

## Chapter D

# Miscellaneous Title Application Information

## Signatures on title application

### ***Requirements***

Signatures on Oregon title applications must match the owners name on the application. DMV will only question a signature when it is clearly not from the owner, for example: the signature is obviously Sarah Jones but the owner is Frank Smith. Hand-printed signatures are acceptable. DMV does not require a cursive signature.

At least one registered owner must sign the application for title.

- If a business name is listed as the registered owner, someone must sign for the company. DMV will accept an authorized representative's signature; however, it is clearer if the business signs with their business name along with the signature of an authorized representative, such as:
  - Auto World by (signature of authorized representative); or
  - (Signature of authorized representative) for Auto World
- No signature is required for a security interest holder.
- If the application shows a lessee and lessor and no security interest holder, only the signature of the lessee is required.
- If a lessee, lessor and security interest holder are to be shown on the title, the signature of both the lessee and lessor are required on the application. The exception to this is when the lessor and security interest holder are the same. In these instances, only the lessee must sign.
- An owner's "mark" (typically an "X" but could be another type of mark) is acceptable.
- When a signature is required to be witnessed before a notary public, the document must bear the imprint of the seal or stamp of the notary performing the notarization. The notary public also must sign the notarization.

For information on a business release of interest, including other states' requirements, see [Chapter E](#).

### ***Doing business as (dba) signatures***

When the application lists the owner as an individual or company doing business as (dba) another name, DMV requires a signature from the primary individual or company, or a "one-and-the-same" statement. For example: if the vehicle is owned by John Doe dba Ajax Autos, and there is no "one-and-the-same" statement, then John Doe is the primary owner and a signature is required from John Doe.

## Dealer Expedite Title Service

An Oregon vehicle dealer may request a title-only transaction to be expedited if the dealer pays the required fee and submits the transaction in the manner required by DMV. [OAR](#)

DMV TITLE AND REGISTRATION HANDBOOK  
Chapter D: Miscellaneous Title Application Information

[735-022-0065](#) specifies certain requirements and provisions for the dealer expedite title service. Dealer expedite title transactions must be mailed to DMV HQ or delivered to DMV Business Regulation Section. Dealer expedited transactions cannot be accepted in field offices. DMV recommends that vehicle dealers mail expedited transactions to:

**OREGON DEALER SERVICES - EXPEDITE**

DMV Services  
1905 Lana Ave NE  
Salem, OR 97314

A yellow envelope is available for this service, Form 333Y. The address above is printed on the envelope. These envelopes will be available at the Business Regulation Section office and field offices with Dealer Service Centers. The dedicated envelope is not required but is recommended to avoid misdirected mail.

735-333Y (10-23)

☒ DEALER EXPEDITE ☐ DEALER OUT OF BUSINESS

Postage Required  
Post Office  
will not deliver  
without proper  
Postage


OREGON DEALER SERVICES  
DMV SERVICES  
1905 LANA AVE NE  
SALEM OR 97314-0001

As an alternative to mailing, expedited dealer transactions may be delivered to DMV Business Regulation Section.

**Title Requirements**

1. Application for title or replacement title with primary ownership document.
  - a. Dealer must check the “Dealer Trans” box on the application.
  - b. Dealer must indicate “Dealer expedite” in the “Remarks” section and include their dealer number.
  - c. Title fee and dealer expedite title fee.
2. Instruction for picking up the transaction if it is not to be mailed.
  - a. Dealer must request for the title to be picked up in the “Remarks” section of the application or on a separate note included with the transaction documents.
  - b. Dealer must include the contact information for the person who will be picking up the title (e.g. phone number or email address).
  - c. If a third party will be picking up the title, the dealer must complete a Third Party Authorization to Pick up a Dealer Expedite Title, [Form 7287](#). This form is available online at the Business Licensing and Regulation forms page.

**Example of Third Party Authorization to Pick up a Dealer Expedite Title,**  
**FORM 7287**

 <p><b>THIRD PARTY AUTHORIZATION TO PICK UP A DEALER EXPEDITE TITLE</b> (ORS 803.053 and OAR 735-022-0065)</p>		
<b>INSTRUCTIONS:</b> <b>Vehicle Owner:</b> Complete and sign this authorization to permit a third party to pick up the title to your vehicle from DMV. Incomplete forms will not be accepted. DMV will notify you when the title is ready to pick up. The authorized third party must present this authorization and their valid government-issued photo identification to DMV when picking up the title. Title pick up is only available at: <b>DMV Business Licensing 1965 Lana Ave NE Salem OR 97314</b> Office hours are Monday through Friday, 8 a.m. to 4:30 p.m., except Thursdays, 9 a.m. to 4:30 p.m. The office is closed on state holidays. If the title is not picked up within three (3) business days, the title will be mailed to the vehicle owner identified on the title.		
<b>VEHICLE INFORMATION</b>		
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER (VIN)
<b>THIRD PARTY INFORMATION</b>		
PRINTED NAME OF THIRD PARTY AUTHORIZED TO PICK UP TITLE		THIRD PARTY CONTACT TELEPHONE #
<b>OWNER CERTIFICATION</b>		
My signature below certifies the following: <ul style="list-style-type: none"><li>• I am the owner of the vehicle listed above; and</li><li>• I authorize the third party listed to obtain my title from DMV</li></ul>		
PRINTED NAME OF VEHICLE OWNER		OWNER CONTACT TELEPHONE #
SIGNATURE OF VEHICLE OWNER		DATE
X		

735-7287 (2-24)

Dealer expedite titles can be picked up at the Business Regulation customer counter upon request. If not picked up in three business days after the date the dealer was notified the title is ready to be picked up, the title will be mailed on the 4<sup>th</sup> business day.

If the requirements are not met, the transaction will be special processed and the dealer will be notified. The dealer expedite title staff may contact the dealer at their discretion when other transactions are waiting review, if a simple requirement could be taken care of with a phone call to the dealer, such as arranging to have the dealer send in a signed document that had a missing signature.

**Note:** The dealer expedite title service is a separate process from the federal odometer-related expedite title service. For more information on the federal odometer-related expedite title service, see [Chapter H](#).

**Fee for Dealer Expedite Title service**

The dealer expedite title fee is \$100 (ORS 803.053). The \$100 expedite fee is in addition to the regular title fee and is not refundable.

## Corrections on title applications

If there is an error in the VIN on the title application, a new application is required.

The following errors can be corrected on a title application:

- Addresses
- Customer numbers
- Dates of birth
- Vehicle information (make or year)

To make corrections for the items listed above:

1. Draw a single line through the incorrect information.
2. Write the correct information above the incorrect information. If there isn't room above, write the correct information as close as possible to the incorrect information.
3. Initial and date the correction. Explain the correction in the "Remarks" section. The person making the explanation must give their name and title.

**This does not apply to name corrections.** Complete a Statement of Error or Erasure of a Name, [Form 502](#), if a name is entered in error. See more information about Form 502 in [Chapter E](#).

## Vehicle identification number inspection

In certain situations, vehicles must be inspected to verify the vehicle identification number (VIN) before DMV may issue an Oregon title.

### ***When a VIN inspection is required***

1. For a vehicle previously titled in another state or country;
2. When a vehicle is initially being titled as an assembled, reconstructed, or replica vehicle;
3. For any vehicle that has been totaled, wrecked, dismantled, disassembled or substantially altered, or where DMV has an indication that the vehicle has been damaged (for example, a salvage title, salvage bill of sale, dismantler's bill of sale). A recovered stolen vehicle that is not totaled due to damage (these are often salvage titles branded "totaled") also need a VIN inspection; or
4. For any vehicle not certified by the manufacturer as conforming to U.S. Federal vehicle standards.

### ***Who may conduct inspections***

DMV may conduct VIN inspections. Oregon law enforcement agencies may conduct VIN inspections. DEQ may conduct VIN inspections for vehicles subject to DEQ. See [Chapter K](#) for more information regarding vehicles subject to DEQ. Dealers may conduct VIN inspections under limited circumstances.

### ***When a dealer may and may not conduct VIN inspections***

The following are requirements and conditions for VIN inspections performed by an Oregon dealer:

- The dealer must have a current dealer certificate issued by DMV.
- The vehicle must be in the dealer's stock or be one that the dealer has taken on consignment.
- Dealers may not conduct inspections on vehicles as a paid or unpaid service to the public.
- Dealers may conduct inspections for vehicles coming from out of state, including vehicles that are covered with a regular (not salvage) title with a damage brand.
- Dealers may not conduct inspections for vehicles coming from out of country.
- Dealers may conduct inspections for US Federal government titled vehicles when there is no indication on the documents that the vehicle is from out of country.
- Dealers may not conduct inspections on vehicles that they are titling in the name of the owner of the dealership or to one of their employees.
- If the vehicle is to be titled in the name of the dealership, the VIN inspection completed by that dealer is valid if it was performed prior to the decision to title in the name of the dealership.
- Dealers may not conduct inspections for vehicles covered in situations 2, 3, or 4 as listed in the section above titled "[When a VIN inspection is required.](#)"

### ***Instructions for dealers to conduct the VIN inspection***

When a VIN inspection is required, complete a DMV Vehicle Identification Number Inspection Form, ([Form 11](#)). Form 11 is also used by Oregon certified dealers with a vehicle in their stock, or to sell on consignment, to document their verification of low emissions vehicle (LEV) compliance. See [Chapter F](#) and [Chapter K](#) for more information about low emissions vehicles and requirements.

- Complete the applicant and vehicle information on Form 11.
- Check the applicable LEV box.
- Check the public VIN plate on the vehicle. (Usually on the dash, visible through the windshield.)
  - Check to see that the VIN plate is securely attached.
  - Write the number found in the spaces provided on the Form 11.
  - Complete the appropriate information in the VIN inspection area indicating: VIN location; VIN type; VIN attached by; and condition of VIN. Check the Federal Standards Sticker (usually on the doorframe) to make sure it agrees with the VIN plate. (Note: The Federal Standards Sticker was not required on one stage vehicles until September 1, 1969 and on multi-stage vehicles until January 1, 1972.)
- If the **public VIN is missing** or if the number does not agree with the number on the Federal Standards Sticker or the ownership documents, refer the inspection to DMV. DMV may refer the vehicle to law enforcement for inspection.
- If the Federal Standards Sticker is missing or loose, or if there are other obvious signs that the public VIN or Federal Standards Sticker may have been tampered with, the vehicle must be inspected by DMV.
- The printed name of the inspector, the dealership name, address where VIN inspection occurred, date of inspection and signature are required. The dealer number is also required.
- The person who actually inspects the vehicle must sign the Form 11.

- Collect the VIN inspection fee when you are submitting the title documents to DMV. See [Chapter M](#) for more information about fees.

### ***If the VIN on the vehicle does not match the title***

If there are any problems with the VIN on the vehicle, or differences between that number and the number on the title documents, further inspection and/or documentation is required before DMV can accept a title application.

### **Error in sequential portion of VIN**

The sequential part of the VIN is generally the last six digits, which identify a specific vehicle.

If, in the sequential part of the VIN, there is a discrepancy between the number on the vehicle and the number on the title documents:

1. Contact the state that issued the title;
2. Obtain either a corrected title from the state of issuance, or a letter from that jurisdiction stating the VIN on the vehicle and their records match. The letter must also state that the title was issued with an incorrect VIN.

### **Error in non-sequential portion of VIN**

The non-sequential part of the VIN is the remainder of the number, which identifies such things as the year, model, make, and assembly plant.

If there is a discrepancy in the non-sequential part of the VIN, between the number on the vehicle and the number on the title documents, an explanation of that difference should be included on the Form 11.

*If there are problems such as a missing or altered VIN, or if it appears the VIN was tampered with, etc., the vehicle must be referred to DMV for further inspection.*

If that is the only problem with the VIN, the title documents and the Form 11 may be submitted to DMV. DMV may ask for further documentation or inspection of the vehicle, but generally will not require a corrected title from the original state.

### ***If an error is made on the VIN Inspection Form***

If an error is made in the “VIN Inspection” section, **a new form must be completed**. If the error is in the vehicle description (other than the VIN), owner section, or another section of the form, provide an explanation of the error or alteration.

### ***VIN problems***


To ensure you can provide your purchaser with a title in a timely manner, identify and address VIN problems prior to the sale of the vehicle whenever possible. Resolve problems relating to the VIN on the vehicle or documents before the application for title is submitted to DMV, except when you are referring the vehicle to DMV for further inspection.

Dealers may choose to inspect vehicles at the time of purchase to confirm the documents match the vehicle. For their own protection, they may also choose to inspect those types of vehicles and documents not required to be inspected by law.



DMV TITLE AND REGISTRATION HANDBOOK  
Chapter D: Miscellaneous Title Application Information

**Example of VEHICLE IDENTIFICATION NUMBER INSPECTION, FORM 11**  
Actual size 8½" x 11"  
(front)

		<b>VEHICLE IDENTIFICATION NUMBER (VIN) INSPECTION FORM</b>		<b>L.E.V. Compliant</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>(FORM MUST BE FULLY COMPLETED AND SIGNED – INSTRUCTIONS ON BACK)</b>					
<b>CUSTOMER INFORMATION</b>					
NAME (PRINT LAST, FIRST, MIDDLE)			ODL / ID / CUSTOMER #	STATE OF ISSUE	MESSAGE PHONE # ( )
ADDRESS, STREET, CITY, STATE AND ZIP CODE					
<b>VEHICLE INFORMATION</b>					
PLATE NUMBER	STATE/PROVINCE OF REGISTRATION	YEAR	MAKE	BODY STYLE	MODEL
If this is a motorized vehicle, is the gross vehicle weight rating (GVWR) over 26,000 pounds?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
If this is a non-motorized vehicle, is the loaded weight over 8 000 pounds?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>VIN INSPECTION</b>					
The vehicle identification number is:					
<div style="display: flex; justify-content: space-between;"><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div></div>					
▼ <b>Check ALL boxes that apply – At least one box MUST be checked in each column</b> ▼					
<b>VIN LOCATION</b>	<b>VIN TYPE</b>	<b>VIN ATTACHED BY</b>	<b>CONDITION OF VIN</b>	<b>FED STANDARDS STICKER</b>	
<input type="checkbox"/> VISIBLE THROUGH WINDSHIELD	<input type="checkbox"/> METAL PLATE	<input type="checkbox"/> NOT VISIBLE	<input type="checkbox"/> APPEARS OKAY	<input type="checkbox"/> AGREES WITH VIN	
<input type="checkbox"/> BODY-LEFT (DRIVER SIDE)	<input type="checkbox"/> STAMPED ON BODY	<input type="checkbox"/> ROSETTE RIVETS	<input type="checkbox"/> ALTERED/TAMPERED	<input type="checkbox"/> DISAGREES WITH VIN	
<input type="checkbox"/> BODY-RIGHT	<input type="checkbox"/> STAMPED ON FRAME	<input type="checkbox"/> ROUND RIVETS	<input type="checkbox"/> ILLEGIBLE/DAMAGED	<input type="checkbox"/> ILLEGIBLE/DAMAGED	
<input type="checkbox"/> ENGINE COMPARTMENT	<input type="checkbox"/> LABEL	<input type="checkbox"/> SCREWS	<input type="checkbox"/> MISSING	<input type="checkbox"/> MISSING	
<input type="checkbox"/> TRUNK	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> ADHESIVE	<input type="checkbox"/> CANNOT LOCATE	<input type="checkbox"/> N/A FOR VEHICLE	
<input type="checkbox"/> FRAME		<input type="checkbox"/> STAMPED	<input type="checkbox"/> NONE-NEWLY BUILT	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> ON ENGINE		<input type="checkbox"/> OTHER _____	<input type="checkbox"/> ASSIGNED BY DMV OFFICE (SEE BELOW)		
<input type="checkbox"/> OTHER _____			<input type="checkbox"/> OTHER _____		
<b>I certify that I have physically inspected the vehicle described above to verify the VIN and found the VIN in the condition indicated. – And / Or –</b> <b>I certify by checking one of the LEV boxes above that I am an Oregon licensed dealer with this vehicle in my stock and have checked its under hood emission label to verify compliance with LEV standards.</b>					
NAME OF INSPECTOR (PRINTED)			AGENCY or DEALERSHIP		
ADDRESS			TELEPHONE # ( )		
OREGON DEALER NUMBER			DATE OF INSPECTION		
SIGNATURE OF INSPECTOR <b>X</b>					
<b>★ LAW ENFORCEMENT REFERRAL ★</b>					
REASON FOR REFERRAL			DATE OF REFERRAL		
▼ <b>SHADED AREA FOR DMV USE ONLY</b> ▼					
<b>I have assigned the following number to the vehicle described above:</b>					
ASSIGNED VIN			CONTROL NUMBER		
VIN PLACEMENT: (TO WHAT PART OF THE VEHICLE WAS THE VIN DECAL ATTACHED?)					
SIGNATURE OF OREGON DMV REPRESENTATIVE <b>X</b>			COUNTER NUMBER AND DATE		
Remarks:					

735-11 (9-21)

STK # 300006

DMV TITLE AND REGISTRATION HANDBOOK  
Chapter D: Miscellaneous Title Application Information

Example of VEHICLE IDENTIFICATION NUMBER INSPECTION, **FORM 11**  
Actual size 8½" x 11"  
(back)

INSTRUCTIONS		
<p>1. ORS 803.210 requires a VIN inspection when:</p> <ul style="list-style-type: none"><li>• A foreign (out-of-state or out-of-country) vehicle is being titled in Oregon.</li><li>• The vehicle will be titled as a totaled and/or an assembled, reconstructed or replica vehicle. Surrender of the title to DMV has been or is required because the vehicle has been wrecked, disassembled, substantially altered or totaled, or when DMV has received notice of this, whether or not the vehicle is being retitled as assembled or reconstructed.</li><li>• DMV has reason to believe the vehicle was not certified by the original manufacturer as conforming to federal standards.</li></ul>		
<p>2. Vehicles located in Oregon may be inspected by Oregon DMV, an Oregon law enforcement agency under agreement with DMV, an Oregon Police agency with custody of the vehicle, or an Oregon vehicle dealer.*</p> <p>*Dealers may <b>only</b> inspect a vehicle <b>in their stock</b> being titled in Oregon for the first time. A dealer may <b>not</b> inspect a vehicle being titled as totaled and/or assembled, reconstructed or a replica vehicle; a vehicle that appears to have been wrecked or destroyed; or a vehicle imported from another country that has not been certified by the original manufacturer as conforming to U.S. federal vehicle standards.</p>		
<p>3. Vehicles located out of state may be inspected by the DMV or any law enforcement agency in that state.</p>		
<p>4. <b>LEV Boxes:</b> DMV will not issue registration for model year 2009 or newer motor vehicles with 7,500 miles or less on the odometer at the initial Oregon registration, unless the vehicle meets the Low Emission Vehicle (LEV) requirement or is otherwise exempt. The LEV check boxes on the front of this form are for use only by Oregon licensed vehicle dealers with the vehicle in their stock, to certify that they viewed the under hood emission label of that vehicle and are verifying that the label indicates compliance with the LEV requirement, or does not comply. A "Yes" indicator on the front of this form will not be valid, unless the label was checked by the dealer, the form contains complete vehicle information, and the form is signed and dated by such dealer or an authorized employee of the dealership. Dealers may not charge a fee to check compliance with the LEV requirement.</p>		
<p>5. The inspector must physically inspect the vehicle.</p>		
<p>6. The VIN must be located in an area prescribed by the vehicle manufacturer. This information is available to law enforcement through the National Insurance Crime Bureau (NICB).</p>		
<p>7. This form must be completed in full. Incomplete forms may result in the request for a new inspection. The form must be signed, dated and include the inspector's name, agency or dealer name and address.</p>		
REFERRAL VIN		
<p>To be completed by law enforcement agency under agreement with DMV. Reimbursement only made if subject vehicle is referred by DMV and form is completed in full.</p>		
<p><b>If this is not a referral from DMV, does your agency have custody of this vehicle?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
VINS IDENTIFIED		
FRAME	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
BODY	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ENGINE	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
CHECKED FOR HIDDEN VINS: <input type="checkbox"/> YES <input type="checkbox"/> NO – WHY NOT?: _____		
SIGNATURE OF INSPECTING OFFICER	DPST NUMBER	DATE OF INSPECTION
<b>X</b>		
PRINTED NAME OF INSPECTING OFFICER	AGENCY NAME	
AGENCY ADDRESS, CITY, STATE AND ZIP CODE		
<b>Law Enforcement Recommendations:</b>		
<input type="checkbox"/> Assign pre-numbered VIN tag. (No number can be found or unable to determine VIN from frame number.)		
<input type="checkbox"/> Assign unnumbered VIN tag. (VIN can be determined but public VIN is damaged, illegible, or missing. Note in "Remarks" the number recommended for use.)		
<input type="checkbox"/> No need to assign VIN. (Manufacturer VIN is readable and placed correctly per NICB.)		
<b>Remarks:</b>		



## **Courtesy Deliveries**

An out-of-state dealer may choose to give an Oregon dealer power of attorney to process a vehicle title or registration transaction on their behalf. This is referred to as a courtesy delivery. The out-of-state dealer is still the seller. As such, these transactions may be subject to the Vehicle Use Tax. Visit [www.oregon.gov/dor](http://www.oregon.gov/dor) for more information on the Vehicle Use Tax.

Oregon dealers cannot perform VIN inspections for courtesy deliveries. See [Chapter R](#) for information about issuing Temporary Registration Permits for courtesy deliveries.