

How to fill out MV212 — Application for Title

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Delaware · written against MV212 (09/2022), issued under 21 Del. C. s. 2302, which requires every application for an original certificate of title to be made on the form the Department furnishes or approves

/forms/delaware/mv212-application-for-title/

The buyer's application for a Delaware title, and the form most sellers mistakenly think they need. Its own instructions draw the line: the MV212 is for a car arriving on an out-of-state title, a manufacturer's certificate of origin, or a Delaware title that was reassigned out of state - and in-state title transfers do not require it, because the whole application is printed on the back of the Delaware certificate itself.

This sheet is not the form. Download the blank MV212 from the Delaware Division of Motor Vehicles at https://www.dmv.de.gov/forms/veh_serv_forms/pdfs/mv212.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	BUYER	Is the vehicle a lease	A yes/no at the very top, with a leasing company name and a c/o line beside it. A private buyer answers no and moves on. Watch out: Answer yes and the title prints as 'Leasing Company c/o your name', and the leasing company - not you - has to sign the application.
2	BUYER	Name and Delaware address	Full legal name, then a Delaware residential address, then a separate mailing address if the post goes somewhere else, then email and phone. Watch out: The residential line has to be a Delaware address. A PO Box belongs on the mailing line and nowhere else.
3	BUYER	Odometer reading and its brand	The mileage, with one of four boxes beside it: Actual, Exempt/Not Required, Not Actual, Exceeds Mechanical Limits. Watch out: This has to agree with what the seller wrote on the back of the certificate. If the seller ticked an exception box there, the same brand belongs here.
4	BUYER	Make, year, model, body style, VIN and colour	The description of the vehicle, copied from the title in front of them. Fuel type and title brand sit in the right-hand column. Watch out: The instruction on the reverse is that the information must match the signed and executed documentation or the current Delaware record. Close is not a match.
5	BUYER	The weight lines	Tare weight is the unit empty. MGVR is the manufacturer's maximum loaded weight. Registration weight has to sit between the two. Watch out: For an ordinary car these come off the door jamb or the registration card. For a trailer they decide the fee, which is why Delaware asks.
6	BUYER	Liens or Encumbrances	The lender financing the purchase, name and address, exactly as it appears on the title. If there is no loan, write none and initial it. Watch out: Exactly the same is the standard the form sets. A lender's name abbreviated on one document and spelled out on the other is a mismatch.
7	BUYER	Sign, with licence number and date of birth	Applicant and co-applicant sign under penalty of perjury that all liens have been accurately stated, each adding a driver licence number, the state if it is not Delaware, and a date of birth. Watch out: Every applicant named on the title has to sign. A parent or guardian signs as well if the applicant is under 18.
8	BUYER	The Document Fee Recording Form	Total vehicle price, less trade-in value, net cost, then the fee lines and a total amount due. Watch out: The total vehicle price here should be the price written on the back of the certificate. Two different numbers on two documents in the same envelope will be queried.
9	DEALER	Trade-in information	Year, make, and the title, tag and registration number of a Delaware-titled trade, with the selling dealer's details and signature. Watch out: A private buyer leaves this blank. Selling privately and buying a replacement is a different route entirely - it is a credit claimed afterwards, not a trade recorded here.
10	OTHER	Examined By, tag block and DMV Use Only	The right-hand column and the strip at the foot: examining associate, tag number, retained tag, special plate, background, months, expiration, NAIC code, verification ticks and initials. Watch out: Nothing in either belongs to an applicant. If a form arrives with these filled in by the buyer, it goes back.

What gets this one rejected

- Filing it on an ordinary Delaware-to-Delaware sale. The instructions say it plainly: in-state title transfers do not require form MV212 to be submitted with the Delaware title.
- Anything other than blue or black ink. The instruction is in capitals - application must be completed in blue or black ink ONLY - and no alterations, corrective tape, or erasable ink are permitted.
- Photocopies where originals are demanded. Original documents are required for a release of lien, for a power of attorney, and for all title-related documents; court documents may be originals or certified copies; only photo identification may be a photocopy, fax or scan.
- A signature by somebody other than the owner without the paperwork behind it. A representative signing the title and the application must present an original, signed and notarized power of attorney - and for a company, a copy of the representative's photo ID and a notarized letter of signature authority on company letterhead.
- A power of attorney that mixes handwriting and typing. The form requires it to be either all typed or all handwritten and to include all vehicle information.
- A lienholder name that does not match. The instruction is exact: the lienholder name and address entered on the MV212 and on the title must be exactly the same.
- Leaving the lien block empty when there is no lender. Enter none and initial it.
- An out-of-state residential address. A PO Box or out-of-state address is only allowed for a mailing address.

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

Read off MV212 (09/2022) and the Delaware Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com

STATE OF DELAWARE
Division of Motor Vehicles
Form No. 212
www.dmv.de.gov



Application for Title

1 — Is the vehicle a lease: Yes ☐ No ☒ If yes, leasing company name: _____ C/O _____

2 — NAME: Ottoline B. Sallenbach

DELAWARE ADDRESS: 402 Ogletown Road Newark DE 19711
Street City State ZIP Code

MAILING ADDRESS: _____
Street City State ZIP Code

EMAIL ADDRESS: o.sallenbach@example.com HOME PHONE: (302) 555-0193
CELL PHONE: _____

DESCRIPTION OF VEHICLE

3 — Odometer Reading: 96,412 Actual ☒ Exempt/Not Required ☐
Not Actual ☐ Exceeds Mechanical Limits ☐ Title Brand: _____
Type of Fuel: Gasoline

4 — Make: Honda Year: 2015 Model: CR-V Body Style: Wagon

5 — Registration Weight: 4,000 Federal DOT#: _____ Vehicle Identification Number

MGVWR: 4,619 Color(s): Steel Blue 2HKRM4H5XFH614293

Tare Weight: 3,435 Brakes: Yes ☐ No ☐ (Trailers only) Number of Axles: 2

Examined By: _____ Tag Number: _____
Motor Vehicle Associate / Self-Inspect Technician Date

Yearly Fee: _____ Number of Passengers (buses only) _____ Retained Tag: Yes ☐ No ☐

Combination Vehicle: Yes ☐ No ☒ Passenger Van Seats (8+) _____ Special Plate No.: _____

Liens or Encumbrances

SECURED PARTY NAMED (Lienholder Name and Address) If none, enter 'none' and initial

6 — none OBS

Tag Background: _____

No. of Months: _____

Expiration Date: _____

NAIC Code: _____

I/We certify, under penalty of perjury, that all liens have been accurately stated and that the statements made herein are true and correct to the best of my/our knowledge, information and belief.

Ottoline Sallenbach

Signature of Applicant and/or Officer

Officer Title

Signature of Co-Applicant

Driver License No. 2907461 DOB 04/11/1990

and State (if not DE): _____

Driver License No. _____ DOB _____

and State (if not DE): _____

Parent or Guardian's consent if under 18 years of age

DOCUMENT FEE RECORDING FORM

Total Vehicle Price 9,850.00
Less Trade-In Value _____
(Credit shall be given for only one motor vehicle or trailer per application)
Net Cost 9,850.00
Document Fee _____
Registration Fee _____
Vanity Fee _____
Retention Fee _____
Title Fee _____
Lien Fee _____
Other Fee _____
Total Amount Due 0

TRADE-IN INFORMATION FOR DELAWARE REGISTERED VEHICLES ONLY

Credit shall be given for only one motor vehicle or trailer per application

Describe Vehicle	Year	Make	TITLE, TAG & REGISTRATION NUMBER	STATE
Trade-In				
Selling Dealer's Name				
Dealer Number				
Address				
By				
Print Name		Sign Name		Official Title

The selling dealer can verify a VIN for new vehicles which have an MSO/CO by completing the above section of the application if an approved MOU is on file with the Division (dealer name and number, address, printed/signed name, title). If this is not completed, new vehicles require VIN verification at a Delaware DMV inspection lane.

DMV USE ONLY

Business License Verified Yes ☐ No ☐ N/A ☐ NMVTIS Checked Yes ☐ No ☐
Division of Corp. Verified Yes ☐ No ☐ N/A ☐ Associate Initials _____
Date _____

09/2022

Form 212 is required to apply for a Delaware Title. Submit this completed application, proper identification and all supporting documents. Application must be completed in blue or black ink ONLY. No alterations, corrective tape, or erasable ink permitted.

- **Original Documents:** These are required when a release of lien or when a Power of Attorney is used, and all title-related documents.
- **Originals or Certified Copies:** These are required for court documents, such as divorce decrees and court orders.
- **Photocopies, Faxes, or Scans:** These are acceptable when photo identification (ID) is required.

Initial Delaware Title

Form MV212 must be completed and submitted when applying for a Delaware title with an out-of-state (non-Delaware) title, Certificate of Origin/MSO or a Delaware title reassigned out of state. In-state title transfers do not require form MV212 to be submitted with the Delaware title.

If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order payable to Delaware DMV. Do not mail cash or credit card information.

Vehicle Information

The information provided must match the signed and executed documentation or the current Delaware record.

Include all requested information: VIN, make, model, year of vehicle, body style, color, fuel type and odometer information.

- Federal Law requires the current mileage must be provided upon transfer of ownership. Failure to complete this statement, or providing false information, may result in fines and/or imprisonment. When writing in the odometer reading, you are certifying the number reflects the actual mileage of the vehicle unless one of the following is checked: Not actual mileage or Mileage has exceeded mechanical limitations.
- Tare Weight - The weight of the unit empty. (Shipping weight, curb weight, unladen weight are also acceptable)
- MGVR - The weight assigned by the vehicle manufacturer or fabricator and represents the maximum weight the vehicle can carry when loaded in accordance with Section 45 of Title 21 of the Delaware Code.
- Registration Weight - Weight not to exceed MGVR nor lower than Tare weight.
- Axles - The number of axles on the vehicle, including the drive axle.
- Combination Vehicle - If selecting combination vehicle, validation of ownership of a power unit or trailer registered in the applicant's name is required in accordance with 21 Del. C. § 2104.

Federal DOT # - A Federal DOT number will be required for all Delaware registered vehicles with registration weight of 10,001 to 80,000 pounds traveling **interstate** and operating while transporting passengers, cargo or hazardous materials for compensation. A Federal DOT number will be required for all Delaware registered vehicles with registration weight of 10,001 to 80,000 pounds traveling **intrastate** and operating while transporting more than 8 passengers or hazardous materials. Register at www.fmcsa.dot.gov or contact the Eastern Service Center at 443-703-3523.

****If applicant has a Federal DOT # the name must be an exact match on all documents.**

Trade-In Credit shall be given for only one motor vehicle or trailer per application. Vehicle information must be entered on MV212 and vehicle must be Delaware titled in applicants name for consideration in accordance with 30 Del. C. § 3001 and 30 Del. C. § 3002.

Applicant(s)

All applicant(s) listed on the MSO/title must sign the form 212. If an individual, provide the full legal name, driver license number, date of birth, residential address, official mailing address (if applicable), email address, and phone number. If a business entity, an officer from the company must sign as applicant and enter their official title. The residential address to title/register any vehicle must be a Delaware address. A PO Box or out of state address is only allowed for a mailing address. ****If Power of Attorney is used, the applicant signature should read 'applicant's name, by authorized POA name, POA'.**

If the applicant is a business; the business must be registered with Delaware Division of Corporations, be in good standing, and have a current Delaware Business License in accordance with 21 Del. C. § 2119.

Leases

If the vehicle is leased, the title/registration will read: 'Leasing Company c/o individual/entity name'. The individual entity must be entered on the 'Name' line of this form. The residential address to title/register any vehicle must be a Delaware address. A PO Box or out of state address is only allowed for a mailing address. Applicant signature should be completed by the leasing company. If POA is used, applicant signature should read 'leasing company name, by authorized POA name, POA'.

Lienholder Information - The Lienholder name and address entered on the MV212 and the MSO/Title must be exactly the same.

Signature of Individual other than the owner(s)

Signatures on the MSO/Title & MV212 signed by a representative must obtain and present an original, signed, and notarized Power of Attorney.

Using Power(s) of Attorney: If a Power of Attorney (POA) is used, the above requirements apply for both the individual or the entity granting the POA and the individual or the entity being granted POA. For an individual, whether granting or being granted POA, a copy of photo ID is required. For an entity, whether granting or being granted POA, both a copy of the representative's photo ID and a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity, are required. The Power of Attorney must be either all typed or all handwritten and include all vehicle information. (POA available on DMV.DE.Gov under 'Forms & Manuals')

****Individuals given a power of attorney directly or who are authorized to sign on behalf of a dealership must sign and print the names on the documents as follows:**

John Smith by *Shannon L. McDonald* POA
John Smith by Shannon L. McDonald POA