

How to fill out Notice of transfer — Notice of Transfer of Ownership of a Motor Vehicle

Arkansas · written against Notice of transfer (no revision printed), issued under Ark. Code Ann. § 27-14-911

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of-ownership/

Arkansas's release of liability, and the form is candid about being optional: it prints its own statute across the top, explaining that an owner who has made a bona fide sale, delivered possession, and properly endorsed and delivered the certificate of title is not liable for damages from the vehicle's later negligent operation - and that the selling owner, at his option, may notify the Office of Motor Vehicle by completing this notice. No fee is printed anywhere on it, and the same notification can be made online through DFA's Transfer Vehicle Ownership service.

This sheet is not the form. Download the blank Notice of transfer from the Arkansas Department of Finance and Administration, Office of Motor Vehicle at <https://www.dfa.arkansas.gov/wp-content/uploads/NoticeofTransferOwnership.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The vehicle row	Year, make, model, VIN and the date of transfer, across the top of the sheet. Watch out: The date of transfer is the fact this whole filing exists to record. Use the handover date on your bill of sale, to the day.
2	YOU	Your block	Printed name and address of the seller/transferor - as the state's records spell you, so the notice attaches to the right file. Watch out: Match the name on the certificate of title you just signed away, even if it is a maiden name or an old address. The Records Unit is matching paper to paper.
3	YOU	The buyer's block	Printed name and address of the buyer/transferee, copied from their driver's license at the handover. Watch out: This is the name the state will look to when the parking tickets start. Copy it carefully from the license, not from memory or a text message.
4	YOU	Read the certification before signing it	Three past-tense facts: previous owner, interest transferred, title properly endorsed and delivered. Watch out: If any of the three is not yet true - the title is in a drawer waiting for a lien release, say - fix that first. The notice reports a completed sale.
5	YOU	Sign, date, deliver	Your signature and the date, then the sheet goes in person to Room 1100 of the Ragland Building or by mail to P.O. Box 1272, Little Rock - or the same facts go in online through the Transfer Vehicle Ownership service. Watch out: Keep a copy with your bill of sale. The pair of them, dated the same week, is the file that ends every future argument about when the car stopped being yours.

What gets this one rejected

- Filing it instead of doing the transfer. The certification says the title was already properly endorsed and delivered - this sheet reports a finished sale, it does not effect one.
- Signing it before the title has actually gone to the buyer. The certification is in the past tense on every element, and a notice filed about a sale still half-done certifies something untrue.
- A date of transfer that disagrees with the bill of sale. The notice's only value is as a dated record; a date that conflicts with the 10-313 undermines both documents.
- Filing it by the buyer. Every line is the seller's, and the statute it quotes protects the selling or transferring owner.
- Expecting an acknowledgment back. It goes to the Records Unit in person or by mail, and what you keep is your own copy and the certainty it was sent - post it with proof of mailing if that certainty matters to you.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

STATE OF ARKANSAS

NOTICE OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

Ark. Code Ann. §27-14-911 provides that the owner of a motor vehicle, who has made a bona fide sale or transfer of his title or interest and has delivered possession of the motor vehicle to the purchaser, is not liable for any damages thereafter resulting from the negligent operation of the motor vehicle by another. The selling or transferring owner, at his option, may provide to the Office of Motor Vehicle notification of the sale or transfer of the motor vehicle by completing this notice and delivering it in person or by mail to the following addresses:

BY MAIL:

Department of Finance & Administration
Office of Motor Vehicle, P.O. Box 1272
Records Unit, Room 1100
Little Rock, AR 72203

IN PERSON:

Arkansas Revenue Division
Ragland Building, Room 1100
1900 West 7th Street
Little Rock, AR 72201

The seller/transferor must provide the following information:

Year	Make	Model	Vehicle Identification Number	Date of Transfer
2016	Ford	Fusion	3FA6P0H79GR305214	07/09/2026

Printed Name and Address of Seller/Transferor

Odessa L. Fairbrook

2114 Prospect Ave, Jonesboro, AR 72401

Printed Name and Address of Buyer/Transferee

Terrell J. Duvane

809 Sawmill Rd, Benton, AR 72015

Seller's/Transferor's Certification

I hereby certify that I am the previous owner of the motor vehicle described above; that I have transferred my right, title and interest to the motor vehicle, and that I have properly endorsed, and delivered the certificate of title to said motor vehicle to the buyer/transferee named above.

Signature of Seller/Transferor

Date

Odessa Fairbrook

07/10/2026