

ANNOTATED SAMPLE - Michigan Department of State TR-114 (08/13), Special Mailing of Certificate of Title

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MICHIGAN DEPARTMENT OF STATE – Lansing, MI 48918

Special Mailing of Certificate of Title

Clear Form

1

As the owner of the vehicle or watercraft described on the accompanying title application, I direct the Michigan Department of State to mail or release my new title to the party listed on this form.

I understand that if this party is a lienholder, any duplicate title will also be sent to the lienholder until the lien is terminated.

X

3

Signature of Owner

Marguerite T. Boisvert

Printed Name of Owner

2

Mail or Release Title To:

Name

Alain J. Boisvert

Street Address

4127 Lakeshore Blvd

City

Marquette

State

MI

Zip

49855

4

Description of vehicle or watercraft as shown on application:

Year

2017

Make

Jeep

Vehicle Identification Number

1C4PJMDB6HD614702

TR-114 (08/13)

Authority granted under P.A. 300 of 1949 as amended.

How to fill out TR-114 — Special Mailing of Certificate of Title

Michigan · written against TR-114 (08/13), issued under Public Act 300 of 1949, as amended

A half-page instruction telling the Michigan Department of State to post the new certificate somewhere other than the owner's own address. It travels with a title application rather than on its own, and the Vehicle Dealer Manual lists it alongside the appointment of agent as one of the two things that make a duplicate title transaction workable for a customer who is not there.

This sheet is not the form. Download the blank TR-114 from the Michigan Department of State at https://www.michigan.gov/sos/-/media/Project/Websites/sos/Vehicle/Titles/tr-114_18088_7.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	Name, in the Mail or Release Title To block	Who the department should send the certificate to instead of you. Watch out: Read the paragraph on the left first. If the party you name is a lienholder, duplicates keep going to them until the lien is terminated.
2	YOU	Street Address, City, State, Zip	The full address the title is going to, under the name. Watch out: A postal address, not an office you intend to call in at. This form is an instruction to post, and the department follows it literally.
3	YOU	Printed Name of Owner	Your name, beneath the signature rule on the left. Watch out: The name on the title record, so the department can match the instruction to the vehicle it belongs to.
4	YOU	Description of vehicle or watercraft as shown on application	Year, make and vehicle identification number, along the bottom. Watch out: As shown on application is the instruction. Copy it from the title application this form is travelling with rather than from the car.

What gets this one rejected

- Sending it alone. The form describes itself as accompanying a title application - the department has nothing to attach it to otherwise.
- Naming a lienholder without meaning to. The second paragraph is a standing instruction: once a lienholder is named, duplicates go there too until the lien is terminated.
- A vehicle description that does not match the application it travels with. The heading says as shown on application, and a mismatch is what an examiner looks for.
- Leaving the printed name blank under the signature. The department cannot tie an unnamed signature to an owner of record.

☒ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.