

How to fill out a Minnesota title

This sheet is not the title. It is the checklist to keep beside one. There is no correcting a Minnesota title with a pen. An alteration voids it, and the route back is the PS2025A correction application, or the PS2025B ownership-correction affidavit if the wrong person ended up on the record. Minnesota titles are printed on green security paper and the state has issued them since 1972, so the certificate in your drawer may be a good deal older than the wording on this page. What has not moved is the set of blocks a private seller completes, which is the set DVS names in its own fact sheet and in the deputy-registrar booklet its counter staff are trained from. A salvage title looks different in one respect worth knowing: the brand is printed inside a black box near the bottom of the certificate.

Who has to sign

Every owner printed on the face	All of them hand print and all of them sign. DVS's booklet is explicit that where two names appear, both people must sign to sell the vehicle, whether the conjunction between them is OR or AND.
The buyer, twice	Once in the assignment of ownership and once in the application area. DVS's booklet lists that as its own bullet because half-signed applications are what deputy registrars send back.
An individual trading under a business name	One signature. The booklet's worked example is William Adam Smith DBA Smith Plumbing, and only William Smith signs.
A transfer-on-death beneficiary	Not while the owner is alive. If the owner is living, only the owner's signature is required to sell the vehicle, and the beneficiary named on the face has no say in it.
An executor, for a probated estate	The executor completes the title as seller, signing for each person listed on the title, with certified letters from a Minnesota court attached.
A lienholder	Not on the assignment. A secured party releases on the lien card, on its own letterhead notarised, or on a notarised PS2017, and the release travels with the certificate.
A notary	Nowhere in an ordinary sale. Minnesota notarises lien releases, estate affidavits, reposessions and transfer-on-death designations, and none of those is a private sale between two people.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Check it is the current title	Before anything else, make sure the certificate in your hand is the most recently issued one. DVS requires the assignment of ownership to take place on the most current title issued, and a duplicate invalidates every title before it. Watch out: If you applied for a duplicate two years ago and later found the original, the original is now waste paper. Signing it wastes the buyer's trip and starts a correction you did not need.
2	YOU	Read the owner names and the conjunction	Every name printed on the face has to hand print and sign. The word between two names matters for what happens on a death, not for what happens at a sale - either way both people sign. Watch out: OR establishes rights of survivorship, and DVS's booklet notes that some older titles carry AND instead. Neither lets one owner sign for the other while both are alive.
3	YOU	Check the lien block on the front	Only the first secured party's full details are printed on the face, along with the total number of liens on the vehicle. If there is one, the buyer needs a release for every one of them. Watch out: Count the liens, do not just read the name. DVS's booklet warns deputy registrars that there is no limit to how many liens can be listed and that only the first is printed in full - so a title that looks like it has one lender can have three.
4	YOU	Hand print and sign the assignment	Printed name and signature for each seller, in the assignment of ownership block. The certification above it warrants title and assigns the registration tax and the vehicle to the buyer. Watch out: Hand print means hand print. A signature scrawled in the printed-name box and nothing legible beside it is the commonest reason a Minnesota assignment is queried at a counter.
5	YOU	The date of sale	The day the buyer takes the car. DVS's booklet adds a rule that catches nobody in a private sale and everybody in a chain: the date must be the same as or later than the previous sale. Watch out: This date starts all three Minnesota clocks - your ten days, the buyer's twenty and DVS's thirty. Back-dating it to cover a delay shortens the buyer's own deadline, which is the opposite of a favour.
6	YOU	The odometer disclosure statement	The reading in whole miles, no tenths, and one of three boxes: actual mileage, in excess of odometer's mechanical limits, or not actual mileage with its printed discrepancy warning. Watch out: Compare your figure against the reading already printed on the face of the title before you write it. The counter does - the booklet tells deputy registrars to make sure the assignment reading is the same or higher - and a number that is lower is a conversation you want to have before the money moves, not after.

#	WHO	BOX	WHAT GOES IN IT
7	YOU	The damage disclosure statement	Has or has not sustained damage in excess of 80 percent actual cash value. One tick, required on every vehicle, with no age or weight exemption of any kind. Watch out: This is the box out-of-state sellers forget exists, because most states have no such thing. Eighty percent of actual cash value is a high bar and a car that has been badly repaired can still sit under it - but if an insurer once totalled the vehicle, the honest tick is Has.
8	YOU	The purchase price	The actual amount paid, written into the sales tax declaration area on the certificate. Watch out: The deputy registrar charges the buyer 6.875 percent of it. A nominal figure does not make the tax go away - DVS collects on the average value of similar motor vehicles where a vehicle is acquired for a minimal amount of money or gifted.
9	YOU	The Seller's Notice of Sale portion	The stub printed on the certificate for exactly this. DVS's advice is to have the buyers fully complete it, and then to keep this portion for your records rather than posting it. Watch out: Get their driver's licence number onto it while they are standing there, and photograph their identification as DVS suggests. That stub plus the photograph is the whole of your evidence about who took the car.
10	YOU	Leave the plates alone	Nothing to unbolt. The plate and the registration taxes are assigned to the new owner, and the tabs go with them. Watch out: Two exceptions and only two. A special plate you paid for can move to another vehicle you own for a \$5 transfer fee, and a buyer from another state means the plates do come off and they get a 60-day non-resident permit instead.
11	YOU	Report the sale online within ten days	Section 168A.10 gives you ten days from the date of sale to return the Notice of Sale or transmit the same information electronically. DVS's online service is the electronic route. Watch out: Sold to a Minnesota dealer, skip it - DVS says you do not need to mark the vehicle as sold. Sold to anybody outside Minnesota, report it as removed from state rather than as sold.
12	BUYER	The buyer completes the application area	Full name, date of birth, Minnesota credential number and residential address for every buyer, the security agreement question answered, and a signature in both the application and the assignment. Watch out: If a buyer has no Minnesota licence or identification card they must submit a copy of another acceptable form of identification with the application, and a company never lists a credential number at all.
13	BUYER	The buyer pays at a deputy registrar	6.875 percent sales tax on the price you wrote, plus about \$37 in title fee, transfer tax, filing fee, technology surcharge, public safety vehicle fee and local office surcharge. Watch out: If the car is ten model years or older and both the price and the fair market value are under \$3,000, the tax is \$10 instead of 6.875 percent. On a \$2,800 car that is the difference between \$10 and \$192.50, and plenty of buyers do not know it exists.
14	BUYER	Twenty days, then two dollars	The buyer has twenty calendar days from the assignment to execute the application and get the certificate to the department, and a \$2 late transfer penalty after that. Watch out: The penalty is trivial and the consequence is not: failure to comply suspends the vehicle's registration, and DVS warns separately that it will suspend if the documents and fees are not in within 30 days - on a plate that is still, until they file, associated with your name.

Seven rules for writing on green security paper

- **Nothing may be altered, ever** — This is the Minnesota rule that catches everyone. An alteration voids the certificate outright, so there is no crossing out, no writing over and no correction fluid - a slip means PS2025A and another trip.
- **Hand print, then sign, in that order** — Every seller does both. DVS's fact sheet says all sellers must handprint their name and sign in the assignment area of the title, and the printed name is what the counter reads.
- **Two disclosures, not one** — The odometer statement and the damage disclosure sit side by side and both have to be answered. The damage one has no exemptions at all.
- **Whole miles, and one box ticked** — The mileage box says no tenths. Leaving all three boxes blank is not the same as ticking actual mileage - the booklet tells deputy registrars to check that a box is checked.
- **The price goes in the tax box on the certificate** — Not on a separate receipt and not left for the buyer. It is what the deputy registrar charges 6.875 percent of, and a blank there stops the transfer rather than reducing the bill.
- **Do not sign until the whole thing is filled in** — The PS2000 prints the instruction in capitals across the foot of the signature block - DO NOT SIGN UNTIL FORM IS COMPLETED IN ENTIRETY - and it is just as true of the certificate, where a blank filled in later by somebody else is an alteration.
- **Nothing is witnessed, so you are the last check** — There is no notary in a Minnesota private sale. Nobody between you and the deputy registrar is going to notice a transposed digit in the identification number or a mileage figure a decimal point out.

MINNESOTA CERTIFICATE OF TITLE

the face — printed by the department on green security paper, and none of it yours to write on

PRINTED ON GREEN SECURITY PAPER TO DETER FRAUD.

The department's own description of the stock, in its deputy-registrar booklet, Minnesota has issued titles for motor vehicles since 1972, so a certificate for an older car may be a good deal older than this layout — but the blocks a private seller completes are the ones DVS names below, and those have not moved.

TITLE NUMBER	ISSUE DATE	MODEL YEAR	MAKE
VEHICLE IDENTIFICATION NUMBER		MODEL BODY STYLE TYPE	
1 OWNER(S) NAME AND MAILING ADDRESS OWNER · ADDITIONAL OWNER · OR / AND / AND-NO CONJUNCTION · DBA · (TOD) The names you sign in, spelled as DVS holds them, and the small word between two of them decides a great deal. The booklet its counter staff are trained from says the conjunction OR establishes rights of survivorship, that some older titles carry AND instead, and that either way both signatures are required for a sale. A beneficiary named here is followed by (TOD) and has no say at all while the owner is alive.		2 ODOMETER READING CARRIED FORWARD BRANDS SALVAGE · PRIOR SALVAGE · FLOOD DAMAGE · RECONSTRUCTED · LEMON LAW VEHICLE · ASSEMBLED · NA The reading from the last transfer, printed on the face. Deputy registrars are told to check that the reading written into the assignment is the same or higher than this one, so it is worth reading before you write. A brand is permanent and appears on every title issued afterwards; a salvage brand is printed inside a black box near the bottom of the certificate, and NA beside the mileage means a previous reading was not actual.	
3 FIRST SECURED PARTY TOTAL NUMBER OF LIENS NAME OF FIRST SECURED PARTY · ADDRESS · DATE OF SECURITY AGREEMENT · TOTAL NUMBER OF LIENS · ELECTRONIC LIEN NOTATION Read this block twice. Only the first lienholder's full information is printed on the face, along with the total number of liens on the vehicle, and DVS's booklet warns its own staff that there is no limit to how many liens can be listed. A buyer needs a release for every one of them — on the lien card, on the lender's letterhead notarised, or on a notarised PS2017 — and a lien is never carried forward to the next owner. Where the lien is electronic there may be a notation here instead and no card at all.			
4 LEGENDS PRINTED ON A REPLACEMENT TITLE "THIS DUPLICATE CERTIFICATE OF TITLE MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE" · "THIS VEHICLE MAY BE SUBJECT TO AN UNDISCLOSED LIEN" The first appears on a duplicate; the second marks a distinctive title, which is still negotiable and whose legend clears on a new title after four months. A duplicate invalidates every title issued before it.		5 THE DEPARTMENT'S OWN PRINTING MINNESOTA DEPARTMENT OF PUBLIC SAFETY · DRIVER AND VEHICLE SERVICES · GREEN SECURITY PAPER The certificate is not a downloadable form and never has been. There is no blank to practise on: the only copy of yours in existence is the one in your drawer, and a lost one is replaced rather than reprinted.	

NOT PUBLISHED FOR DOWNLOAD — SECURE STOCK

MINNESOTA HAS TITLED MOTOR VEHICLES SINCE 1972

THE ASSIGNMENT OF OWNERSHIP

the half a private sale happens on — named by DVS, pictured by nobody

COMPLETE THIS INFORMATION CAREFULLY AS ANY ALTERATION WILL VOID THE TITLE.

DVS's own sentence, from the page it publishes about transferring a title, and the reason there is nothing to cross out below. The blocks follow the order the department lists them in: the assignment of ownership, the sale date, the odometer disclosure, the damage disclosure, the price in the sales tax declaration area, and then the buyer's own application. Nothing here is notarised and nothing on this half is filed by you.

6 ASSIGNMENT OF OWNERSHIP — SELLER(S) HAND PRINTED NAME OF EACH SELLER · SIGNATURE OF EACH SELLER Every owner printed on the face hand prints and signs. DVS's fact sheet puts it in one line — all sellers must handprint their name and sign in the assignment area of the title — and its booklet adds that where two names appear, both people must sign to sell the vehicle whichever conjunction sits between them. There is no senior owner who can sign for the other. X _____		YOU	
7 DATE OF SALE The day the buyer takes the car. The booklet adds a rule that matters in a chain and never in a private sale: the date must be the same as or later than the previous sale. It starts your ten days and their twenty.	YOU	8 PURCHASE PRICE — SALES TAX DECLARATION AREA The actual amount paid, written in the sales tax declaration area on the certificate. It is what the deputy registrar charges the buyer 6.875 per cent of, and a nominal figure is taxed on the average value of similar vehicles instead.	YOU
9 ODOMETER DISCLOSURE STATEMENT READING IN MILES (NO TENTHS) · ACTUAL MILEAGE · IN EXCESS OF ODOMETER'S MECHANICAL LIMITS · NOT ACTUAL MILEAGE · WARNING ODOMETER DISCREPANCY Three statements and exactly one tick. Minnesota's exemption is model year 2010 and older, stated in the department's current booklet and on its seller fact sheet, the instruction sheet DVS still publishes beside the PS2000 is dated 11/2020 and says 2009, which was right when it was printed and is a model year behind now.		YOU	
10 DAMAGE DISCLOSURE STATEMENT HAS · HAS NOT · SUSTAINED DAMAGE IN EXCESS OF 90 PERCENT ACTUAL CASH VALUE The box sellers from other states do not know exists. It is required for all vehicles — no age exemption, no weight exemption, no exemption at all — and it sits beside the odometer statement rather than depending on it.		YOU	
11 SELLER'S NOTICE OF SALE BUYER'S NAME · ADDRESS · DRIVER'S LICENCE NUMBER · DATE OF SALE The one part of a Minnesota certificate designed to come away from it. The statute tells the seller to complete, detach and return it within ten days of the date of sale or send the same information electronically, DVS's current advice is to have the buyers fully complete it, keep this portion for your records, and report the vehicle sold through its online service instead. Green because it is the only block on the certificate you keep.		KEEP	
12 APPLICATION AREA — BUYER(S) FULL NAME · DATE OF BIRTH · MINNESOTA CREDENTIAL NUMBER · ADDRESS · IS THE VEHICLE SUBJECT TO A SECURITY AGREEMENT? · SIGNATURE OF EACH BUYER · ENGINE NUMBER (MOTORCYCLES) The buyer's half of the same certificate. They sign twice — DVS lists it as its own bullet because half-signed applications are what deputy registrars send back — and on a motorcycle they write the engine number onto the face of the title. Two buyers who want rights of survivorship write OR between their names here, exactly as the owners did on the face.			
13 REASSIGNMENT BY A LICENSED DEALER One or more further assignment blocks, and never a private seller's. When a title runs out of them a dealer uses a Supplemental Dealer Reassignment form, which is a separate green document and not the certificate.		14 THE FEE AREA The deputy registrar's. DVS's booklet instruction is simply that all fees collected must be written in the fee area on the title, and none of them is yours to work out.	

AN ALTERED TITLE IS NOT A TITLE.

A mistyped line or an entry somebody has written over is corrected on the PS2025A, and a transfer recorded to the wrong person is unwound on the PS2025B. Neither is a pen. That is the difference between Minnesota and the states where a neat initial beside a correction is accepted at the counter.

☐ You write it ☐ You detach it and keep it ☐ Not yours to fill ☒ The order DVS names them in

Drawn 23 August 2026, because Minnesota Driver and Vehicle Services publishes no picture of its certificate of title anywhere — the stock is green security paper and the department does not put a specimen of it where the public can reach one. What was searched, and what it contained, is recorded at the head of make_mn_title_diagram.py: the DVS deputy-registrar Title Certification booklet (Rev. 05/2026, 28 pages, all 17 embedded images extracted and examined — its green security-paper illustrations are of the Supplemental Dealer Reassignment form, which the booklet's own heading says is a different document from the certificate), the DVS Sales Tax and New to Fleet booklets, the Motor Vehicle Dealer Guide and the two most recent deputy-registrar training decks. Every block name above is transcribed from a DVS source that names it: the Vehicle title transfer page for the assignment of ownership, the sale date, the odometer disclosure, the damage disclosure and the application area · the Report vehicle sold page for the Seller's Notice of Sale portion · Buying or Selling a Motor Vehicle for the first secured party and the total number of liens · the brands and notations page for what can be stamped on the face · and the Title Certification booklet for the conjunctions, the legends, the sales tax declaration area and the fee area. None of the certificate's typography, colour, proportion or security printing is reproduced here.



Minnesota Department of Public Safety
Driver and Vehicle Services
445 Minnesota St., St. Paul, MN 55101
drive.mn.gov

Validation and office use only

Application to title and register a vehicle

Contact phone number for customer (218) 555-0142	Plate number	Sticker number	Year
Weight sticker number or motorcycle engine number			

A

Vehicle identification number
2 G N F L F E K 7 F 6 1 0 4 7 8 2

Model year 2015	Make Chevrolet	Model Equinox	Body style 4D SUV	Vehicle color Graphite	Weight rating
Vehicle type Passenger	Vehicle class Passenger	Vehicle use type Personal Use	# Pass. 5	Fuel type Gasoline	New ☐ Date of acquisition Used ☒ 08/14/2026
Auto insurance company Northern Lakes Mutual Insurance	Policy number NLM-4471902	Expiration date 02/28/2027	Empty weight	Axles	

B

Odometer disclosure statement. I certify the odometer now reads **132,517** (no tenths) miles and to the best of my knowledge, the odometer mileage is:

☒ Actual mileage
☐ In excess of odometer's mechanical limits
☐ Not actual mileage - Warning Odometer Discrepancy

Was this vehicle sold on private party consignment? Yes ☐ No ☒

Damage disclosure statement. To the best of my knowledge, this vehicle:

☐ Has (Check one) sustained damage in excess of 80 percent actual cash value.
☒ Has Not

Assignment: I certify that this vehicle is free from all security interest. I warrant title and the registration tax and vehicle to the person named in section D.

Marit K. Solberg
Seller's printed name

1427 Pokegama Ave S, Grand Rapids, MN 55744
Seller's address

Acquisition date

Dealer license number

X All seller's signatures

C

Is this vehicle subject to security agreements? Yes ☐ No ☒ If yes, complete section C.

First secured party (print name)

Date of loan

For additional secured parties, attach completed form PS2017

Street address

City

State

Zip code

D

If more than two owners, complete a separate attachment with the additional owner's information (must provide all info as below)

First, middle, last name
Desmond A. Ravenscroft

Driver's license number or dealer number
R825194637205

Date of birth
04/22/1991

Additional purchasers or owners: first, middle, last name

Driver's license number

Date of birth

Residence street address
618 Huff St

City
Winona

State
MN

Zip code
55987

Mailing address

E

You can elect to receive your registration renewals by email. If you select this option, paper renewal notices will not be mailed.

To elect this service please provide an email address for notices to be emailed to:

F

This section to be completed if under 18. I certify by my signature I have purchased the vehicle described on this application. Check one:

☐ I am 17 years old and have completed an approved driver training course.
☐ I am an employed, emancipated minor and I have a Minnesota driver's license.
☐ I am 17 years old and a high school graduate.
☐ When I was a resident of a foreign state, I was the duly registered owner of the automobile or truck described on this application. (Complete section G)