

How to fill out an Indiana title

an Indiana · 8 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. Errors, erasures or alterations on a certificate are not corrected with a pen - they are corrected with State Form 55582, and the BMV adds that illegible titles will not be accepted. The specimen the BMV shows is the printing whose footer reads State Form 9697 (R10 / 1-17), signed by a Commissioner who has since left office. Whether the sheet in your drawer is that printing or a later one, the set of blocks a private seller completes is the set the BMV names in its own answer to sellers, and that has not moved.

Who has to sign

Every owner printed in the seller section	All of them sign and all of them print, and the BMV's instruction is that this happens prior to the sale rather than at the kerb afterwards.
The buyer, in the purchaser section	You write their name and address into it; they sign the application half on State Form 205 at the branch.
An attorney-in-fact	Only on a notarized Limited Power of Attorney, State Form 1940, which is the one BMV vehicle form in this set that carries a notary certificate.
Nobody, for a dead owner	A distributee of a small estate signs State Form 18733 in their own name and attaches a death certificate. The decedent's signature is never forged onto the certificate.
A lienholder, if one is still shown	In its own release block on the face - three of them are printed there - or by a letter on the lender's own letterhead. Anyone signing for a company has to fill in the POSITION line beside their name. An electronic lien is released electronically and never touches the paper.
A notary	Not on the certificate, not on State Form 205, and not on the odometer statement. Indiana swears these under penalty of perjury instead.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Check who the title actually names	Read the owner block on the face before you write anything. Every person printed there has to sign and print in the seller section, and a name that does not match your identification has to be reconciled first. Watch out: If the title says Roselle M. Tichenor and your licence says Roselle Tichenor-Bayer, the branch wants a One and the Same Person Affidavit on State Form 13637 rather than a guess. It is a free form and a five-minute job before the sale; after the sale it is the buyer's problem and your phone call.
2	YOU	The seller section	Printed name and signature for every owner. The BMV's instruction is that all vehicle owners must sign and print their names in the seller section prior to the sale. Watch out: Prior to the sale is the part people skip. A signature added later, in a car park, with the buyer waiting, is how the date of sale and the odometer statement end up disagreeing with each other.
3	YOU	The odometer statement	The current reading in whole miles, and nothing else unless one of the two printed statements is true - mileage in excess of its mechanical limits, or a reading that is NOT the actual mileage. Watch out: Read it off the dash, not off the last service invoice. A number that turns out to be a thousand miles light is the kind of thing the buyer notices on the drive home, and there is no undoing an odometer statement once it is on a certificate.
4	YOU	The date of sale	The day the buyer takes the car, written as the BMV writes dates: month, day, four-digit year. Watch out: This is the day the buyer's forty-five days start running, so it has to be the real one. Post-dating it to help somebody who has not organised themselves puts a false statement on a sworn document to save them thirty dollars.
5	YOU	The selling price	The actual amount paid, in figures. Watch out: The branch charges the buyer 7% of whatever is written here. Leaving it blank does not help them - it sends them to State Form 56620, which the BMV reserves the right to forward to the Department of Revenue, and the Department may collect additional taxes.
6	YOU	The purchaser section	The buyer's full legal name and address, printed by you, in the block the BMV calls Purchaser Information. Watch out: Copy it off their identification while they are standing there. This block and the seller section sit on the same face of the certificate and putting the two the wrong way round is the single most common reason an Indiana title comes back.
7	YOU	Take the plate off	Not a block on the certificate at all, but the step that ends your registration. The seller should remove the license plate from the vehicle at the time of the transaction. Watch out: Do it before you hand over the keys, not after they drive away. Indiana never asks for the plate back, so nobody will chase you for it - which also means nothing will remind you that it is still on a car belonging to somebody else.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	Photograph the whole face of it	One clear image of the completed certificate showing both sections, the odometer statement, the date and the price. Watch out: This is your only record. There is no Indiana notice of sale, so if the buyer sits on it for six weeks and then claims the mileage was different, the photograph is the entire argument.
9	BUYER	The buyer completes State Form 205	At a branch: their name and address, the vehicle description, the odometer reading, the former title number, the purchase date, and the lien and title-format questions. Watch out: The title format question defaults against them if they ignore it. If no selection is made, an electronic title will automatically be issued - and an electronic title cannot later be duplicated, only printed or amended.
10	BUYER	The buyer pays the tax and the fee	Seven per cent of the price you wrote, plus \$15.00 for the title, plus \$25.00 more if they want it couriered rather than posted. Watch out: An ordinary title takes up to 21 calendar days to arrive in the post. A buyer who needs it sooner - to sell the car on, or to satisfy a lender - is the one who should be paying for the speed title, not you.
11	BUYER	Forty-five days, then thirty dollars	The certificate of title must be applied for within 45 days after the vehicle is purchased or otherwise acquired. Watch out: The fee chart prices the miss at \$30.00. It is small enough that some buyers simply decide to be late, which is worth knowing when you are deciding how long to keep your photograph of the certificate.
12	BUYER	Getting it home without a plate	72 hours from the date of acquisition, by the most direct route, to storage, an emissions station or a branch - with the certificate of title in the car. Watch out: That is the whole permission. It is not a grace period for driving to work, and it runs from the date on the certificate rather than from the moment they collect the car.

Before you write on the certificate

- **Blue or black ink, and only blue or black** — Every BMV vehicle form opens with the same instruction - complete in blue or black ink or print form. The certificate is read by the same people.
- **No erasures, no correction fluid, no writing over** — State Form 55582 exists because a certificate carrying errors, erasures or alterations has to be corrected by affidavit, and the same form warns that illegible titles will not be accepted.
- **Everybody named on the face signs** — Two owners means two printed names and two signatures in the seller section. There is no senior owner who can sign for the other.
- **The price goes in, in figures** — It is the number the branch taxes the buyer on. A blank there is not generosity, it is a second form and a referral to the Department of Revenue.
- **Whole miles** — The odometer box is labelled Miles (no tenths), and the two numbered statements beside it are exceptions, not defaults.
- **Nothing gets notarised, so nothing gets checked** — The signature block is an oath: making a false statement may constitute the crime of perjury. Nobody is going to look over the certificate before you hand it across, so you are the last check on it.
- **The certificate tells the buyer to refuse a messy one** — Printed in a red band across the foot of the face: DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS. That instruction is aimed at the person you are handing it to.

INDIANA CERTIFICATE OF TITLE

the face — transcribed from the specimen in the BMV's own video, and none of it yours to change

INDIANA CERTIFICATE OF TITLE

The red band across the head of the certificate, above the words STATE OF INDIANA and CERTIFICATE OF TITLE FOR A VEHICLE.

MAKE

MODEL NAME

BODY TYPE

YEAR

VEHICLE IDENTIFICATION NUMBER (VIN)

TITLE TYPE | FORMER TITLE / STATE

PURCHASE DATE

ISSUE DATE

USAGE TAX PAID

TITLE NUMBER

1

OWNER(S) NAME

NAME · STREET · CITY, STATE AND ZIP · ADDITIONAL OWNER(S) · MAILING ADDRESS

The names you sign in, spelled as the BMV holds them. Every owner shown here signs, and a name you no longer use needs a One and the Same Person Affidavit before the sale rather than after it.

2

ODOMETER / BRAND | BRAND(S)

The reading carried forward from the last transfer, with its status printed against it — the specimen reads 000000S/ACTUAL. If the record says the reading is not actual, yours cannot say otherwise, and a brand printed in the box beside it follows the car for good.

3

FIRST, SECOND AND THIRD HOLDER OF LIEN, MORTGAGE OR ENCUMBRANCE

FIRST / SECOND / THIRD LIEN, MORTGAGE OR ENCUMBRANCE RELEASED BY: X · PRINTED NAME: · POSITION: · DATE:

Three lienholders, each with its own release block on the face — an X rule for the signature, then a printed name, a position and a date. The BMV's instruction is that the lienholder must sign off in the proper lien release section on the certificate of title or provide a letter of lien release, and that all lienholders must have released their interest before a vehicle is sold. The POSITION line is the one people leave empty: the BMV's own video stops on this block to say that if you are signing on behalf of a company, you must state your position. An electronic lien is released electronically and never touches this part of the paper.

4

TRANSFER ON DEATH BENEFICIARY

[OWNER] TRANSFERS ON DEATH TO [TOD BENEFICIARY] · TOD SIGNATURE LINE

Printed only where a beneficiary was named. The BMV warns the designation is not valid unless the owner signed the TOD signature line on the face before their death.

5

THE COMMISSIONER'S CERTIFICATION

INDIANA BUREAU OF MOTOR VEHICLES · [COMMISSIONER], COMMISSIONER · STATE FORM 9697 · APPROVED BY STATE BOARD OF ACCOUNTS

The foot of the face. The certificate is itself a numbered state form, and it is the one Indiana form a private person cannot download: it is printed on secure stock, or since 1 July 2025 not printed at all.

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS

The red band across the foot, printed on the certificate itself. It is addressed to the buyer, and it is the reason a slip of the pen on an Indiana certificate is an affidavit rather than an initial.

STATE FORM 9697 — NOT PUBLISHED FOR DOWNLOAD

ELECTRONIC BY DEFAULT SINCE 1 JULY 2025

THE TRANSFER BLOCKS

the assignment contained on the certificate — the half the BMV names but does not picture

ALL VEHICLE OWNERS MUST SIGN AND PRINT THEIR NAMES IN THE SELLER SECTION PRIOR TO THE SALE.

The Indiana BMV's own answer to a seller, and the order of the blocks below follows it: the seller section, the odometer statement, the date of sale, the purchase price and the purchaser information section. The BMV's video never turns the certificate over, so unlike the face above, these blocks are transcribed from the pages and forms that name them rather than from a picture. Nothing here is notarised and nothing is filed afterwards.

6

SELLER INFORMATION

PRINTED NAME OF EACH OWNER · SIGNATURE OF EACH OWNER

YOU

Every owner named on the face signs and prints. There is no senior owner who signs for the rest, and if one of them cannot be there the only substitute Indiana accepts is a notarised Limited Power of Attorney naming this vehicle. Signing it in a car park after the money has changed hands is the habit the BMV's words prior to the sale are aimed at.

7

ODOMETER STATEMENT

READING IN MILES (NO TENTHS) · IN EXCESS OF ITS MECHANICAL LIMITS · NOT THE ACTUAL MILEAGE, WARNING · ODOMETER DISCREPANCY

YOU

Two exception statements and neither of them is about age. Indiana's own exemption is on the BMV's application checklist and covers trailers and vehicles over 16,000 pounds; the age rule is federal, at 49 CFR 580.17, and it exempts a 2010-or-earlier model after ten years and a 2011-or-later model only after twenty.

8

DATE OF SALE

YOU

The day the buyer takes the car. It starts their forty-five days, and a certificate handed over without it sends them to an Affidavit of Missing Title Information.

9

SELLING PRICE

YOU

What was actually paid. The branch charges the buyer sales tax on this figure, so a blank is not a favour - it is a second affidavit and a referral the BMV may forward to the Department of Revenue.

10

PURCHASER INFORMATION

PRINTED NAME OF PURCHASER · ADDRESS OF PURCHASER

YOU

You write the buyer's details in, copied off their identification while they are standing there. This block and the seller section are the two a private sale actually turns on, and filling the two the wrong way round is the commonest reason an Indiana title is handed back at the counter.

11

DEALER REASSIGNMENT BLOCKS

One or more further assignment blocks for licensed dealers, and never for a private seller. When a title runs out of them a dealer uses State Form 20070 instead - a form whose own instructions rule out every Indiana title printed since September 1989.

A SLIP OF THE PEN IS AN AFFIDAVIT, NOT AN INITIAL.

A certificate that contains errors, erasures or alterations is corrected on State Form 55582, and that form warns in its own instructions that illegible titles will not be accepted. Between it and the red band on the face, Indiana says the same thing twice.

You write it, in blue or black ink

Not yours to fill

The order the BMV names them in

Drawn 23 August 2026. The face is transcribed block by block from the specimen certificate animated in the Indiana BMV's own video "How to Transfer a Vehicle Title from a Private Sale", published on the BMV's YouTube channel on 22 March 2021 — State Form 9697 (R10 / 1-17), carrying nothing but invented data, and reproduced nowhere on this page except as the poster frame behind that video. The video never turns the certificate over, so the transfer blocks are transcribed instead from the BMV document that names each one: Seller Information and Purchaser Information from the Amending a Title page · the seller section, the odometer statement, the date of sale and the purchase price from the BMV's own answer to sellers · Odometer Reading or Brand, Date of Sale, Selling Price and Name of Purchaser from State Form 55582 · the assignment contained on the certificate from State Form 56062 · dealer reassignment from State Form 20070. The certificate itself is a secure document that forms.in.gov does not publish, and none of its typography, colour, proportion or security printing is reproduced here.



APPLICATION FOR CERTIFICATE OF TITLE FOR A VEHICLE

State Form 205 (R14 / 4-26)

INDIANA BUREAU OF MOTOR VEHICLES

The legal authority for this form is IC 9-17.

*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

*A certificate of title issued by the Indiana Bureau of Motor Vehicles may be possessed in either printed or electronic form. IC 9-17-2-4(d).

*An electronic title is a digital representation of a vehicle's certificate of title, serving as a replacement for a paper title. If no selection is made, an electronic title will automatically be issued.

I swear or affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction. I swear or affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.							
Applicant Signature <i>Anwar J. Pelletier</i>				Printed Name <i>Anwar J. Pelletier</i>		Date (mm/dd/yyyy): <i>08/17/2026</i>	
Applicant Signature				Printed Name			
Title Format Preference (Select only one option below) Electronic ☒ Paper ☐				Vehicle Color: <i>Silver</i>			
Transaction Number		Branch Number		Invoice Number		BMV Use Only	
Social Security Number / Federal Identification Number * ***-**-2058		Name of Applicant <i>Anwar J. Pelletier</i>				BMV Use Only	
Residence Address (number and street) <i>715 Vandalia Ave</i>				City <i>Terre Haute</i>		State <i>IN</i>	ZIP Code <i>47803</i>
Vehicle Identification Number <i>4S4BSAFC7G3281745</i>		Vehicle Year <i>2016</i>	Vehicle Make <i>Subaru</i>		Vehicle Model <i>Outback</i>	Vehicle Type <i>PASS</i>	Odometer <i>118246</i>
Former Title Number <i>2110720046538</i>		Purchase Date (mm/dd/yyyy) <i>08/12/2026</i>	Lien (Y/N) <i>N</i>	Speed (Y/N) <i>N</i>	Dealer Number	BMV Use Only	
Electronic Lien and Title (ELT) identification number		Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address					
Mailing Address (number and street)		City		State	ZIP Code	BMV Use Only	
Electronic Lien and Title (ELT) identification number		Holder of Second Lien, Mortgage, or Other Encumbrance					
Mailing Address (number and street)		City		State	ZIP Code	BMV Use Only	
License Number		License Year		Forms Used			
Gross Retail and Use Tax Affidavit – I/We hereby certify that sales or use tax on this vehicle was paid as indicated below.							
Selling Price <i>\$ 9,850.00</i>	Less Trade-In / Discount \$	Amount Subject to Tax <i>\$ 9,850.00</i>	Amount of Tax <i>\$ 689.50</i>	Dealer	Branch ☒	Exempt	Exemption Code

Every rule here is transcribed from Indiana BMV, I'm selling a vehicle. What do I need to fill out the title? and the Indiana Bureau of Motor Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.