

How to fill out a Montana title

Montana Certificate of Title · 7 of 9 boxes are the seller's · rules as of 2026-08-24

This sheet is not the title. It is the checklist to keep beside one. White-out and erasure void the whole certificate, not just the entry. A clean single line through a mistake, everything still legible, with an MV100 explaining it, is what the counter will usually take instead. The manual's own order is the one below: release the security interest, sign off where the word Seller appears with every owner signing individually, complete the buyer's information because that is the seller's responsibility, record the mileage where the title provides for it, and hand over the certificate with a lien release if the face shows one.

Who has to sign

Every owner named on the face, individually	The manual: the same person (or persons) who appear on the face of the title must sign. Each owner signs their own name - John Smith and Mary Smith, never John and Mary Smith on one line.
Nobody before a notary, since 1 October 2025	HB 165 struck the acknowledgement subsection out of MCA 61-3-220. Titles printed after that date have no notary section; a pre-October title is accepted with its notary section empty.
A business, through a person with authority	On titles issued from 4 September 1984 the seller's certification statement already carries the authorisation; on anything older the official capacity of the person signing for the business must be written in.
An attorney in fact, naming the owner first	The format the manual prescribes and the MV65 reprints: Sharon Smith by Jane Doe POA. A business holding the power writes the owner, then the business, then the signer, then POA.
A personal representative, after the court appoints them	John Doe by Jane Smith, PR, with the appointment papers attached - and the manual bars the representative from handing that authority on to anyone else by power of attorney.
Two owners on different days - and here the notary comes back	A separate notary acknowledgement is required for each signature acknowledged after the first seller's. Witnesses in lieu of a notary acknowledgement is not acceptable.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any ink: read the face and find out which title you have	Check whether a security interest is printed on it, whether a brand is carried forward, and whether the document has a notary section at the foot - anything printed since 1 October 2025 does not. Watch out: If yours has a notary box, leave it empty. The division accepts titles produced before October 2025 with that section uncompleted, and filling it in now buys you nothing.
1	LENDER	Clear the security interest, if the face shows one	A lien release from the lender named on the title has to reach the buyer with the certificate. The division's line is that you must provide the purchaser with it, and only the lending institution named on the title can produce it. Watch out: A release does not automatically produce a clean title. If you want the lien off the printed document before you sell, that is an MV7 and \$10.30 to the Vehicle Services Bureau, or the release taken to your county treasurer.
2	YOU	Sign the assignment where the word Seller appears	Every owner named on the face signs, each on their own line, exactly as the face prints them. Record the date of sale in the same section. Watch out: A signature that reads John and Mary Smith is the classic Montana rejection. Two names on the face means two signatures, even when the two people share a surname and a chequebook.
3	YOU	Write the buyer's name and address on the title yourself	Montana makes this the seller's job: it is the seller's responsibility to complete the buyer's information on the certificate of title. Blue or black ink, and the person who signs as buyer must be the person written there. Watch out: If you leave it blank the buyer is allowed to fill it in or to file an MV1 instead - but you have handed over an open title in the meantime, and your only proof of who took the car is whatever you wrote down.
4	YOU	Complete the odometer certification, or an MV90A instead	Whole miles, no tenths, with one of the three notations where the reading is not straightforward. Model year 2011 and newer discloses until the car is twenty; 2010 and older discloses nothing. Watch out: A conforming Montana title has the certification printed in the assignment. If yours does not, the mileage goes on an MV90A and both of you sign it - the buyer's signature acknowledging the reading is part of the disclosure, not a formality.
5	YOU	Fill in an MV24 and keep a copy of everything	The bill of sale carries the price, both parties, the vehicle and the date. Photocopy the assigned title before it leaves your hand. Watch out: This is the whole of your after-sale protection. Montana files nothing on your behalf, and the division's own warning is that without proof of sale you can be held liable for the buyer's tickets and fines.
6	YOU	Take the plates off the car before the keys change hands	MCA 61-3-334 requires it immediately on transfer. Ask your county treasurer about moving them to another vehicle you own. Watch out: The buyer does not need them and cannot lawfully use them. Their legal drive home is a \$19.50 temporary registration permit taped where the plate goes, good for forty days.

#	WHO	BOX	WHAT GOES IN IT
7	YOU	Cancel the insurance - and file nothing	The division tells sellers to cancel the policy once the car is sold, to ignore any renewal notice that still arrives, and that no notification to the county treasurer's office is needed. Watch out: Montana genuinely has no seller's notice of sale. If somebody tells you there is a deadline for reporting the sale, they are describing another state's form.
8	BUYER	The buyer's forty days	Title application and registration at the county treasurer in their own county, within forty days of the date of sale, with the title fee and the county's registration fees and option tax. Watch out: The \$10 late penalty in MCA 61-3-220(3) lands on them, not you. But a buyer who stalls is a buyer whose name is not yet on the record - which is exactly why the copy you kept matters.

Six rules for a certificate that correction fluid destroys

- **Blue or black ink, nothing else** — The division's instruction for filling out a Montana title is exactly that narrow - all fields must be completed in blue or black ink only. Pencil, gel colours and a red pen are all reasons for the counter to hand it back.
- **Never reach for the correction fluid** — Whiteout is treated as an erasure, and an erasure voids the title rather than the entry. The cure is an MV7 replacement at \$10.30, which the division says can take up to four weeks to arrive.
- **One clean line, everything still readable** — The manual will take a deletion where the original is still legible and something explains it. That is what the MV100 Statement of Fact exists for, and the manual's own condition is that if the deletions make the application questionable, the title is void.
- **One signature per owner, on its own line** — Each owner must sign individually. This is the single most common Montana rejection, and it is unfixable on the document - a wrongly combined signature means a replacement title.
- **Leave the notary box empty on an older title** — Since 1 October 2025 the acknowledgement is not required and the section is not printed on new stock. On a title that still has one, the division accepts it uncompleted.
- **Write the buyer in before the car leaves** — Montana puts completing the buyer's information on you. Do it while both of you are standing there, and photograph the finished assignment - it is the only copy you will ever have.

MONTANA CERTIFICATE OF TITLE

what the Vehicle Services Bureau printed the day the title issued

MCA 61-3-202(1) — THE CONTENTS THE STATUTE REQUIRES. NONE OF IT IS WRITTEN AT A SALE

TITLE NUMBER	DATE ISSUED	MODEL YEAR	MAKE	MODEL
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VEHICLE IDENTIFICATION NUMBER
WITH THE WORDS "CERTIFICATE OF TITLE" AND THE ISSUING JURISDICTION
Compare it against the number on the dash before anything else. The buyer is told to do the same.

OWNER NAME AND ADDRESS
More than one name listed, and MCA 61-3-202(4) presumes joint ownership with right of survivorship — not transfer on death. The words need not be printed for that to be true.

BRANDS, REQUIRED OR CARRIED FORWARD
SALVAGE · REBUILT · HAIL DAMAGE · JUNK · CRUSHED · OWNER RETAINED
Also NOT ACTUAL AND EXCEED LIMITS, which are odometer brands. Montana carries a brand forward from another state onto its own title.

RECORDED MILEAGE, WITH ITS NOTATION
ACTUAL · NOT ACTUAL · EXCEEDS MECHANICAL LIMITS
The mileage disclosed by the last transferor, printed on the face by the department. Not the reading you are about to certify.

1 SECURED PARTY AND LIENHOLDER BLOCK
EACH NAME AND ADDRESS, IN ORDER OF PRIORITY AND PERFECTION
Montana is not a title-holding state: the certificate is posted to you even while a lender sits on the record, so a lien printed here is the usual reason a Montana seller is holding a title they cannot yet pass on. The lender releases it, and the release travels to the buyer with the title.

THE ASSIGNMENT

the blocks a sale completes — in the order the Title Manual works through them

The manual: the assignment section of the title must be signed off where the word "Seller" appears. The same person (or persons) who appear on the face of the title must sign.

2 SELLER'S RELEASE OF INTEREST
ONE SIGNATURE LINE PER OWNER · PRINTED NAME · DATE OF SALE
Each owner signs individually — a signature cannot appear as "John and Mary Smith," it must be "John Smith" and "Mary Smith." The release the MV24T reprints word for word is what you are signing: I received the sum of, and other valuable consideration, to sell, transfer and deliver to the purchaser my right, title and interest to the vehicle described above. An attorney in fact signs "Sharon Smith by Jane Doe POA."
X _____

YOU

3 BUYER'S NAME AND ADDRESS
WRITTEN IN BY THE SELLER — BLUE OR BLACK INK ONLY
The manual makes this yours: it is the seller's responsibility to complete the buyer's information on the certificate of title. Leave it blank and the buyer may enter it themselves or file an MV1 instead — but what left your hand was an open title.

YOU

4 ODOMETER CERTIFICATION
WHOLE MILES, NO TENTHS · EXCEEDS MECHANICAL LIMITS · NOT ACTUAL MILEAGE
Printed on a conforming Montana title — the state began issuing them in August 1989. Model year 2011 and newer certifies until the vehicle turns twenty; 2010 and older certifies nothing. Where the document has no space for it, MCA 61-3-216(2)(e) sends the mileage onto a separate MV90A that both of you sign.

YOU

5 NOTARY ACKNOWLEDGEMENT
REMOVED BY HB 165 — MCA 61-3-220(2), REPEALED EFFECTIVE 1 OCTOBER 2025
The stricken words: when transfer occurs between individuals, the transferor's signature on the certificate of title must be acknowledged before the county treasurer, a deputy county treasurer, an elected official authorized to acknowledge signatures, an employee or authorized agent of the department, or a notary public. Titles printed since carry no such block; older ones are accepted with it empty.

GONE

6 APPLICATION SECTION — THE BUYER'S HALF
PURCHASER NAME · RESIDENTIAL ADDRESS · SIGNATURE · ANY NEW LIEN
On the back, and not yours to fill. Only one applicant signature is required even when the new title will carry two names, and there is room for one security interest — a second needs an MV81B.

YOU

DEALER RE-ASSIGNMENTS
LICENSED DEALERS AND AUTO AUCTIONS ONLY
A private seller never uses these. An auction is required only to stamp its name and licence number in an assignment section to show it was involved.

WHITE-OUT OR ERASURE VOIDS THE WHOLE CERTIFICATE

CURE: MV7 REPLACEMENT, \$10.30, UP TO FOUR WEEKS

■ You write it, in pen ■ Not yours to fill ■ Gone since October 2025 ● The order the Title Manual works through them

Department-printed blocks transcribed from MCA 61-3-202(1); brand names from the Montana Title Manual, August 2026; the assignment from the same manual's transfer chapter and the release wording from form MV24T, which reprints it - the Motor Vehicle Division publishes no specimen certificate, its face-by-face layout is not published either, and no colour, proportion or security printing of the real document is reproduced here



Remote Online Notarization Transfer Form

FOR OFFICIAL USE ONLY

PLEASE PRINT P.O. Box 201431 Helena, MT 59620-1431 • Phone (406) 444-3661 • Fax (406) 444-0116 • mvdtitleinfo@mt.gov • mvdmt.gov

Use this form when Montana owner(s) sell their vehicle and utilize Remote Online Notarization on their Montana title
(Montana title must accompany the application for title).

1 As recorded on this form, I received the sum of \$ 14,750.00 And other valuable consideration to sell, transfer and deliver to
2 Purchaser Wendell A. Hochstetler DL/FEIN/Tribal ID/Corp ID* 0603914772
Address 1470 Valley Dr, Miles City, MT 59301

My right, title, and interest to the following described vehicle/vessel:

3 MT Title No. 3M1749206 Year 2013 Make Toyota
Vehicle/Hull Identification No. 4R8KUZ5B6DL418206

Use Odometer Disclosure Statement (MV90A) for vehicle model years 2011 or newer.

I (purchaser) am aware of the odometer certification made by the seller above.

4 Purchaser's Signature Wendell A. Hochstetler Date 08/18/2026
This is my legal signature
Purchaser's printed name Wendell A. Hochstetler
I further certify that:

- I have the right to sell the vehicle/vessel described above and will warrant and defend the title against the claims and demands of all persons except the secured party noted on the Montana title application;
- Under penalty of law (§ 45-7-203, MCA), I certify that the statements made, and information contained on this form are true and correct to the best of my knowledge, information, and belief;
- I am the person named on this form; and, if signing for a business entity or trust, I have full authority to do so.

5 Seller's Signature Delphine R. Kowalchuk Date 08/18/2026
This is my legal signature (all owners must sign)
Seller's printed name Delphine R. Kowalchuk DL/FEIN/Tribal ID/Corp ID* 0417329865
Co-Seller's Signature _____ Date _____
Co-Seller's printed name _____ DL/FEIN/Tribal ID/Corp ID _____

Notary Use Only			
Do not notarize or verify unless signed in your presence and printed name of applicant is listed.			
State of	County of	Signed before me on (date)	Notary Stamp/Seal
By (clearly print name of person signing form)			
Notary signature			

*DL = Driver License No.; FEIN = Federal Employer Identification No.; Tribal ID = Tribal Identification Card No.; Corp ID = Corporate Identification No.

MV24T (12/24)

Montana county and state authorities reserve the right to reject any form that has been altered.
This form is available in alternate formats for people with disabilities.