

How to fill out a Illinois title

Assignment of Title on the back of an Illinois · 7 of 9 boxes are the seller's · rules as of 2026-08-23

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/forms/illinois/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. Four things and the transfer stands: the reading, the date, both printed names, and both signatures. The statute is unusually literal about this block. It does not say the title shall provide for an odometer statement; it prints the sentence, quotation marks and all, and lists the two boxes underneath it.

Who has to sign

Every owner named on the face	All of them. Two names on the back of the title means two signatures on the assignment and two on the applications - the Secretary of State answers that question with the single word yes.
You, as transferor	Signature and printed name, the odometer reading with any brand, the date of transfer, and the transferee's printed name and address. Section 3-112.1(b) lists those four items as the transferor's.
The buyer, as transferee	Signs to show they are aware of the odometer certification you made. That is subsection (c), and it is the buyer's only signature on the certificate.
A notary	Not on the title. Illinois does not notarise the assignment, though four of the forms behind it do carry a notary block.
Somebody signing for you	RT 5, the one-page power of attorney, and it has to name the vehicle. Its authority is to sign all papers and documents required to secure Illinois title and/or registration of, or transfer interest in, that vehicle - not vehicles in general.
A lender	Nowhere on the certificate. Illinois clears a lien with a letter, a countersigned contract or a court order, and from 1 July 2026 most lienholders do it electronically instead.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Before the pen: check who is on the face	Turn the certificate over to the front and read the owner names. Every one of them signs the assignment, and every one of them signs the buyer's applications. Watch out: Asked whether both parties have to sign when there are two names on the back of the title, the Secretary of State's whole answer is Yes. A co-owner who has moved out of state is a problem to solve before the buyer arrives, not after.
2	YOU	The odometer reading	The current mileage in whole miles. The certification printed above it reads: I certify to the best of my knowledge that the odometer reading is and reflects the actual mileage of the vehicle unless one of the following statements is checked. Watch out: Whole miles, no tenths. And the reading you write here has to be the reading that ends up on the buyer's application - the Secretary of State's own checklist asks the buyer to confirm the two match before filing.
3	YOU	The two exception boxes	Box 1: the mileage stated is in excess of its mechanical limits. Box 2: the odometer reading is not the actual mileage - warning, odometer discrepancy. Leave both alone if the reading is true. Watch out: There is no third box and no exempt box. On a car old enough to fall outside 3-112.1(d), you are simply not required to make the statement; ticking box 2 to mean I would rather not say brands the car for the rest of its life.
4	YOU	The date of transfer	The day the car actually changed hands. Subsection (b)(2) makes it one of the four items the transferor supplies. Watch out: This date starts the buyer's twenty days under 3-112(b) and it is the date the tax return is measured from too. Post-dating it to be helpful moves both clocks and helps nobody.
5	YOU	Your printed name and signature	Both, not one. Subsection (b)(3) asks for the transferor's printed name and signature, and the FAQ repeats it: the title must indicate the signed and printed names of all sellers and buyers. Watch out: Sign as the face of the certificate has your name. A married name signed over a maiden name on the front is the sort of mismatch that comes back from Springfield as a request for VSD 393.
6	YOU	The buyer's printed name and address	Item (b)(4), and it is on your side of the list rather than the buyer's. Write it from something with their address on it. Watch out: The buyer's name here has to match the name on their application. The Secretary of State's checklist asks them to verify exactly that, and a nickname in this box is one of the ordinary reasons an application is returned.
7	BUYER	The buyer signs to acknowledge	Subsection (c): the transferee must sign on the title form indicating that he or she is aware of the odometer certification made by the transferor. Watch out: This is the buyer's only signature on the certificate itself. If they take the car and post the title back to sign later, the mileage statement is unwitnessed and the car is not properly assigned.
8	DEALER	Do not touch the dealer reassignment blocks	The rows below the assignment belong to licensed dealers passing a car along, and to the buyer's lender. Watch out: A private seller writing in a dealer block has altered a document printed on security paper. The fix is VSD 393 and a second trip; it is easier to read the block headings first.

#	WHO	BOX	WHAT GOES IN IT
9	YOU	Then post VSD 703	The Seller's Report of Sale, to the Vehicle Services Department in Springfield. Date of sale, year, make, VIN, and both names and addresses. Watch out: It releases your responsibility for the vehicle and it does not transfer ownership - the form says both things on the same page. Doing this and skipping the assignment leaves you worse off than doing neither.

Before you sign for the Secretary of State

- **Nothing crossed out** — A mistake in the assignment is corrected on VSD 393 by whoever made it, with the other party signing alongside. There is no tidying-up on a document printed on security paper.
- **Not the odometer, though** — VSD 393 carries its own limit in a note: this affirmation cannot be used for odometer disclosure or corrections. A wrong reading goes on VSD 333 instead.
- **Whole miles** — VSD 333 says no tenths beside the box, and the title says the same. Rounding up to the next thousand is a false statement in a sentence that mentions imprisonment.
- **Printed and signed, both** — Every seller and every buyer. The Secretary of State's own wording is the signed and printed names of all sellers and buyers.
- **Keep the registration card** — If plates are moving to your next car, the most recent registration identification card goes in with the application. Lost it, and VSD 76 stands in - but only if you notice before you are at the counter.
- **Print the application, then move** — A VSD 190 printed from the ERT system has to reach a facility with its documents and payment within seven days.

ILLINOIS CERTIFICATE OF TITLE

the front — produced in Springfield, and none of it yours to complete

PRINTED BY THE SECRETARY OF STATE WHEN THE TITLE WAS ISSUED

TITLE NUMBER

DATE ISSUED

VEHICLE IDENTIFICATION NUMBER

YEAR MODEL

MAKE

MODEL

BODY TYPE

LICENSE PLATE NUMBER

1

OWNER(S) — NAME AND ADDRESS

Every name here signs the assignment on the back, and every one of them signs the buyer's applications. Asked whether both parties must sign when two names are on the title, the Secretary of State answers: yes.

2

BENEFICIARY INFORMATION

ONLY WHERE ONE HAS BEEN NAMED — RIGHT-HAND SIDE, BELOW THE LEGENDS

A transfer-on-death beneficiary's name, address and county, printed on the face of the title. Added, changed or removed on VSD 773, and only on a solely owned vehicle with no lien.

3

LIENHOLDER — NAME AND ADDRESS | DATE OF LIEN

The lender's block. Illinois publishes no release form for it: a lien is cleared with a lien clearance letter, the lien contract marked paid in full and countersigned, or a court order. Section 3-116(a) posts the finished title to the first lienholder named here, or to the owner if there is none.

4

LEGEND(S) / BRANDS

Where a salvage, rebuilt, junk or flood history is printed. A brand here is the first thing a private buyer should look at.

5

SECURITY FEATURES

WATERMARKED PAPER · SECURITY THREAD · THERMOCHROMIC LINCOLN

The office's own description: watermarked security paper, a security thread in the same location on all certificates, and a Lincoln figure in the lower right-hand bottom corner printed in thermochromic ink.

ISSUED BY THE ILLINOIS SECRETARY OF STATE, SPRINGFIELD

MORE THAN THREE MILLION ARE COMPUTER-GENERATED EACH YEAR

THE BACK OF THE SAME CERTIFICATE

where an Illinois private sale actually happens

FEDERAL AND STATE LAW REQUIRE THAT YOU STATE THE MILEAGE IN A TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

ASSIGNMENT OF TITLE — THE ONLY PART OF THE CERTIFICATE A PRIVATE SELLER WRITES ON

6

ODOMETER CERTIFICATION

"I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE ODOMETER READING IS _____ AND REFLECTS THE ACTUAL MILEAGE OF THE VEHICLE UNLESS ONE OF THE FOLLOWING STATEMENTS IS CHECKED." = 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS = 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. WARNING — ODOMETER DISCREPANCY.

Two boxes, not three, and neither of them is an exemption. Whole miles. Both stay empty unless one is true.

7

DATE OF TRANSFER

Item (b)(2) of Section 3-112.1. It starts the buyer's twenty days under 3-112(b) and the thirty days the tax return runs on.

8

TRANSFeree — PRINTED NAME AND ADDRESS

Item (b)(4), and it is on the seller's list rather than the buyer's. It has to match the name on their application exactly.

9

TRANSFEROR — SIGNATURE AND PRINTED NAME

Both, item (b)(3). Every owner shown on the front signs here, in ink. Illinois does not notarise this.

X _____

10

TRANSFeree — SIGNATURE

Subsection (c): the transferee signs indicating that he or she is aware of the odometer certification made by the transferor. Their only signature on the certificate, and it is not yours to make for them.

X _____

11

DEALER REASSIGNMENT — LICENSED DEALERS ONLY

REPEATED BLOCKS, EACH WITH ITS OWN DEALER LICENCE NUMBER

So a licensed dealer can pass the vehicle along without a new title being issued each time. A private seller uses the assignment above and none of these — writing in one is an alteration on a security document, and the fix is a VSD 393 and a second trip.

LIENHOLDER TO BE RECORDED ON THE NEW TITLE

The buyer's lender, recorded onto the title the buyer is applying for. From 1 July 2026 most Illinois lienholders hold that record electronically and no paper title is printed until the lien is satisfied.

You write it, in pen
 Not yours to fill
 The certificate's own blocks, front then back

The Illinois Secretary of State publishes no specimen certificate: its complete Publications and Forms List was downloaded and searched, and its Title Information page describes the document in words and shows nothing. Odometer wording and the two exception boxes quoted from 625 ILCS 5/3-112.1(a); the transferor's four items and the transferee's acknowledgement from 3-112.1(b) and (c); the Assignment of Title block and the signed and printed names of all sellers and buyers from the Secretary of State's Title and Registration FAQ; the security features from its Title Information page; the beneficiary block and its position from VSD 773; the posting rule from 625 ILCS 5/3-116(a) · no security printing, colour or proportion of the real document is reproduced here

Reset



Secretary of State
Odometer Disclosure Statement for Title Transfers

This space for use by
Secretary of State

Secretary of State
Vehicle Services Department
501 S. Second St., Rm. 055
Springfield, IL 62756
www.cyberdriveillinois.com

Federal and state laws require that you state the mileage in a transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

1 I, _____, certify to the best of my knowledge that the odometer
Seller's name (type or print)

2 reading now reads _____ (no tenths) miles and reflects the actual mileage of the vehicle described below, unless one of the following statements is checked:

3 ☐ The mileage stated is in excess of its mechanical limits.
☐ The odometer reading is not the actual mileage. **Warning odometer discrepancy.**

4 Year _____ Make _____ Body Type _____ Model _____

5 Vehicle Identification Number _____

Seller's Signature _____

6 Seller's Printed Name _____

Seller's Address _____
Street
City, State, ZIP _____

Seller's Certification Date _____

To be completed by the buyer

Buyer's Signature _____

6 Buyer's Printed Name _____

Buyer's Address _____
Street
City, State, ZIP _____

Buyer's Acknowledgment Date _____

Printed by authority of the State of Illinois, February 2016 – 1 – VSD 333.4



Secretary of State
Odometer Disclosure Statement for Title Transfers

This space for use by
Secretary of State

Secretary of State
Vehicle Services Department
501 S. Second St., Rm. 055
Springfield, IL 62756
www.ilsos.gov

Federal and state laws require that you state the mileage in a transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, Roland K. Petrakis, certify to the best of my knowledge that the odometer
Seller's name (type or print)

reading now reads 88415 (no tenths) miles and reflects the actual mileage of the vehicle described below, unless one of the following statements is checked:

☐ The mileage stated is in excess of its mechanical limits.
☐ The odometer reading is not the actual mileage. **Warning odometer discrepancy.**

Year 2017 Make Subaru Body Type Wagon Model Outback

Vehicle Identification Number 4S4BSAFC2H3281640

Seller's Signature _____

Seller's Printed Name Roland K. Petrakis

Seller's Address 1130 S. Ridgeland Ave
Street
Oak Park, IL 60304 City, State, ZIP

Seller's Certification Date 08/12/2026

To be completed by the buyer

Buyer's Signature _____

Buyer's Printed Name Simone Achterberg

Buyer's Address 705 E. Emerson St
Street
Bloomington, IL 61701 City, State, ZIP

Buyer's Acknowledgment Date 08/12/2026

Printed by authority of the State of Illinois, February 2016 – 1 – VSD 333.4

Every rule here is transcribed from Illinois Vehicle Code, 625 ILCS 5/3-112.1 and the Illinois Secretary of State's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.