

How to fill out a Missouri title

This sheet is not the title. It is the checklist to keep beside one. **WARNING:** Alterations, erasures or mistreatment will void this title/certificate. The instruction band across the top of the assignment side is the specification. It is printed on every Missouri certificate, and it is where the sentence about alterations comes from.

Who has to sign

Every owner shown on the face of the title	All of them sign the assignment, and all of them hand print their names as well. The Department's wording is that the signature must be exactly the same as the names appear on the face of the title.
One purchaser, and only one	The buyer's half asks for the signature of at least one purchaser and the hand printed name of at least one purchaser. Where two people are buying, the second name goes on the title application instead.
Nobody in front of a notary	There is no acknowledgement block on the assignment side of a Missouri title, because none is required. Take the pen, not an appointment.
An attorney-in-fact, on a notarised Form 4054	Or, where the title is not available at the time of sale, on the Department's secure Form 5086 - which is not a document you can print at home.
An agent, where the owner is a business	The full business name first, then the agent's printed name and their position with the business.
The lienholder, separately	Not on the assignment at all. A lien shown on the face of the title is released on a notarised Form 4809, which is attached to the title rather than written on it.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Purchaser's name, printed or typed	The buyer's full legal name, printed. The Department's instruction adds that the name on the application for title must match the name shown in the title assignment. Watch out: Take the spelling off their licence before you start writing. This is the field corrections happen in, and a correction on a Missouri title needs a signed statement of correction to travel with it.
2	YOU	Sale price	The price without deducting any trade-in, in dollars, in the money column down the right-hand edge. Watch out: On a gift the word GIFT goes here instead, and the Department's own bracket says do not use a sale price of \$1. A dollar is a sale, and a sale is taxed on what the license office thinks the car is worth.
3	YOU	Address	The buyer's physical address - the Department asks for the physical address of the purchaser rather than a post office box. Watch out: It is not decoration. The buyer's address sets the local sales tax rate the license office charges them, and a mismatch between this line and their Form 108 is a query.
4	DEALER	Trade-in	The amount allowed on a vehicle taken in part exchange, or on a rebate. Empty on an ordinary cash sale between two people. Watch out: Only a dealer can allow a trade-in against a car they are buying, so on a private sale this block stays blank and the next two figures are the same number.
5	YOU	Date of sale	Month, day and year. The Department's note beside it is short and worth reading twice: this determines if a title penalty is due. Watch out: It also cannot be earlier than the DATE ISSUED printed on the front of the certificate. RSMo 301.210 transfers ownership at the moment of assignment, so an earlier date describes a sale that legally had not happened - and unpicking it means Form 4205 signed by both of you.
6	YOU	Model	The model line, which the front of the certificate does not carry - the face shows year, make and body style only. Watch out: Copy it off the car's own badging or its registration, not from memory. Outback, not Legacy Outback; the license office keys what you write.
7	DEALER	Dealer number of seller	A licensed Missouri dealer's number. On a private sale this stays empty. Watch out: If someone selling you a car fills this in from a piece of paper rather than from a licence, you are looking at curbstoning - the Department runs a page about it under buying a vehicle.
8	YOU	Net price	The sale price minus the trade-in, allowance or rebate. The Department's instruction for this block is that the net price must be recorded. Watch out: In an ordinary cash sale it is the same figure as the sale price, so write it rather than leaving the space empty. A blank net price is one of the commonest reasons a Missouri assignment is handed back.

#	WHO	BOX	WHAT GOES IN IT
9	YOU	Odometer reading, no tenths	The mileage at the moment of transfer, in whole miles, written above your signature. Watch out: RSMo 407.536 puts it there deliberately - the signature of the transferor below the mileage shall constitute an odometer mileage statement. Falsifying it is a class E felony under the same section.
10	YOU	The two mileage boxes	MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS for a five-digit odometer that has rolled past 99,999, and MILEAGE READING IS NOT ACTUAL for a reading you know to be wrong or cannot vouch for. Watch out: Ticking the second one brands the next title WARNING - ODOMETER DISCREPANCY for good, and the Department also wants a statement of the facts - Form 1545 is the one built for it. Ticking neither is the right answer on an honest reading.
11	BUYER	Signature of all purchaser(s)	The left-hand half of the signature row. The Department's instruction is that the signature of at least one purchaser must be recorded. Watch out: One is enough however many people are buying, which is the opposite of your side of the same row. The buyer signing is also their acknowledgement of the mileage you have just certified.
12	YOU	Signature of all seller(s)	Every owner named on the face of the title signs, in the name the face carries. Watch out: Two owners joined by AND on the front means two signatures here. A business signs in the business name followed by the agent and the agent's position.
13	BUYER	Hand printed name(s) by purchaser(s)	The buyer's name in block capitals under their signature, with an agent's position added where the buyer is a business. Watch out: Again only one purchaser has to do it. Where a business is buying, the Department's worked example is the whole business name, then the person, then what they are - John Smith's Auto Sales, Gary Brown, Salesman.
14	YOU	Hand printed name(s) by seller(s)	A separate line, and a separate requirement: all sellers listed on the face of the title must print their name on the title assignment. Watch out: This is the block Missouri sellers most often leave half done. A signature is not a printed name, and one person cannot print two owners' names in one hand.
15	BUYER	Lienholder name and address	A block at the foot of the reverse, below the dealer reassignments, for the buyer's lender rather than yours. Watch out: Your own lender does not go here. A lien already printed on the front is cleared with a notarised Form 4809 attached to the title, and the buyer will not get a clear title without it.
16	YOU	Then the plates, then the notice	Not on the title at all, and the two steps that end your connection to the car. Take the plates off before the buyer takes possession, and file the Notice of Sale within thirty days. Watch out: The tear-off Notice of Sale is attached to the bottom of the title itself. If it is still there, use it - it is the same form as the 5049 and it saves you finding a printer.

Before you write on it

- **No correction fluid, ever** — The Department's selling page says it in five words - you may not use correction fluid (white-out) or erase marks from the title - and the certificate itself warns that alterations and erasures void it.
- **One thin line, and a statement** — A genuine slip is survivable, which is not true everywhere. The Department will accept an ownership document where the error is obvious and there is no indication of an attempt to defraud, if one thin line is drawn through the wrong entry and the right one written above, and the person who made the error writes a signed statement of correction.
- **Fill it in before anybody signs** — The band at the top of the assignment gives the order: the owners sign and hand print after the purchaser's name, lienholder, sale price, trade-in, net price, date of sale and mileage are completed.
- **Print the name as well as signing it** — Two lines, two requirements, and both of them say all sellers listed on the face of the title.
- **Whole miles** — The mileage field is labelled ODOMETER READING (NO TENTHS). A decimal point in it is not the reading the license office will key.
- **Never hand it over with the buyer's name blank** — That is an open title. The Department's titling manual calls possession of one unlawful, for a private seller as much as for a dealer.

STATE OF MISSOURI CERTIFICATE OF TITLE							
00001GA250		ORIGINAL		TITLE NUMBER XXX99999			
VEHICLE IDENTIFICATION NUMBER 9X9XX9XX9XX999999		YEAR 2010	MAKE XXXX	BODY STYLE COUPE			
MP 28	PREVIOUS STATE XX	MILEAGE AT TIME OF TRANSFER 99999*		TAX PAID	PURCHASE DATE 99/99/2017		DATE ISSUED 99/99/2017
OWNER XXXX XXXXXXXX & XXXXXXXX XXXXXXXX 9999 X XXXXX XXX XXXXXXXX XXXX MO 99999							
MAIL TO 0001-001							
 XXXX XXXXXXXX & XXXXXXXX XXXXXXXX 999 XXXXXXXX XX XXXX XXXXXXXX MO 99999-9999							
VEHICLE SUBJECT TO FOLLOWING LIEN(S)				Lien release - To release any lien shown on the face of this title, the lienholder must complete a notarized Lien Release (DOR-4809) to be attached to this title before the purchaser applies for a Certificate of Title.			
FIRST LIEN XXXXXXX XXXX X XX 99 X XXXXX XX XXX XXXXXXXX XX 99999		LIEN DATE 99/99/2017					

MISSOURI DEPARTMENT OF REVENUE SPECIMEN - the instruction band printed above the assignment block

INSTRUCTIONS: Federal law (and state law, if applicable) requires that all sellers state the mileage in connection with the transfer of ownership. Failing to complete or providing a false statement may result in fines and/or imprisonment.

ALL owners (sellers) on the face of the title and purchasers must sign and hand print their names after the purchaser(s) name, lienholder, sale price, trade-in if applicable, net price, date of sale, and mileage spaces are completed. If purchaser/seller is an agent/officer of a firm, record official position after printed name. If assigning a junking certificate, the odometer disclosure, seller's printed name(s), and purchaser(s) printed name and signature are not required.

WARNING: Alterations, erasures or mistreatment will void this title/certificate.

ASSIGNMENT OF TITLE: I/We hereby assign and warrant certificate of title of the vehicle described on the front of this certificate of title subject to the following lien(s) or encumbrance(s); if any, and none other, I/We further certify the accuracy of the sale price and mileage as specified below, when applicable.

LIENHOLDERS: Recording your lien below does not perfect your lien. See <http://dor.mo.gov/mvd/motorv/liendeal/> for lien perfection requirements.

ANNOTATED SAMPLE - Assignment block, reverse of a Missouri Certificate of Title (DOR-387 (02/2012))

PURCHASER(S) NAME <i>Barrineau, Osgood M.</i>			SALE PRICE \$ 11,750	
ADDRESS 812 Vandiver Dr, Columbia, MO 65202			TRADE-IN \$	
DATE OF SALE 08/12/2026	MODEL Outback	DEALER NUMBER OF SELLER	NET PRICE \$ 11,750	
ODOMETER READING (NO TENTHS) 96428	I state that the odometer now reads the aforementioned miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.		☐ MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS ☐ MILEAGE READING IS NOT ACTUAL (WARNING-ODOMETER DISCREPANCY)	
SIGNATURE OF ALL PURCHASER(S) <i>Osgood M. Barrineau</i>		SIGNATURE OF ALL SELLER(S) <i>Delphine R. Tallmadge</i>		
HAND PRINTED NAME(S) BY PURCHASER(S) (AGENT/POSITION) OSGOOD M. BARRINEAU		HAND PRINTED NAME(S) BY SELLER(S) (AGENT/POSITION) DELPHINE R. TALLMADGE		

Every rule here is transcribed from Missouri Certificate of Title, the Department's own annotated example and the Missouri Department of Revenue's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.