

How to fill out Report of Sale — Vehicle Transfer Notification with Buyer Information

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/forms/delaware/report-of-sale-with-buyer-information/

Delaware · written against Report of Sale (Rev 8/28/24), issued under 21 Del. C. s. 2502, cited on the form itself

The one page that tells the Division of Motor Vehicles your car is gone. Delaware prints it as a detachable strip at the foot of a current certificate of title, and publishes this standalone version for everybody whose title has already been handed over or never carried one. It names you, the vehicle, the buyer, the price, the mileage and the date, and it is what a Delaware seller has instead of a notice-of-sale deadline.

This sheet is not the form. Download the blank Report of Sale from the Delaware Division of Motor Vehicles at https://www.dmv.de.gov/forms/veh_serv_forms/pdfs/ros_buyer.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	Your name, in the sentence	The form opens mid-sentence - I, _____, sold my vehicle - and your name completes it. Use the name as the certificate carries it. Watch out: If two owners are on the title joined by AND, both of you were required to sign Section 1, and both names belong here too.
2	YOU	Make	The manufacturer, on its own line. Watch out: Delaware's forms split make, model and year onto three separate lines throughout. Filling one line with all three is the commonest way this comes back.
3	YOU	Model	The model as it appears on the registration card, not the trim level you advertised. Watch out: The Division matches this against its own record. A model name that is close but not the same slows the match down.
4	YOU	Year and VIN (Serial Number)	Model year on the left, the seventeen-character vehicle identification number on the right. Watch out: Copy the VIN off the front of the certificate, character by character. Nothing else on this form identifies the car with certainty.
5	YOU	Tag Number and Odometer Reading	The plate the car was wearing, prefix included, and the mileage in whole miles with no tenths. Watch out: This mileage should be the same figure you wrote in Section 1 on the back of the title. Two different readings on two documents dated the same day is the sort of thing an odometer investigation starts with.
6	YOU	To: the buyer's name	Who the car went to, in full. Watch out: Off their licence, not off the message they sent you. This is the name the Division will look for if it ever has to trace the car.
7	YOU	The buyer's address, both lines	Street on the first line, city, state and ZIP on the second. Watch out: Sending this in with a sold-out-of-state application? The form says in capitals that the buyer's address, city, state and zip must be outside of Delaware, or the two documents contradict each other.
8	YOU	Sale Date and Selling Price	Month, day and year, and what was actually paid. Watch out: The same date and the same price you wrote on the back of the certificate. Two different prices on two documents is how a document-fee query starts.
9	YOU	Sign it, and date the signature	Signature of Seller, with the date on the line beside it. Watch out: Blue or black ink if you are printing it. If you are filling it in on screen to email, do that and then sign the printed copy - the Division accepts the emailed form at the address on its face.
10	BUYER	The buyer signs, dates, and adds a licence number	Signature of Buyer, the date, and Buyer's Driver License No. on the same row. Watch out: Get this before they drive off. Chasing a stranger for a signature on your own release of liability a week later is the single most avoidable problem in a Delaware private sale.

What gets this one rejected

- Sending it and assuming you are clear. The form's own opening paragraph says the Division will flag the vehicle record and that the flag will not change the ownership of the vehicle nor stop law enforcement, the DMV or parking authorities from contacting you about it.
- Leaving a line blank. Printed above the boxes in bold: forms submitted without complete and legible information will still hold me liable for this vehicle.
- Skipping the buyer's signature or licence number. This is the version with buyer information on it; without those two the Division has a notice it cannot match to a person.
- Filing it for a car sold to a Delaware buyer while writing a Delaware address in the buyer block on a sold-out-of-state submission. The form is explicit that on those the buyer's address must be outside of Delaware.
- Treating it as a substitute for the registration card. 21 Del. C. s. 2502 asks for the card as well, endorsed with the buyer's name and address and the date of transfer.
- Filing it instead of tearing the strip off the title. If your certificate carried one, the strip was the original and this is the replacement - the Division wants one of them, not neither.

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

Read off Report of Sale (Rev 8/28/24) and the Delaware Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a sellmycarhub.com form, not legal advice — where this and the agency differ, the agency governs.



REPORT OF SALE

Vehicle Transfer Notification with Buyer Information

I UNDERSTAND THE DIVISION OF MOTOR VEHICLES WILL FLAG THE VEHICLE RECORD FOR THIS VEHICLE REPORTED TRANSFERRED ON THE BELOW DATE. THIS FLAG WILL NOT CHANGE THE OWNERSHIP OF THE VEHICLE NOR WILL IT STOP LAW ENFORCEMENT, THE DMV OR PARKING AUTHORITIES FROM CONTACTING ME REGARDING THE OWNERSHIP OF THIS VEHICLE.

FORMS SUBMITTED WITHOUT COMPLETE AND LEGIBLE INFORMATION WILL STILL HOLD ME LIABLE FOR THIS VEHICLE. THIS FORM IS REQUIRED BY 21 DEL. C. § 2502.

**COMPLETED FORMS CAN BE MAILED TO P.O. BOX 698, DOVER, DE 19903
OR EMAILED TO DMV.CORRESPONDENCESERVICES@DELAWARE.GOV.**

IF SUBMITTED WITH A SOLD OUT OF STATE FORM OR LEASE TURN-IN,
BUYER INFORMATION LISTED (ADDRESS/CITY/STATE/ZIP) MUST BE OUTSIDE OF DELAWARE.

(Please complete all information)

1. I, Merrick A. Dunavant, sold my vehicle,
(Name of Seller)

2. Make: Honda

3. Model: CR-V

4. Year: 2015 VIN(Serial Number: 2HKRM4H5XFH614293)

5. Tag Number: PC 2946 Odometer Reading (no tenths): 96412

6. To: Ottoline B. Sallenbach
(Name of Buyer)

7. Address: 402 Ogletown Road
Newark, DE 19711

8. Sale Date: 08/14/2026 Selling Price: \$9,850.00
(Month/Day/Year)

Merrick Dunavant 08/14/2026
(Signature of Seller) (Date)

Ottoline Sallenbach 08/14/2026 2907461
(Signature of Buyer) (Date) (Buyer's Driver License No.)