicles**

- Application for Title and Registration ([Form 735-226](#))
- Out-of-state title or equivalent documents
- Release(s) of interest
- Odometer disclosure (if applicable)
- Vehicle identification number inspection (VIN)
- Fees
  - Title
  - VIN inspection
  - Registration
  - Plate

### **Oregon vehicles**

- Application for Title and Registration ([Form 735-226](#))
- Oregon title or equivalent document
- Release(s) of interest
- Purchase date
- Odometer disclosure (*if applicable*)
- Fees
  - Title transfer
  - Registration

### **Oregon vehicle – replacement title only**

- Application for Replacement Title ([Form 735-515](#))
- Signatures of applicants
- If registered owner applying, all registered owners must sign.
- If a security interest holder is on the record, the security interest holder must sign.
- Fees
  - Replacement title

### **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 Title ([Form 735-515](#))
- Application for Title and Registration ([Form 735-226](#))
- Release(s) of interest
- Lien release (unique line stamp and signature from lenders)
- Bills of sale
- Purchase date
- Fees
  - Replacement title
  - Title transfer

### **Registration requirements**

- Application ([Form 735-226](#) or [Form 735-268](#))
- Domicile certification (on application)
- Insurance/financial responsibility certification (if applicable)
- DEQ Certification of Compliance (for certain model year vehicles in DEQ areas)
- HVUT (if motorized/55,000 lbs or more GVW)
- Fees
  - Registration
  - Plate (if plates issued)
  - Surcharge fees (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.

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 their 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 the 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 the customer changes their address with DMV, they notify us once, then all of 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.

When DMV processes an address change for an individual, DMV mails a sticker showing the new address to the customer to be applied to their ODL, ID, or instruction permit card.

### **Completing applications**

Complete the title application using the customer's Oregon driver license, 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 has 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.

### **Checklist for submitting transactions**

These are common items found missing on transactions submitted. Please check for the following before submitting a transaction:

<b>1. FEES</b>	
a.	The correct fees for title, registration, plates, etc.
b.	A clear explanation of the registration fees that were collected (i.e. replacement plates, plate transfers, plate surcharges, etc.).
c.	Complete the shaded fee section on the front of the Application for Title to break down title and registration fees. Although this area says "For DMV Use Only," DMV prefers that dealers complete the fee section of the application.
<b>2. APPLICATION CLEARLY LISTS ALL REGISTERED OWNERS OR LESSEE/LESSORS &amp; SECURITY INTEREST HOLDER(S)</b>	
a.	List the ODL/customer number for all owners. List dates of birth for individuals. If different from DMV records, provide current address of the primary registered owner or lessee listed first on application (check against their Oregon Driver License, Oregon ID Card, or Instruction Permit). Leave ODL/customer number blank when owner does not have one.
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).

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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 needs 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. <b>If neither box is checked, NO survivorship will be shown on the title.</b>

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

a.	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 735-502, 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**

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.

**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.
c.	The releases match the name(s) exactly as they appear on the title.

**7. THE "REMARKS" SECTION ON THE 735-226 IS COMPLETED WITH ALL INFORMATION NOT INDICATED ANYWHERE ELSE ON THE APPLICATION**

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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.

**8. ATTACH ALL NECESSARY FORMS SUCH AS A POA, BILLS OF SALE, LIEN SATISFICATIONS, DEQ CERTIFICATION, & STATEMENT OF ERROR OR ERASURE**