

How to fill out a Massachusetts title

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Certificate of Title · 9 of 10 boxes are the seller's · rules as of 2026-08-23

/forms/massachusetts/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW The Registry's requirement is a list rather than a sentence, and it is worth checking against the sheet before the buyer leaves: date of sale, purchase price if it is a casual sale, printed name and address of the buyer, buyer's signature, printed name of the seller, seller's signature, odometer reading.

Who has to sign

Every owner printed on the front	If the face of the certificate names two people, both of them sign the seller's row. One signature on a two-owner title is an incomplete assignment and the counter will say so.
Signature of seller, then the printed name beside it	Two adjacent boxes on the same row, and the Registry asks for both. A signature with no printed name next to it is one of the seven required items missing.
The buyer, on the row underneath	Their signature and their printed name, against a printed line telling them not to drive until every section above has been completed and signed.
The date, twice	There is a date box at the end of the seller's row and another at the end of the buyer's. They are not decorative - the date of sale is the first item on the Registry's list of what the assignment must carry.
A named agent under a power of attorney, if an owner genuinely cannot attend	The Registry's own limited power of attorney expires thirty days from signature or the moment the transaction is processed, whichever comes first, and it needs two witnesses with their dates of birth.
Nobody from a bank, and no notary	A lienholder releases its interest on the front of the certificate, not in the assignment. Nothing on this side of the sheet is sworn.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Row one - sale price, name of purchaser, date of sale	Three boxes across the top of the block. The price goes in the narrow box on the left, the buyer's full name in the wide one, and the date of the sale on the right. Watch out: Write the price even though the box looks optional. The Registry lists purchase price, if a casual sale among the items the back of the title must carry, and where the certificate has no price on it the buyer is told to produce a bill of sale showing one instead.
2	YOU	Row two - the buyer's street, city, state and ZIP	Four boxes on the row underneath, in your handwriting rather than theirs. Watch out: Copy it off the licence they showed you, not off the message they sent you. This address and the name above it are what tie the odometer disclosure to a real person, and a mismatch with the buyer's identity document stops the transaction at the counter.
3	YOU	The odometer reading, in whole miles	One box inside the strip headed ODOMETER DISCLOSURE STATEMENT. Beside it sits a narrower cell marked No Tenths, which is the certificate telling you where to stop. Watch out: Miles only. The Registry cannot process a reading recorded in kilometres or in hours as it stands - kilometres have to be converted on a notarised affidavit of correction, and hours have to go to a Service Center.
4	YOU	Caution box 1 - in excess of mechanical limits	Tick it only if the odometer has rolled past its maximum and started again from zero. Watch out: This is the box with a price on it. Where the vehicle is not an antique and this box is ticked, the Registry adds 100,000 miles to the reading on the new title - and the fix afterwards is a notarised affidavit of correction.
5	YOU	Caution box 2 - not the actual mileage	Tick it if the reading is wrong for any other reason: a replaced cluster, a broken instrument, a number you cannot vouch for. Watch out: Ticking it brands the title Odometer Discrepancy for the rest of the car's life. Hiding the problem is worse - turning an odometer back to mislead a buyer is a Massachusetts crime carrying a fine of \$500 to \$1,000, up to two years, or both.
6	YOU	Row four - signature of seller, printed name, date	Sign on the left, print the same name in the middle box, date it on the right. Every owner named on the front of the certificate does this. Watch out: Print it the way the front of the certificate prints it. If the face says a maiden name and you sign a married one, the assignment and the record no longer agree and the Registry needs an amendment before it will issue.
7	BUYER	Row five - the buyer signs and prints	The last row of the block, directly under yours, with its own date box. Watch out: Watch it happen before the car leaves. The printed line above that row tells the buyer not to drive until everything above is complete and signed, and a certificate with your half finished and theirs empty is not a transfer.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	Hand over the certificate itself	The assigned certificate goes with the vehicle. There is no copy for you and nothing to post to the Registry. Watch out: Photograph both faces before you let go of it. That photograph is your only record of the mileage you disclosed and the date you disclosed it on, and it costs nothing to take.
9	YOU	Take the plates off	The registration expired the moment ownership transferred, so the plates on that car are attached to nothing. Watch out: The buyer is not stranded by this. They get their own plates at a Service Center after a Massachusetts insurance agent has stamped their application - they were never going to drive away on yours.
10	YOU	Cancel the registration, then cancel the policy	Online through myRMV in a few minutes, free, with a Registration Cancellation Receipt to download at the end. Two owners on the registration means the affidavit instead. Watch out: Do it in that order and send the receipt to your insurer, which the Registry asks you to do. Then destroy the plates - the RMV does not want them back and says they can be cut in half and discarded.

Before you turn the certificate over

- **One attempt, in ink** — There is no correcting a Massachusetts assignment in place. A mistake means a notarised affidavit of correction, or \$25 and a wait for a duplicate certificate.
- **Never leave the buyer's name out** — An assignment with the purchaser blank is an open title. It leaves a car in your name that somebody else is driving, and it is the single fastest way to inherit their parking tickets.
- **Fill the price in** — The Registry's list of what the back of the title must carry includes the purchase price on a casual sale. Skip it and the buyer needs a bill of sale to show the same number.
- **Print as well as sign** — Signature and printed name are separate boxes on the same row, and both are on the list. So is the date, twice.
- **Whole miles, and nothing in the No Tenths cell** — The strip is designed to stop you writing a decimal. The two caution boxes below it are certifications, not disclaimers - leave both untouched unless one is actually true.
- **Stay out of the dealer blocks** — The three re-assignment sections underneath are headed BY LICENSED DEALER ONLY. Writing in one is an alteration, and the warning at the top of the page applies to everything that follows it.

CERTIFICATE OF TITLE

THE COMMONWEALTH OF MASSACHUSETTS

TITLE NUMBER AB229703		VEHICLE IDENTIFICATION NUMBER 2HJKY165X6H524021		DATE OF ISSUE 9/21/05	
MFRS. MODEL YEAR 2006	MAKE HONDA	MODEL NAME RIDGELIN	MODEL NO.	BODY STYLE TYPE PU	NEW/USED N
CYL. PASS. GAS 6 5 4	PURCHASE DATE 7/12/05	ODOMETER READING 23		PREV. TITLE NO.	PREV. TITLE STATE
IF PREVIOUS STATE WAS TITLE EXEMPT, REGISTRATOR NUMBER IS COPIED					

MAILING ADDRESS ONLY:

JACKSON, JACK
123 MAPLE AVE.
SHREWSBURY, MA 01545

OWNER(S) NAME AND ADDRESS:

JACKSON, JACK
123 MAPLE AVE.
SHREWSBURY, MA 01545

TITLE TYPE AND BRANDS

TITLE TYPE

BRAND
 BRAND
 BRAND
 BRAND

TITLE MESSAGE(S):

FIRST LIENHOLDER:

SECOND LIENHOLDER:

RELEASE OF FIRST LIEN THE FIRST LIENHOLDERS INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED. NAME _____ AUTHORIZED SIGNATURE _____ X DATE RELEASED _____	RELEASE OF SECOND LIEN THE SECOND LIENHOLDERS INTEREST IN THE VEHICLE DESCRIBED IN THIS CERTIFICATE IS HEREBY RELEASED. NAME _____ AUTHORIZED SIGNATURE _____ X DATE RELEASED _____
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THE REGISTRAR OF MOTOR VEHICLES HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE FOR THE MOTOR VEHICLE DESCRIBED HEREIN HAS BEEN DULY FILED, PURSUANT TO THE PROVISIONS OF THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS, BASED ON THE STATEMENTS OF THE APPLICANT AND THE RECORDS ON FILE WITH THIS AGENCY, THE APPLICANT NAMED IS THE OWNER OF SAID VEHICLE.

THE REGISTRAR OF MOTOR VEHICLES FURTHER CERTIFIES THAT THE VEHICLE IS SUBJECT TO ANY SECURITY INTERESTS SHOWN HEREIN.



CONTROL NO. **E0000000**
 NOT THE TITLE NUMBER

ALTERATION OR ERASURE VOIDS THIS TITLE.**KEEP IN SAFE PLACE**

REGISTRY OF MOTOR VEHICLES

**WARNING:**

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

ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW

ASSIGNMENT OF CERTIFICATE OF TITLE BY OWNER

THIS IS TO BE COMPLETED BY THE SELLER and delivered to the Purchaser with the vehicle. If a Non-Dealer sale, purchaser must make application for a new Certificate of Title on MA form RMV-1 and file it immediately with the Massachusetts RMV and surrender the assigned Title.

Two hereby assign, transfer, and convey the motor vehicle described on the reverse side of this certificate, for the sale price herein stated, to the following named purchaser, and I/we hereby warrant the Title to said motor vehicle and that same is free of all liens and encumbrances.

DEALER'S NAME EVR TRAINING DEALERSHIP		DATE OF SALE 10/28/07	
STREET 23 MIDSTATE DR SUITE 206		CITY AUBURN	STATE MA
ZIP 01501			
ODOMETER DISCLOSURE STATEMENT CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK I certify to the best of my knowledge the odometer reading specified here is the actual mileage of the vehicle, unless one of the following statements is checked: 46319 ☐ No ☐ Yes ☐ I hereby certify to the best of my knowledge the odometer reading stated is in excess of its mechanical limits. (The odometer started at zero again.) ☐ I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY			
SIGNATURE OF SELLER <i>Jack Jackson</i>		PRINTED NAME OF SELLER JACK JACKSON	
DATE 10/28/07			
SIGNATURE OF PURCHASER <i>Michelle Mitchell</i>		PRINTED NAME OF PURCHASER MICHELLE MITCHELL	
DATE 10/28/07			

1st RE-ASSIGNMENT BY LICENSED DEALER ONLY

The undersigned licensed dealer hereby certifies that the Title to the motor vehicle described on the back of this Certificate of Title was transferred to:

FIRST NAME		PRINT ADDRESS	
PURCHASER'S SIGNATURE		DATE	
ODOMETER DISCLOSURE STATEMENT CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK I certify to the best of my knowledge the odometer reading specified here is the actual mileage of the vehicle, unless one of the following statements is checked: ☐ No ☐ Yes ☐ I hereby certify to the best of my knowledge the odometer reading stated is in excess of its mechanical limits. (The odometer started at zero again.) ☐ I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY			
DEALER'S LICENSE NUMBER		DEALER'S NAME AND ADDRESS	
SIGNATURE OF LICENSED DEALER		DATE	

2nd RE-ASSIGNMENT BY LICENSED DEALER ONLY

The undersigned licensed dealer hereby certifies that the Title to the motor vehicle described on the back of this Certificate of Title was transferred to:

FIRST NAME		PRINT ADDRESS	
PURCHASER'S SIGNATURE		DATE	
ODOMETER DISCLOSURE STATEMENT CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK I certify to the best of my knowledge the odometer reading specified here is the actual mileage of the vehicle, unless one of the following statements is checked: ☐ No ☐ Yes ☐ I hereby certify to the best of my knowledge the odometer reading stated is in excess of its mechanical limits. (The odometer started at zero again.) ☐ I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY			
DEALER'S LICENSE NUMBER		DEALER'S NAME AND ADDRESS	
SIGNATURE OF LICENSED DEALER		DATE	

3rd RE-ASSIGNMENT BY LICENSED DEALER ONLY

The undersigned licensed dealer hereby certifies that the Title to the motor vehicle described on the back of this Certificate of Title was transferred to:

FIRST NAME		PRINT ADDRESS	
PURCHASER'S SIGNATURE		DATE	
ODOMETER DISCLOSURE STATEMENT CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK I certify to the best of my knowledge the odometer reading specified here is the actual mileage of the vehicle, unless one of the following statements is checked: ☐ No ☐ Yes ☐ I hereby certify to the best of my knowledge the odometer reading stated is in excess of its mechanical limits. (The odometer started at zero again.) ☐ I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY			
DEALER'S LICENSE NUMBER		DEALER'S NAME AND ADDRESS	
SIGNATURE OF LICENSED DEALER		DATE	

ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT AND ALL ASSIGNMENTS THAT FOLLOW								
ASSIGNMENT OF CERTIFICATE OF TITLE BY OWNER								
THIS IS TO BE COMPLETED BY THE SELLER and delivered to the Purchaser with the vehicle. If a Non-Dealer sale, purchaser must make application for a new Certificate of Title on RMV form RMV-1 and file it immediately with the Massachusetts DMV and surrender the assigned Title.								
Two Party assign, transfer, and convey the motor vehicle described on the reverse side of this certificate, for the sale price herein stated, to the following named purchaser, and We hereby warrant the Title to said motor vehicle and that same is free of all liens and encumbrances.								
EXPIRATION DATE	VENDOR'S SIGNATURE EVR TRAINING DEALERSHIP			DATE OF SALE 10/28/07				
STREET 23 MIDSTATE DR SUITE 206	CITY AUBURN	STATE MA	ZIP 01501					
ODOMETER DISCLOSURE STATEMENT CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK								
I certify to the best of my knowledge the odometer reading specified here is the actual mileage of the vehicle, subject to the following statements if checked:		<table border="1"> <tr> <td>46319</td> <td>Yes</td> <td>No</td> </tr> </table>			46319	Yes	No	
46319	Yes	No						
		<table border="1"> <tr> <td>☐</td> <td>1. I hereby verify to the best of my knowledge the odometer reading stated is in excess of 15 consecutive blocks. (If the odometer started at zero again.)</td> <td>☐</td> <td>2. I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</td> </tr> </table>			☐	1. I hereby verify to the best of my knowledge the odometer reading stated is in excess of 15 consecutive blocks. (If the odometer started at zero again.)	☐	2. I hereby state the odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
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SIGNATURE OF SELLER Jack Jackson	PRINTED NAME OF SELLER JACK JACKSON			DATE 10/28/07				
SIGNATURE OF PURCHASER Michelle Mitchell	PRINTED NAME OF PURCHASER MICHELLE MITCHELL			DATE 10/28/07				
1st RE-ASSIGNMENT BY LICENSED DEALER ONLY								

The undersigned hereby certifies that the Title to the motor vehicle described on the face of this Certificate of Title was transferred to

Every rule here is transcribed from RMV EVR Salvage Reference Guide, pages 21 and 22 and the Massachusetts Registry 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.