

How to fill out a Connecticut title

Connecticut Certificate of Title · 10 of 12 boxes are the seller's · rules as of 2026-08-23

This sheet is not the title. It is the checklist to keep beside one. Strikeovers or erasures are not acceptable. The department's order is short and it does not vary: complete and sign the reverse of the certificate, fill in the buyer's name and address, state the mileage if the car is a 2011 or newer, write the price, hand it over with a bill of sale, keep a copy of both, take the plates off, terminate the registration, and only then ring the insurer.

Who has to sign

You, as the owner named on the face	In the assignment block on the reverse. No notary, no witness, no appointment - chapter 247 of the General Statutes does not use the word notary once.
Every owner, if the front says AND	Connecticut reverses the usual guess. AND is common ownership with no right of survivorship and needs all signatures; OR is joint ownership with survivorship and needs one.
Either owner, if there is no conjunction at all	The department's own answer where two names are printed with nothing between them: either party can transfer ownership and only one signature is required.
The surviving owner alone, where the title says OR and a co-owner has died	Joint ownership carries the right of survivorship, so the survivor acquires the deceased owner's interest. Form H-119 records the notification where the other joint owner is unavailable rather than dead.
An executor or administrator, where the title says AND	Common ownership has no survivorship. The Probate Court appoints a fiduciary and a certified copy of the decree - PC-160, PC-212B, PC-260, PC-264, PC-264S or PC-450 - travels with the certificate.
An attorney-in-fact, on an A-83	The only signature in the Connecticut set that is witnessed and acknowledged: two witnesses plus a notary public, justice of the peace or commissioner of the Superior Court.
Nobody at all, on a car more than twenty model years old	There is no certificate to sign. The registration certificate is the proof of ownership and the transfer happens on a Q-1.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any box: check whether you have a certificate at all	Two Connecticut cars have no title in the owner's hands. One is financed, and the lender has the paper. The other is more than twenty model years old, and no certificate was ever issued. Watch out: They need opposite responses. A lender's certificate needs a payoff and a release letter; a never-titled car needs the last registration certificate and a Q-1, and no amount of applying will produce a title unless you ask for one under s. 14-166(b) and pay for it.
1	YOU	The buyer's name and address	In the assignment block on the reverse, filled in by you, before the certificate leaves your hand. Watch out: This is the one the statute puts in capitals across the top of the certificate. An assignment with the buyer's block empty is an open title, and an open title is how a car sold in August produces a parking ticket in your name in November.
2	YOU	The odometer mileage statement	Whole miles and no tenths, on any vehicle of model year 2011 or newer. Two tick boxes sit beside it - one for a reading in excess of the odometer's mechanical limits, one for a reading that is not the actual mileage. Watch out: "In excess of mechanical limits" means the dial rolled past its maximum and started again, not that the car has done a lot of miles. Ticking it because a number looks large invents a discrepancy, and the department records it on the next certificate as a permanent legend.
3	YOU	The selling price	What you were actually paid. It gets copied onto the buyer's H-13B, where the form's own instruction sets out how it will be used. Watch out: Writing it low does not help the buyer. The tax is charged on the current month's NADA Official Used Car Guide, Eastern Edition average trade-in value or your bill of sale, whichever is greater - so an understated price is a false statement that saves nobody anything.
4	YOU	The date of sale	The date the car and the certificate changed hands. It is the date the registration expired under s. 14-16(a), and the date every clock in the rest of this page starts from. Watch out: Put the same date on the bill of sale and on the registration termination. Where they disagree, the insurance compliance unit reads the earliest one, and it is the earliest one that decides whether a lapse existed.
5	YOU	Your printed name	Printed, not signed, exactly as it appears on the face of the certificate. If two owners are named and the conjunction is AND, both print. Watch out: "Exactly as on the face" means a middle initial that is on the title goes on the assignment. A name that has changed since the certificate was issued is corrected before the sale, not during it.

#	WHO	BOX	WHAT GOES IN IT
6	YOU	Your signature	The last thing you write, and the only thing on a Connecticut title that needs no witness, no notary and no appointment. Watch out: Never sign until the money is in your hands. Section 14-179(a) puts the assignment at the time of delivery of the vehicle, and there is no step between signing and losing control of the car.
7	BUYER	The buyer signs the same block	The buyer's signature acknowledges your odometer statement. The Q-1's instruction spells out the reason it is not a formality: buyers are told not to sign until all sections have been completed and signed by the seller. Watch out: If the buyer is not there, the disclosure is unfinished whatever else has been signed. That is a reason not to post a title to a distant buyer and hope.
8	LENDER	The lien release, if a lienholder is printed on the front	A letter on the lender's letterhead naming the owners and the vehicle, stating the loan is paid in full or that the lender has no interest, and signed by an authorised agent. Watch out: Connecticut has no lien release form, no electronic release and no way for the DMV to confirm one. If the loan originated more than ten years ago and the lender no longer exists, Section 2 of the H-6B stands in for the letter.
9	YOU	The bill of sale, and a copy of everything	The department's H-31 or your own sheet with the six required items on it. Then photocopy the completed title and the bill of sale before you hand them over. Watch out: The DMV's own instruction is to keep a copy of the completed title and bill of sale for your records, and there are two later moments when you will be asked for exactly that: a property tax bill on a car you no longer own, and an insurance compliance case.
10	YOU	Take the plates off, then terminate the registration	Online in about seven minutes, or by post on an E-159. The plates themselves can be discarded, transferred to another vehicle for \$21 or handed in to be held. Watch out: Print the plate disposition receipt. It is the only proof the termination happened, and it is what the town assessor wants when a prorated property tax bill is argued.
11	YOU	Only now, cancel the insurance	After the termination is recorded, not before. The department's instruction is not to cancel the insurance on the vehicle until the registration has been cancelled with DMV. Watch out: Reversing these two steps is the single most expensive mistake in a Connecticut private sale: \$200 under s. 14-12g(b), and a possible driver's licence suspension under s. 14-12g(c) if thirty days go by without a response.

Six rules for the pen, on a document that cannot be corrected and cannot be replaced quickly

- **Ink, printed, and no second attempt** — The H-6B carries the department's rule on title paper in one line: strikeouts or erasures are not acceptable. A spoiled Connecticut certificate is a \$25 replacement and a wait, and Connecticut has no electronic copy to fall back on.
- **Read whether your title says AND or OR before you set a date** — It is printed between the owners' names on the face and it decides whether you need one signature or two. Finding out on completion day is how a sale slips a fortnight while a co-owner drives back from somewhere.
- **Fill the buyer's block in yourself** — The certificate carries a statutory warning in block letters about exactly this. Somebody who asks you to leave it blank so they can "put it in a friend's name" is asking you to keep the car in yours.
- **Leave the mileage boxes alone on a 2010 or older** — It is exempt under the federal rule, and writing a reading into a box that does not need one manufactures a disclosure the buyer's next seller will have to explain.
- **Photocopy the finished title before it leaves the table** — Not afterwards. Once it is gone it is gone, and the two people who will ask you to prove the sale - your town assessor and the insurance compliance unit - both ask months later.
- **Write the same date in all three places** — On the assignment, on the bill of sale and on the registration termination. Three different dates for one sale is what turns a clean file into a case.

CONNECTICUT CERTIFICATE OF TITLE

the front — printed in Wethersfield, and not one box of it yours

PRINTED ACROSS THE TOP IN BLOCK LETTERS, BY STATUTE

"NO SELLER SHALL ASSIGN TITLE OF A VEHICLE WITHOUT INSERTING THE BUYER'S NAME AND ADDRESS ON THE ASSIGNMENT AND WARRANTY OF TITLE."

WHAT s. 14-174(a) REQUIRES ON THE FACE

DATE ISSUED

Item (1) of the statute. The day the commissioner issued this certificate — not the day you bought the car.

NAME AND ADDRESS OF THE OWNER

Item (2). Two names here are joined by AND or by OR, and which word it is decides how many signatures the back needs.

TITLE NUMBER

Item (4). Noted on the face of the registration as well, which is where to find it when the certificate is the thing that is missing.

NAMES AND ADDRESSES OF ANY LIENHOLDERS

IN THE ORDER OF PRIORITY

Item (3). While one is printed here the lender holds the paper, and only a letter on the lender's own letterhead clears it — Connecticut runs no electronic lien record at all.

DESCRIPTION OF THE VEHICLE

Item (5): make, model, identification number, type of body, number of cylinders, whether new or used, and on a new vehicle the date of its first sale for use.

MILEAGE READING

Item (6), as shown on the application that produced this certificate. It is the last transfer's number, not today's, and it is not a box you write in.

ANY OTHER DATA THE COMMISSIONER PRESCRIBES

Item (7). The catch-all the legends below are printed under.

LEGEND PANEL

Where a certificate carries a brand it is printed here as words. The department publishes the list: Rebuilt · Salvage · Flood · Glider kit · Manufacturers buyback · True mileage unknown · Not actual mileage · Odometer exceeds mechanical limits · Warning odometer discrepancy · "Bond posted under section 14-176 C.G.S." · "This vehicle may be subject to an undisclosed lien" (s. 14-173(a)) · "This is a replacement title and may be subject to the rights of a person under the original certificate" (s. 14-178(a)).

THE REVERSE — ASSIGNMENT AND WARRANTY OF TITLE

six entries are yours, and the statute names the block itself

THE SELLER'S BLOCK

1

NAME AND ADDRESS OF THE TRANSFeree

YOU

s. 14-179(a): the owner executes an assignment and warranty of title to the transferee, showing the name and address of the transferee, in the space provided therefor on the certificate. This is the box the warning at the top of the front is about.

2

ODOMETER MILEAGE STATEMENT

YOU

WHOLE MILES, NO TENTHS

With two certifications beside it, in the words the Q-1 prints: that the reading reflects the amount of mileage in excess of its mechanical limits — the odometer started at zero again — or that the reading is not actual mileage, marked WARNING: ODOMETER DISCREPANCY. Connecticut states no exemption age of its own, so 49 CFR 580.17 decides whether the box applies at all.

3

SELLING PRICE

YOU

What you were actually paid. It is copied onto the buyer's H-13B, where the tax is worked on this figure or the NADA average trade-in value, whichever is higher — so understating it moves nothing.

4

DATE SOLD

YOU

The date the registration expired under s. 14-16(a), and the date every clock after the sale runs from.

5

PRINTED NAME OF SELLER(S)

YOU

Exactly as the front of the certificate names you. Where two owners are joined by AND, both print.

6

SIGNATURE OF SELLER(S)

YOU

No notary. Chapter 247 of the General Statutes does not use the word once.

X _____

EVERYTHING ELSE ON THE REVERSE

SIGNATURE OF BUYER, AND OF ANY CO-BUYER

With a tick between them where the car is co-owned: AND for common ownership that needs every signature next time, OR for joint ownership that needs one. The buyer's signature acknowledges your odometer statement.

X _____

RELEASE OF SECURITY INTEREST

s. 14-188(a) puts it "in the space provided therefor on the certificate", and gives the lienholder ten days after demand and thirty days in any event to execute it. Nothing here is the seller's to sign.

ASSIGNMENT AND WARRANTY OF TITLE BY A DEALER

s. 14-180. A licensed dealer who buys for resale completes the certificate as the buyer, then executes this block on reselling. A private seller signing here is signing as somebody they are not.

SECOND DEALER REASSIGNMENT

The same block again, for a car that passes between dealers before it reaches a retail buyer. When both are used up, the next transfer runs on a Q-1.

You write it, in pen

Not yours to fill

Numbered to match the walkthrough below

Block names transcribed from: Conn. Gen. Stat. s. 14-174(a), the seven items a certificate must contain · s. 14-179(a), the assignment and warranty of title, the transferee's name and address, and the block-letter sentence the top of the certificate carries · s. 14-180, the dealer's assignment on the reverse · s. 14-188(a), the release of security interest in the space provided on the certificate · s. 14-173(a) and s. 14-178(a), the undisclosed lien and replacement title legends · the Connecticut DMV's published list of title legends · and form Q-1 (Rev. 8-22), whose sections name the parts of the block it replaces. The Connecticut DMV publishes no picture of its own certificate, so no proportion, colour, border engraving, watermark or security printing of the real document is reproduced here — none of it has been seen.

SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE

Q-1 REV. 8-22


 STATE OF CONNECTICUT
 DEPARTMENT OF MOTOR VEHICLES

INSTRUCTIONS FOR A VEHICLE:

1. Complete Sections 1, 2, 3 and the **SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION**.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

WARNING: Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

SELLER(S): The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. BUYER(S): Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the **CONDITION STATEMENT** and **ODOMETER DISCLOSURE STATEMENT** made by seller(s).

SECTION 1 <i>Vehicle Information</i>	TITLE NUMBER		ISSUED BY THE STATE OF:	
	MAKE/MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER	
	Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? (Only Dealers must respond to this question) ☐ YES ☐ NO			
	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING (No tenths) ☐ I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again.) ☐ I hereby certify that the odometer reading is not actual mileage. WARNING: ODOMETER DISCREPANCY			
SECTION 2 <i>Buyer(s)</i>	NAME OF BUYER (Please print)		CHECK ONE IF CO-OWNED ☐ AND ☐ OR	NAME OF CO-BUYER (Please print)
	ADDRESS OF BUYER(S)			DEALER'S LIC. NO. (If dealer)
	SIGNATURE OF BUYER (Or authorized official) X		SIGNATURE OF CO-BUYER (Authorized official) X	
	DATE SIGNED			
SECTION 3 <i>Seller(s)</i>	NAME OF SELLER(S) (Please print)			DATE SOLD
	ADDRESS OF SELLER(S) (Please print)			DEALER'S LIC. NO. (If dealer)
SIGNATURE AND CERTIFICATION BY SELLER(S)				
I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle described above hereby transfers to the buyer the described motor vehicle in consideration of the amount (selling price) entered below, receipt hereby acknowledged.				
SIGNATURE OF SELLER(S) (Or authorized official) X		PRINTED NAME OF SELLER(S) (Authorized official)		SELLING PRICE \$
				DATE SIGNED

Every rule here is transcribed from CT DMV, Sell your vehicle and the Connecticut Department of Motor Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.