

How to fill out an Arkansas title

Arkansas certificate of title · 9 of 10 boxes are the seller's · rules as of 2026-08-23

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/forms/arkansas/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. Scratch out a name or write over a figure and the assignment stops being acceptable - Arkansas's cure is a sworn affidavit, not a fresh pen stroke. Every block name below is transcribed from a DFA source: the assignment-section instruction on its recent-changes page, the odometer sentence and price blocks of the 10-313, the title-number and disclosure wording of MV 100-03, the mileage-certification checkboxes of TIMA Form #2, and A.C.A. § 27-14-902(d)'s requirement of an assignment and warranty of title endorsed upon the certificate.

Who has to sign

Every owner the title names with AND	DFA's rule for joint ownership: names connected by AND all sign; connected by OR, either signs. It applies to the assignment, the application, the replacement title and the beneficiary request alike.
The seller, printing the buyer's name first	The instruction on DFA's own page is that the seller must print the buyer's name in the assignment section - the one entry a helpful buyer should not make for you.
The buyer, in their own sections	Seller and buyer must sign AND print their names; a signature without the printed name beside it is half an assignment.
Nobody in front of a notary	No Arkansas transfer document carries an acknowledgment block - checked across all nineteen seller-relevant forms DFA publishes. The single exception is the Affidavit of Alteration, sworn only after an assignment has been damaged.
A dealer, only on the TIMA sheet	Arkansas dealer reassignments happen on TIMA Form #1, a separate sheet marked for an assigning dealer with an AR dealer license number. A private seller who ends up holding one is looking at the dealer's paperwork, not their own.
An attorney-in-fact, only with the right instrument	The general vehicle power of attorney covers applying and collecting; mileage disclosure by proxy runs on TIMA Form #2's federal pattern, and each says which it is.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Print the buyer's name in the assignment section	DFA's instruction gives this job to the seller in terms: the seller/transferor must print the buyer's/transferee's name in the assignment section on the back of the certificate. Watch out: Spell it the way the buyer's driver's license spells it, while they are standing there. The buyer's registration will be matched against this entry, and a helpful buyer filling in their own name here has put the wrong handwriting in a seller's block.
2	YOU	The buyer's address	Where the buyer lives, alongside the name you just printed. Watch out: The county in that address decides where the buyer assesses and pays property tax before they can register - an out-of-county buyer's first stop is their own assessor, not the Revenue Office.
3	YOU	Date of transfer and the price	The day the keys change hands and what was actually paid - the same two figures the 10-313 carries as Purchase Date and Full Sales Price of Vehicle. Watch out: The price decides the tax band: under \$4,000 no state tax, \$4,000 to \$9,999 at 3.5%, \$10,000 up at 6.5%. Rounding \$4,050 down to \$3,999 to do the buyer a favour is the felony the 10-313's warning section describes, in bold, on the form you are both signing.
4	YOU	The odometer disclosure	The reading in whole miles inside the printed sentence - it reflects the actual miles UNLESS one of the items below is checked - with the same two certifications the 10-313 and TIMA Form #2 print: in excess of mechanical limits, or not the actual mileage. Watch out: Leave both boxes alone if the reading is simply the mileage. And make this figure match the 10-313 to the mile - two documents about one sale carrying two readings is exactly what an examiner is trained to catch.
5	YOU	Seller's printed name and signature	Both, in the seller's sections - sign and print their names in the appropriate sections is the agency's own phrasing, and the warranty of title the statute puts into every Arkansas assignment rides on that signature. Watch out: Every owner joined by AND signs. If your co-owner is three counties away, the general power of attorney for vehicle transactions exists for exactly this - but it must be the actual instrument, completed before the handover.
6	BUYER	Buyer's printed name and signature	The buyer's own sections of the assignment - Arkansas wants both parties printed and signed, not just you. Watch out: Watch it happen before the money is put away. A buyer who drives off meaning to sign later has left you holding an assignment DFA will read as incomplete.
7	YOU	Nothing else on the certificate	No notary block, no witness line, no county stamp. The assignment you have just completed is the whole ceremony. Watch out: If a pen slip has already happened - a wrong name, a written-over figure - stop improving it. The Affidavit of Alteration is the sworn, notarised route for explaining an altered assignment, and it is the only time a notary enters an Arkansas sale.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	The 10-313, alongside	Vehicle, buyer, seller, purchase date, price less any trade-in, and the odometer sentence again - one sheet, both signatures. Watch out: The buyer cannot register without a bill of sale showing VIN, date, amount and both signatures, and you want a copy too: it is the document the tax credit rides on if you buy your own next car within sixty days.
9	YOU	The credit bill of sale, if you are buying too	DFA's two-signature bill of sale for a vehicle claimed as a tax credit toward the purchase of a replacement vehicle - the sheet that turns this sale into a trade-in for tax purposes. Watch out: Both parties sign it, and copies go to both. Present it at the Revenue Office when registering your replacement and the tax is worked on the difference; registered already, Form 10-448 claims the refund by mail.
10	YOU	Then the plate, and the optional notice	Unbolt the plate before the car leaves - the registration expires with the transfer and the tag is yours to move to the next vehicle for \$1.00 - and, at your option, file the Notice of Transfer of Ownership so the state's records date the sale. Watch out: The buyer does not need your plate: a temporary tag is theirs at any Revenue Office within the first 10 days, on the bill of sale you just gave them. The notice costs nothing and is the cheap answer to every it-was-not-me letter that ever arrives.

Six minutes before the buyer arrives

- **Count sixty days before you set the date** — If you are replacing the car, the sale and the purchase need to land within sixty days of each other for the tax credit. Sell first and the credit is taken at the counter; sell after registering and it becomes a mailed refund claim - same money, slower.
- **Check the title for a lien before you advertise** — A lender recorded years ago and never released will stop the buyer's transfer cold. The cure is the lender's own signed release, and lenders that have merged or closed take weeks to chase - do it before there is a buyer waiting.
- **Print the 10-313 and read the odometer twice** — The bill of sale and the odometer statement are one sheet in Arkansas. Whole miles, no tenths, both boxes left alone unless one is genuinely true - and the same figure on the title assignment.
- **Get every AND-owner into the room** — Names joined by AND on the title all sign, and DFA rejects applications short a signature. A co-owner who cannot attend signs a power of attorney before the day, not after it.
- **Have the price story straight** — The figure on the title, the 10-313 and the credit bill of sale should agree to the dollar. It sets the buyer's tax band and your credit, and it is sworn under a felony warning printed on the form.
- **Bring the screwdriver** — The plate comes off with you - the registration expires on transfer - and one dollar moves it to whatever you drive next. The buyer's first ten days run on a temporary tag from the Revenue Office.

ARKANSAS CERTIFICATE OF TITLE — FRONT

the record side: what DFA's own forms keep asking you to copy off it

Nothing on this side is a private seller's to write in - it is printed by the Office of Motor Vehicle when the certificate issues. It is drawn here because DFA's forms keep sending you back to it: the title number two of them demand, the VIN every one of them opens with, the spelling of your own name, and the lien block that decides whether the sale can happen at all.

TITLE NUMBER The number MV 100-03 makes both parties write twice, the 10-308 swears against, the dismantle notice cancels by, and the 10-381 asks for as Previous Title No. If the certificate is lost, this number is on the registration certificate too.	VEHICLE DESCRIPTION AND VIN YEAR · MAKE · MODEL · BODY · VEHICLE IDENTIFICATION NUMBER The band every DFA form reproduces. Copy the VIN from here onto the 10-313 and everything else, so the paperwork and the record cannot disagree by one transposed character.
OWNER NAME(S) AND ADDRESS The spelling here is the spelling you sign with. Where two owners are joined by AND, DFA requires every owner's signature and rejects applications short of one; joined by OR, either signs alone.	LIENHOLDER A recorded lien lives here, and DFA mails a replacement title to the lienholder while one is live. Paid off years ago is not the same as released: until the lender's 10-315 reaches the record, this block stops your sale. X _____
BENEFICIARY Form 108's designation - one individual, reflected on the certificate, who becomes the owner at the current owner's death. A sale revokes it, and the named person's consent is never needed for any transaction, so a stranger's name here does not block an assignment.	REMARKS SECTION — THE BRANDS DAMAGED · PREVIOUS DAMAGE · SALVAGE · REBUILT · PARTS ONLY The Declaration of Damage puts its notation "in the remarks section", and the salvage set's brands follow the vehicle onto every later title. A branded certificate also obliges the seller to hang the Buyer's Notification in a side window before offering the car.

ARKANSAS CERTIFICATE OF TITLE — BACK

the assignment section, in the agency's own instruction

This is the half a seller completes, and DFA states its choreography in one sentence: the seller must print the buyer's name in the assignment section on the back of the certificate, and the seller and buyer must sign and print their names in the appropriate sections. The numbers match the steps further down the page.

1 BUYER'S NAME — PRINTED BY THE SELLER The agency gives this entry to the seller in terms. Spell it from the buyer's driver's license while they stand there - the buyer's registration is matched against what you print here.	2 BUYER'S ADDRESS Where the buyer lives - which also decides the county whose assessment and personal property taxes they must clear before a Revenue Office will register the vehicle.
3 DATE OF TRANSFER AND PRICE The day possession changes and what was actually paid - the figures the 10-313 carries as Purchase Date and Full Sales Price. The price sets the buyer's tax band: nothing under \$4,000, 3.5% to \$9,999, 6.5% from \$10,000.	4 ODOMETER DISCLOSURE READING (NO TENTHS) · EXCEEDS MECHANICAL LIMITS · NOT ACTUAL — ODOMETER DISCREPANCY The sentence Arkansas prints on the 10-313 and MV 100-03: the reading reflects the actual mileage unless a box is checked. Whole miles, and the same figure on every document in the sale.
5 SELLER — PRINT AND SIGN Every owner the title joins with AND prints and signs. The statute the state cites, § 27-14-902(d), makes this an assignment AND warranty of title - you are promising the ownership you pass is good. X _____	6 BUYER — PRINT AND SIGN Arkansas wants both parties printed and signed in the assignment, not just the seller. Watch it happen before the money is put away. X _____
7 NO NOTARY BLOCK — NOWHERE ON THE DOCUMENT The assignment is complete when both parties have printed and signed. Nothing is sworn, nothing is witnessed, and the only oath in the Arkansas set - the 10-308 Affidavit of Alteration - exists for cleaning up after a pen slip, not for making the sale.	
DEALER REASSIGNMENT — A SEPARATE DFA SHEET, NOT YOUR BLOCK TIMA FORM #1 · ASSIGNING DEALER · AR DEALER LICENSE NO. When an Arkansas dealer moves a vehicle on without titling it, the reassignment runs on TIMA Form #1, which wants a dealer legal name and an AR dealer license number. A private seller handed a TIMA sheet to sign as the assigning party is holding the dealer's paperwork - the private assignment is the section above, on the certificate itself.	

Block names and duties are transcribed from DFA's recent-changes instruction on the assignment section, from the odometer sentence and certifications of Forms 10-313 and MV 100-03, from Form 108's beneficiary definition, from the Declaration of Damage's remarks-section notation and the salvage set's brands, from the replacement-title lien rules, and from A.C.A. § 27-14-902(d) as the state cites it. Proportion, colour and typography are not reproduced, and no Arkansas agency publishes a picture of this document.

Print Form

STATE OF ARKANSAS VEHICLE BILL OF SALE/ODOMETER DISCLOSURE STATEMENT

Clear Form

Section 1 - Vehicle Identification Number (VIN)

1 3FA6P0H79GR305214

If buyer is a company rather than individuals, go directly to Section 3 - Company Name.

Section 2 - Buyer Information

2 First Name Terrell Middle Initial J Last Name Duvane
Address 809 Sawmill Rd
City, State, Zip Benton, AR 72015

☐ Check this box if there are multiple owners

Section 3 - Company Information

Company Name
Company Address
City, State, Zip

Section 4 - Dealer/Seller Name and Address

3 Dealer/Seller Name Odessa L. Fairbrook
Address 2114 Prospect Ave
City, State, Zip Jonesboro, AR 72401

4 Section 5 - Purchase Date 07/09/2026

Section 6 - Description of Vehicle Purchased and Vehicle Trade-In

Vehicle Purchased	Make	Model	Year	Primary Color	Secondary Color (If applicable)
	Ford	Fusion	2016	Gray	
Vehicle Trade-In	Make	Model	Year	Vehicle Identification Number of Trade-In	

Section 7 - Odometer Disclosure

5 I, Odessa L. Fairbrook (sellers printed name) hereby state that the Odometer now reads 84,317 (no tenths) miles, and the best of my knowledge that it reflects the actual miles, **UNLESS** one of the items below is checked:
☐ 1. **EXCEEDS MECHANICAL LIMITS** - I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
☐ 2. **WARNING - ODOMETER DISCREPANCY** - I hereby certify that the odometer reading is not the actual mileage.

Section 8 - Sales Price Information - Signatures

6 Full Sales Price of Vehicle \$8,750.00
Less Trade-In
Net Taxable Income \$8,750.00
Printed Name of Seller Odessa L. Fairbrook
Signature of Seller
Printed Name of Buyer Terrell J. Duvane
Signature of Buyer

SECTION 9 - WARNING

WARNING: It is a **FELONY** for any taxpayer to willfully attempt to evade or defeat the payment of any tax, penalty, or interest due under state law; **OR** for any person to willfully assist a taxpayer in evading or defeating the payment of any tax, penalty, or interest due under state law.

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