

How to fill out VR-005 — Application for Certificate of Title

sellmycarhub.com

Maryland · written against VR-005 (07-26), issued under Maryland Transportation Article, Sections 13-112 and 13-116 /forms/maryland/vr-005-application-for-certificate-of-title/

The buyer's application, and the sheet an MVA branch works from. Two pages that do five jobs at once: they apply for the certificate, describe the vehicle, declare every lien, work out the titling excise tax and ask for plates. A private seller does not sign it anywhere. The MVA will also accept the identical application printed on the reverse of the certificate you are assigning, so a buyer who has that filled in does not need this at all.

This sheet is not the form. Download the blank VR-005 from the Maryland Motor Vehicle Administration at <https://mva.maryland.gov/media/155?f=VR-005.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	Applicant's Full Name, licence number and date of birth	Top row of page one. The buyer's legal name, their Maryland driver's licence or MDID number, and their date of birth. Watch out: Full legal name means what the licence says. A shortened first name here against the full one on the identification is a mismatch an agent has to stop and resolve.
2	BUYER	Applicant's Street Address, City, County, State, Zip Code	Five boxes across the second row, and county is one of them. Watch out: County is asked for separately from city because Maryland asks for it separately everywhere. Fill it from the licence rather than guessing which county a Baltimore or Silver Spring address falls in.
3	BUYER	Joint Tenants or Tenants by Entireties	A two-way tick under the co-applicant block, answered only where a second name is being put on the title. Watch out: This decides what happens to the vehicle when one of two owners dies, and the MVA's instruction sheet is clear that tenancy by entirety is only available to married couples. It cannot be changed later without a fresh application and another title fee.
4	BUYER	Vehicle Description	New or Used, then model year, make, model, body style and the seventeen-character VIN, all copied off the certificate being surrendered. Watch out: Copy the VIN from the face of the title rather than from the windscreen plate, and remember that a VIN never contains the letters I, O or Q.
5	BUYER	The lien section	Name of secured party, type of lien, lien code, date and amount, plus the lender's full address. Only where the buyer is borrowing to buy the car. Watch out: If there is no lender, write the word NONE. The instruction is printed above the block in capitals and it is the single most common thing left undone on this page.
6	BUYER	Md. Excise Tax of 6.5%	The purchase-information block on page two: the price the vehicle sold for, and the tax worked out from it. Watch out: This is where an under-written price on the back of the certificate comes home to roost. Where the MVA does not accept the figure it charges the rate on book value instead, so a low number on the title makes the buyer's bill larger, not smaller.
7	YOU	Odometer reading	A box in the middle of page two marked no tenths, with two exception statements beside it. Watch out: It has to agree with the reading in the printed box on the back of the certificate. Two documents in the same envelope disagreeing about the mileage is a discrepancy, and it brands the record rather than being quietly corrected.
8	BUYER	The tag application	New Tags, Transfer of Tags, 30 Day Inspection Plate or Title Only, with a class of tags written on the line beside it. Watch out: Title Only is for a vehicle that will not be driven. A buyer who intends to drive home from the branch wants New Tags or Transfer of Tags, and a transfer needs the old tag and sticker numbers written in.
9	BUYER	Name of Insurance Company, NAIC, Policy or Binder Number	Three boxes above the signature, plus the agent or broker's name. Watch out: It has to be a company licensed to write insurance in Maryland. The certification the buyer signs promises continuous cover for the whole registration period, which is the promise the uninsured-motorist penalty is measured against.
10	BUYER	Signature of Applicant and Printed Name of Applicant	The last block on page two, with a second pair of lines for a co-applicant and a dated Witness my/our Hand(s) and Seal(s) line underneath. Watch out: No notary is involved. If somebody is signing on the buyer's behalf, that authority comes from a VR-470 with a copy of the owner's licence attached, not from a note.
11	DEALER	For Title Service Agents: TSA Coll. Fee of 6% of Gross or \$12 max fee Allow.	A line inside the purchase-information block for a licensed title service agent's own charge. Watch out: If you are doing this yourself it stays empty. If someone has offered to file the paperwork for you, this line is the ceiling Maryland puts on what they may collect for it.

What gets this one rejected

- A lien section left completely empty. The printed instruction asks for the word NONE, and blank is not the same answer.
- An odometer reading with tenths in it, or one that does not match the figure written on the back of the certificate being surrendered.
- No insurance company and policy number where plates are being issued, because the certification above the signature is what the MVA is relying on.
- A body style guessed at. The MVA works from its own abbreviations and a description that does not match the certificate has to be resolved at the counter.
- Neither Joint Tenants nor Tenants by Entireties ticked where two applicants are named, which leaves the survivorship question unanswered.
- An applicant under eighteen with the co-signer block empty, which the form requires before it can be processed.

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

Read off VR-005 (07-26) and the Maryland Motor Vehicle Administration'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



6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (07-26)

Application for Certificate of Title

Applicant's Full Name Emmett J. Callahan		Applicant's Driver's License/MDID Number C-390-472-118-605		Date of Birth 02-05-1988
Applicant's Street Address 1904 Dual Highway	City Hagerstown	County Washington	State MD	Zip Code 21740
Email Address e.callahan@example.com		Phone Number (301) 555-0128		MDID Needed: ☐
Co-Applicant's Full Name		Co-Applicant's Driver's License/MDID Number		Date of Birth
Co-Applicant's Street Address		City	County	State
Email Address		Phone Number		MDID Needed: ☐
Is the vehicle to be titled as Joint Tenants or Tenants by Entireties ? ☐ Joint Tenants ☐ Tenants by Entireties				
If the name entered above is a business or trust, enter the FEIN here: . Check the type of business entity below:				
☐ Trust ☐ Professional Association ☐ Sole Proprietorship ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Joint Venture ☐ Other (Specify)				
Vehicle Description				
☐ New Vehicle ☒ Used Vehicle	Model Year 2021	Vehicle Make Mazda	Vehicle Model CX-5	Body Style Utility
Vehicle Identification Number JM3KFBCM0M0357418				
☐ Two stage vehicle complete make & year for each vehicle	Model Year	Vehicle Make	Type of Fuel	# of Cylinders
☐ Truck	☐ Truck Tractor	☐ Construction	☐ Bus	☐ Motorcycle
☐ Trailer				
G.V.W.	G.C.W.	Axels	Seats	Engine No.
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 and LIEN FILING FEE for each Lien Filing(s). IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.				
Name of Secured Party NONE	Type of Lien	Lien Code	Date of Lien	Amount of Lien
Street Address of Secured Party		City	State	Zip Code

For more information, please call: **410-768-7000** (to speak with a customer service representative),
TTY for the hearing impaired: **800-735-2258**. Visit our website at: www.MVA.Maryland.gov

10