

How to fill out MV213 — Application for Duplicate Title or Sold Out of State to Retain Tag

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Delaware · written against MV213 (12/2021), issued under 21 Del. C. s. 2309, under which a duplicate or substitute certificate may be issued where the loss is accounted for to the satisfaction of the Department

/forms/delaware/mv213-application-for-duplicate-title-or-sold-out-of-state/

One form doing two jobs, and the tick box at the top right decides which. Duplicate Title Request replaces a Delaware certificate that is lost or destroyed. Sold out of State is the paper route to keeping your tag when the car has left Delaware - the same thing the Division's online application does, for people whose registration or vehicle does not qualify for it.

This sheet is not the form. Download the blank MV213 from the Delaware Division of Motor Vehicles at https://www.dmv.de.gov/forms/veh_serv_forms/pdfs/ve_frm_mv213.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	Pick which form this is	Duplicate Title Request or Sold out of State, top right. Everything else on the page serves whichever you tick. Watch out: Sold out of state is about keeping your tag after the car has gone to a non-Delaware buyer. It is not a way to replace a title, and it needs a report of sale already on file.
2	YOU	Delaware tag number, and the two dates	Tag number with its prefix, last title issue date and last expiration date. The U-Title box beside them is marked DMV ONLY. Watch out: The last title issue date is what the fifteen-day review rule is measured against. If it is recent, say so when you hand the form over.
3	YOU	Manufacturer, VIN and year	The description row. VIN in the wide centre box. Watch out: You are replacing a document you cannot look at. Get the VIN from the registration card or the windscreen, not from memory.
4	YOU	Colour 1, colour 2 and body style	Three boxes on the second description row. One colour car leaves colour 2 empty. Watch out: Match the Division's record rather than the paint name in the advert. A duplicate reprints what the system holds.
5	YOU	Name and address	Owner names on one line, then street, city, state and zip - where the new certificate is posted. Watch out: If the address has changed since the title was issued, this is not the form to change it on. Changes cannot be made on a duplicate title request.
6	YOU	Read the certification, then sign	Signature of Owner with a driver's licence number, and Signature of Co-Owner with theirs. All owners sign. Watch out: The certification above the line is that the title is lost or destroyed and will be returned if it turns up. Sign it knowing that is what you are swearing to.
7	OTHER	Signature of individual other than owner	A separate line, with its own licence number, for whoever is bringing the request in on your behalf. Watch out: If they are signing your name rather than their own, that is a power of attorney and it has to be an original, notarised, and signed the way the Division prints it: the owner's name, hand printed, then by, then their name, then POA.
8	YOU	Secured party name and address	The lender recorded against the vehicle. If there is no lender, write none. Watch out: This block decides where the duplicate is posted. With a lien left on the title, the certificate goes to the lienholder rather than to you.
9	LENDER	Complete this block only if lien is satisfied	Date of release, lienholder, authorized representative and position, completed by the lender. Watch out: Or a release on the lender's own letterhead, carrying the owner's information, the vehicle information, the lien satisfaction and an authorised signature.
10	LENDER	Complete this block only if lien is to be re-entered	The lender's written consent for the Motor Vehicle Director to issue a duplicate title in the applicant's name, with the lien surviving onto it. Watch out: One or the other, never both. The line printed between them says DO NOT FILL IN BOTH BLOCKS.
11	YOU	Customer name, phone and email, on the reverse	Three boxes under the printed procedures - the only fillable fields on page two. Watch out: Fill them in. They are how the Division reaches you if something on the front is unclear, and the alternative is the form coming back in the post.

What gets this one rejected

- One owner signing where the title names two. All owners must sign the MV213 and provide their driver licence numbers.
- Posting it without identification. A copy of the owner's driver licence or other identification showing the owner's signature must be supplied when the request is sent in by mail, or when it is brought in by an individual other than the owner, lienholder or dealer.
- A power of attorney that is not the original and not notarised. An original notarized power of attorney must accompany the MV213, and the attorney must hand print the owner's name in addition to signing their own - the Division prints the pattern: John Doe by Jane Smith POA.
- Both lienholder blocks completed. They are alternatives - one says the lien is satisfied, the other consents to the duplicate being issued with the lien still on it.
- Trying to change something at the same time. Changes cannot be made on a duplicate title request such as change of name, new tag, title brand or updated mileage; a new lien cannot be placed on the title at the same time either. Everything else is processed from the duplicate once it is printed.
- Expecting the mileage to be brought up to date. Duplicate titles will show the last mileage recorded in the system, and a duplicate does not require mileage to be disclosed.
- Applying sold-out-of-state with nothing behind it. That half needs proof the vehicle is sold or transferred out of Delaware, and a report of sale on file.
- Sending it by post with no way for the certificate to come back. The Division asks for a self-addressed envelope on all duplicate title requests sent by mail.

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

Read off MV213 (12/2021) 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

APPLICATION FOR DUPLICATE TITLE OR SOLD OUT OF STATE TO RETAIN TAG

STATE OF DELAWARE DIVISION OF MOTOR VEHICLES
PO BOX 698, DOVER, DE 19903
WWW.DMV.DE.GOV

Application for:
Duplicate Title Request ☒
Sold out of State ☐



1

DUPLICATE TITLES WILL SHOW THE LAST MILEAGE RECORDED IN THE SYSTEM

- MILEAGE IS NOT REQUIRED ON DUPLICATE TITLE or SOLD OUT OF STATE
- SOLD OUT OF STATE MUST PROVIDE PROOF THE VEHICLE IS SOLD/TRANSFERRED OUT OF DELAWARE
- REPORT OF SALE MUST BE ON FILE

2 **PC 2946** **U-Title (DMV ONLY)** **04/22/2019** **04/22/2027**
Delaware Tag Number Last Title Issue Date Last Expiration Date

3 MFG **Honda** VIN **2HKRM4H5XFH614293** Year **2015**

4 Color 1 **Steel Blue** Color 2 **Wagon** Body Style

DUPLICATE TITLE FEE: \$50.00

SOLD OUT OF STATE: \$35.00 no lien or \$55.00 with lien

5 Name(s) **Merrick A. Dunavant**
Street **118 Chestnut Ridge Road**
City **Milton** State **DE** Zip Code **19968**

I (we) certify, under penalty of perjury, that the title to this vehicle is lost or destroyed. In the event the title is located, it shall be returned to the Division immediately.

6 X **Merrick Dunavant** **4183072** X **Signature of Co-Owner** **Driver's License Number**
Signature of Owner Driver's License Number

7 X **SIGNATURE OF INDIVIDUAL OTHER THAN OWNER REQUESTING DUPLICATE** **Driver's License Number**

Secured Party Name (lienholder) and Address
If none, enter 'none'

none

8

COMPLETE THIS BLOCK ONLY IF LIEN IS SATISFIED

COMPLETE THIS BLOCK ONLY IF LIEN IS TO BE RE-ENTERED

9 **Date of Release** **This is our written consent for the Motor Vehicle Director to issue a duplicate title in the above applicant's name.**
Lienholder **Lienholder**
Authorized Representative **Authorized Representative**
Position **Position**

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MV213 12/2021

PROCEDURES FOR PROCESSING A DUPLICATE TITLE

1. MV213 must be completed. Please include the tag number, VIN#, and expiration date of tag.
2. ALL owners must sign the MV213 and provide their driver's license numbers. A copy of the owner's driver's license or other identification showing the owner's signature must be supplied when the title is processed in the mail or by an individual other than a lienholder or dealer.
3. Signature of owner can be signed by a power of attorney. An original NOTARIZED power of attorney must accompany the MV213. Power of attorney must sign the owner's name in addition to their name.
4. If the owner has signed this form and is appointing you to process the request on their behalf, you must sign your name and provide your driver's license number in the space provided.
5. If there is a lien, the lienholder must complete one of the sections at the bottom of the MV213.
6. A fee of \$50.00 must accompany the Application for Duplicate Title (MV213).
7. A new lien or any changes to the title cannot be placed on the title at the same time that the duplicate title is issued. The lien is placed as a supplementary title *after the duplicate title is issued*.
8. Changes cannot be made on the duplicate title request such as change name, new tag, title brand, and updated mileage. Other possible fees of \$35.00 title fee without a lien or \$55.00 title fee with a lien or any other processing fees will be applied in addition to the duplicate title fee. All changes/updates must be processed from the duplicate title printed.
9. **A duplicate title does not require mileage to be disclosed.** The duplicate title will print the last recorded title information listed in the system.
10. Please send a self-addressed envelope if requesting by mail.

If mailing via Fedex:
STATE OF DELAWARE DIVISION OF MOTOR VEHICLES
303 TRANSPORTATION CIRCLE
DOVER, DE 19901

NOTE: All duplicate requests within 15 days of the last title issue date will require further review before the DMV can issue the duplicate title. Processing time varies depending on the nature of the request.

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Customer Name: Merrick A. Dunavant
Contact Phone: (302) 555-0168
Contact Email: m.dunavant@example.com