

How to fill out a Delaware title

certificate of title · 9 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. Two things end a Delaware assignment before it starts: a mileage figure below the one printed on the front of the same certificate, and a Section 1 signed with the buyer's half left empty. Blue or black ink, originals only, and no correcting anything. Form 212 states the rule for every document in the transaction in one line - no alterations, corrective tape, or erasable ink permitted - and the certificate is where it bites hardest, because there is one of it.

Who has to sign

Every owner, where the front says AND	All sellers sign Section 1 and print their names in the blocks beside the signatures. There is no shortcut and no affidavit that stands in for the second signature.
Any one owner, where the front says AND/OR	Printed on the certificate as (& OR). One seller signs, one seller prints, and the assignment is complete - though the tag, if you retain it, still comes back in both names.
Somebody holding your power of attorney	Only on an original, notarised MV386, and only if they sign it the way the Division prescribes: the owner's name, hand-printed, then 'by', then their own name, then POA.
The buyer, for the mileage	Delaware makes the buyer acknowledge the odometer disclosure by signing and printing in the buyer's rows of the same Section 1. The Division's training slide is blunt about the other half of that: buyer cannot disclose mileage. Only you can.
A surviving family member	Not on the certificate. A Delaware car passing at death moves under 21 Del. C. s. 2506 or on a transfer-on-death designation, and the MV14 is what keeps it legally on the road in the meantime.
Nobody, in front of a notary	The Division's transfer page settles it in five words - Delaware titles do not require notary. Every notarised form in this set is somebody standing in for a person who is not there or swearing to something that is not on the title.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Read the front before you turn it over	Two things on the face decide what happens next: the word joining the owners' names, and the odometer figure the Division printed when it issued the certificate. AND means every owner signs; AND/OR, printed as (& OR), means one will do. The mileage on the front is the floor your disclosure has to clear. Watch out: If the front carries a brand - salvage, rebuilt, flood, reconstructed - it is coming through to the buyer's certificate too, and the Division's own buying guide tells them to look for exactly that.
2	YOU	Purchaser's name and address, in Section 1	The top line of the Assignment of Certificate of Title on the reverse. Full legal name and full address, as they appear on the licence the buyer is holding. Watch out: Copy it off the licence, not off a text message. This block is read at a counter by somebody comparing it with the identification in front of them.
3	YOU	The date of sale	The day the car actually changes hands. The buyer's thirty days run from it, the \$35 penalty attaches to it, and your Report of Sale has to carry the same date. Watch out: Do not post-date it to help anybody. If a red-light camera catches the car the day after, this is the date the Division works from.
4	YOU	The total price	In figures, on the price line. This is the number the 5.25% document fee is worked from, and the document fee is the only levy on a private sale that appears anywhere in the Division's fee schedule. Watch out: Leave it blank and the Division falls back to the NADA average trade-in value - which is usually higher than what your buyer actually paid, and lands as their bill at the counter.
5	YOU	The odometer reading, whole miles	Written into the disclosure block above the printed sentence certifying it is the actual mileage. No tenths. If it is over 99,999 on a five-digit instrument, or the instrument has been replaced or is lying, tick the matching box - there are two. Watch out: The figure has to be at or above the mileage printed on the front of the same certificate. Below it, with neither box ticked, and the Division rejects the title rather than querying it.
6	YOU	Sign, and print your name beside the signature	Delaware asks for both, on paired rows: Signature of Seller and Printed Name of Seller. Two rows of each, because two owners joined by AND both sign. Blue or black ink. No notary. Watch out: Sign when the money is real and the buyer is in front of you. There is no Delaware mechanism that unsigned a certificate handed to the wrong person.
7	BUYER	The buyer signs the mileage rows	Signature of Buyer and Printed Name of Buyer, in the same Section 1, acknowledging the reading you just disclosed. Both buyers sign if there will be two names on the new title. Watch out: This is theirs to do and only theirs. Filling it in to be helpful is an alteration by somebody with no business writing in that half of the block.

#	WHO	BOX	WHAT GOES IN IT
8	BUYER	Section 4, the Purchaser's Application	The buyer's own application for the new certificate, on the same reverse: name or names exactly as they want them printed, address, and a driver licence number and date of birth for every applicant. All of them sign it. Watch out: The word joining their two names is chosen here, and it will govern their sale one day exactly as it governed yours. AND needs both signatures next time; AND/OR needs one.
9	LENDER	Section 3, if they are borrowing to buy it	The buyer's lender goes in the lien block on the reverse. The Division then mails the finished certificate to that lender rather than to the buyer. Watch out: Nothing here concerns your old loan. Your lender's release belongs on the face of the certificate, and it should already be there before you advertise the car.
10	YOU	Tear off the Seller's Report of Sale before you hand it over	It is printed as a detachable strip at the foot of a current Delaware certificate. Buyer's name and address, the date and hour of sale, selling price, your signature, the buyer's licence number and the buyer's signature. Watch out: This is the single most-missed step in a Delaware sale. Give the certificate away whole and your release of liability leaves with it - and the replacement is a standalone form you now have to go and find.
11	YOU	Endorse the registration card and send it in too	21 Del. C. s. 2502 wants the transferee's name and address and the date of transfer written on the registration card, and the card given or sent to the Division immediately. The back of the card has boxes printed for exactly that. Watch out: One exception, and it is in the statute: where you sold to a dealer, the card goes to the dealer instead and only the Report of Sale comes to Dover.
12	YOU	Take the plate off the car	Back to any DMV facility, posted to the Uninsured Motorist Section at P.O. Box 698 in Dover, or into retention in your own name for the next car. For an out-of-state buyer with live registration, the Division will do the retention online. Watch out: Do not cancel the insurance until the plate is physically gone. Delaware charges \$100 per vehicle for the first thirty uninsured days and \$5 a day after that.

Before you meet the buyer

- **Blue or black, original, no corrections** — Form 212 spells the standard out for the whole transaction: application must be completed in blue or black ink ONLY, no alterations, corrective tape, or erasable ink permitted. A spoiled Delaware certificate is an MV216 and \$35, not a repair.
- **Photograph both sides before it goes** — Front and back, completed, on your phone. It is the only record you will keep of a document you are about to hand to a stranger.
- **Tear the strip off first** — The Seller's Report of Sale lives at the foot of the certificate. Separate it, fill it in, and keep it in your hand before the rest of the sheet changes owner.
- **Bring the plate with you, not on the car** — Whether you are retaining it or handing it back, it comes off before the buyer drives away. A Delaware registration expires at the moment of transfer anyway.
- **Go with them if you possibly can** — The Division recommends it and gives three reasons: the buyer actually gets a title, your name actually comes off, and an associate checks the paperwork while it can still be fixed.
- **Write the price, even if it embarrasses you** — A blank price line does not save your buyer money. It hands the Division the NADA average trade-in value to work the document fee from instead.

DELAWARE CERTIFICATE OF TITLE — THE REVERSE

the side a private sale happens on, top to bottom

For value received, the undersigned transfers the vehicle described on the face of this certificate to

2 PURCHASER(S)

The buyer's full legal name, off the licence they are holding.

X _____

YOU

3 DATE OF SALE

ITS OWN BOX, TOP RIGHT

The day the car changes hands.

YOU

ADDRESS

The purchaser's address, on the line under their name.

X _____

YOU

To be completed by seller of the vehicle unless sold to a Delaware Registered Dealer. The vehicle described on the front of this certificate was sold for a

4 TOTAL PRICE OF

What was actually paid. This is the figure the document fee under 30 Del. C. s. 3002 is worked from.

YOU

DESCRIBE VEHICLE TRADED

YEAR / MAKE / TITLE, TAG OR REGISTRATION NO. / STATE

Required only if the trade-in is a Delaware registered vehicle.

LESS TRADE-IN VALUE

A dealer line.

NET COST

Price less the trade.

DOCUMENT FEE

Worked at the counter.

THE TRADE-IN COLUMNS

Four boxes under the arrow. Nothing here on a private sale.

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

5 ODOMETER READING — MILES (NO TENTHS)

Whole miles, and never below the figure printed on the front.

YOU

THE TWO STATEMENTS

1 IN EXCESS OF MECHANICAL LIMITS · 2 NOT THE ACTUAL MILEAGE

1. The mileage stated is in excess of odometer mechanical limits. 2. The odometer reading is not the actual mileage — WARNING — ODOMETER DISCREPANCY. Tick one only if it is true.

FEDERAL and State Law requires that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.

I/we certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief.

6 SIGNATURE OF SELLER-X

TWO ROWS — BOTH SIGN WHERE THE FRONT SAYS AND

Blue or black ink. No notary.

X _____

YOU

7 OF BUYER-X

TWO ROWS, FACING THE SELLER'S

The buyer acknowledges the mileage here. Not yours to fill in.

X _____

PRINTED NAME OF SELLER

Delaware wants the name printed as well as signed.

X _____

YOU

OF BUYER

Their printed name, beside their signature.

1. ASSIGNMENT OF CERTIFICATE OF TITLE

THE SAME OPENING SENTENCE, BEGINNING AGAIN

A SECOND ASSIGNMENT BLOCK, UNNAMED ON ANY PUBLISHED PAGE

Directly under Section 1's printed-name rows the certificate starts over: "For value received, the undersigned transfers the vehicle described on the face of this certificate to". The Division names Sections 1, 3 and 4 on its own pages and never names this one, so nothing is claimed about it here beyond the words it prints.

2.

9 NAME OF LIENHOLDER, AND ADDRESS

DRAWN AS A HEAVY DOUBLE-RULED BOX ON THE REAL CERTIFICATE

The buyer's lender, where the buyer is borrowing to buy. The Division's transfer page: if the vehicle is financed, the buyers must also complete the Lien Section on the back of the title. Nothing about your old loan belongs here — that is released on the face.

3. LIEN

8 PRINT FULL NAME OF APPLICANT(S)

Exactly as the buyer wants it printed on the new certificate — and the word joining two names is chosen here.

X _____

ADDRESS OF APPLICANT(S)

Two lines. A Delaware residential address.

X _____

LICENCE NUMBER AND DATE OF BIRTH

APPLICANT AND CO-APPLICANT

All applicants must provide their driver's license number and date of birth.

SIGNATURE OF APPLICANT, AND DATE

All buyers must sign this application.

X _____

SIGNATURE OF CO-APPLICANT, AND DATE

A second buyer signs beside the first. A guardian consents where an applicant is under 18.

X _____

4. PURCHASER'S APPLICATION

PERFORATION

10 SELLER'S REPORT OF SALE

TEAR IT OFF BEFORE THE CERTIFICATE CHANGES HANDS

Printed at the bottom of a new Delaware title as a detachable strip, and the Division says so in those words. Tag number, manufacturer and year, vehicle identification number, selling price, date, name and address of the seller, name and address of the buyer, the seller's signature and the buyer's driver licence number. Hand the certificate over whole and you have given away your own release of liability — the replacement is a separate form you then have to go and find.

YOU

You write it, in pen Not yours to fill Numbered to match the walkthrough below

Block names and printed wording transcribed from: the Division of Motor Vehicles' own images of a completed Delaware title, *ve_fm_singletitle1.jpg* and *ve_fm_singletitle2.jpg*, and of the detachable strip, *ve_fm_sellersreport.jpg* · the reverse panel of *DelawareTitleSample.pdf* · Transfer a Delaware Vehicle Title and Delaware Titled Vehicles Sold to Out-of-State Buyer · Odometer Disclosure Requirements, which reprints the whole disclosure block line for line · the MV809 and the MV216, which reprint its two statements verbatim. Section 2 is drawn but not named, because no published Division page names it. No colour, proportion, border engraving, security tint or watermark of the real document is reproduced here, and the real thing is photographed on the same page immediately below this drawing.

The front of an issued Delaware certificate, and the back of one

- ❖ It is the seller's responsibility to disclose mileage unless the mileage has been previously exempted from disclosure.
- ❖ If mileage is NOT disclosed by SELLER and vehicle is less than 10 years old the customer will need to be sent back to the seller to have mileage disclosed.
- ❖ Buyer cannot disclose mileage.
- ❖ Make sure that the mileage in block 1 is higher than the mileage on the front of the title.

For value received, the undersigned transfers the vehicle described on the face of this certificate to:

DATE OF SALE: 3/28/19

PURCHASER(S):

SELLER(S):

Test price of: 7500.00

Actual price of: 11854

Year: 2019

Make: Ford

Model: FORD MUSTANG

Color: BLACK

Vehicle Identification Number: 1FADP3C969L000000

Current Odometer Reading: 67600

Signature of Seller: X *Flinstone Fred*

Signature of Buyer: X

Printed Name of Seller: Flinstone Fred

Printed Name of Buyer: X

CERTIFICATE OF TITLE

State of Delaware

1261191

DIVISION OF MOTOR VEHICLES

DEPARTMENT OF TRANSPORTATION

VEHICLE IDENTIFICATION NUMBER	1FADP3C969L000000	YEAR	2019	MAKE	FORD	MODEL	MUSTANG
SALE DATE	03/28/2019	SALE PRICE	11854	ACTUAL VEHICLE MILEAGE	67,500	SALE TYPE	TRANSFER
SALE DATE	04/24/2019	SALE PRICE	11854	ACTUAL VEHICLE MILEAGE	68,000	SALE TYPE	TRANSFER
SALE DATE	05/29/2021	SALE PRICE	11854	ACTUAL VEHICLE MILEAGE	68,000	SALE TYPE	TRANSFER

ISSUED TO: FRED FLINSTONE, 145 STONECAVE RD, DOVER, DE 19901

DelawareTitleSample.pdf – linked from Transfer a Delaware Vehicle Title, Delaware Titled Vehicles Sold to Out-of-State Buyer and Odometer Disclosure Requirements. Owner: FRED FLINSTONE, 145 STONECAVE RD, DOVER. The arrows and the four bullets are the Division's own.

Section 1, the Assignment of Certificate of Title, completed

For value received, the undersigned transfers the vehicle described on the face of this certificate to:

DATE OF SALE: 3/27/2001

PURCHASER(S): Mary Record

ADDRESS: 123 Our Street Anywhere DE 19000

Test price of: 5000.00

Actual price of: 5000.00

Year: 1900

Make: Anywhere

Model: Anywhere

Vehicle Identification Number: 12345678901234567890

Current Odometer Reading: 12345

Signature of Seller: X *John Doe*

Signature of Buyer: X *Mary Record*

Printed Name of Seller: John Doe

Printed Name of Buyer: Mary Record

ve_frm_singletitle1.jpg – sale from John Doe to Mary Record of 123 Our Street, Anywhere DE 19000, total price \$5,000.00, date of sale 3/27/2001. Read the printed line above the signatures.

Section 3, the lien block, over Section 4, the Purchaser's Application

NAME OF LIENHOLDER: Doe's Fast Cash

ADDRESS: 303 Transportation Circle Dover DE 19901

PRINT FULL NAME OF APPLICANT: John R. Record

ADDRESS OF APPLICANT: 123 Our Street Anywhere DE 19000

DATE OF SALE: 3-27-2001

DATE OF BIRTH: 9-21-57

DATE OF BIRTH: 12-12-12

DATE OF BIRTH: 2-5-79

DATE OF BIRTH: 3-27-2001

DATE OF BIRTH: 3-27-2001

ve_frm_singletitle2.jpg – lienholder Doe's Fast Cash, 303 Transportation Circle Dover DE 19901, then the applicants' names, address, licence numbers and dates of birth, signed by both.

Each panel is at the exact pixel size dmV.de.gov serves it — 640 wide for the title front, 587 and 598 for the two reverse crops. Nothing has been sharpened, cropped or scaled up.