

How to fill out a Nebraska title

Nebraska Certificate of Title · 6 of 9 boxes are the seller's · rules as of 2026-08-23

This sheet is not the title. It is the checklist to keep beside one. Make sure you read the title carefully before making any marks. If a signature is placed in the wrong place or an alteration of any kind is made, the title is mutilated - and the sale waits for a \$14 duplicate. The department's page walks the same order this one does: every name on the face signs off in the Seller's section, the seller completes the odometer certification, and the buyer's name, address and signature must appear in the purchaser's section at the time of purchase.

Who has to sign

Every owner on the face, as seller	All names that appear on the Certificate of Title must sign off in the Seller's section. Not most of them, and no signing for each other: spouses cannot act as agent for one another here.
The buyer, in the Purchaser's section, at the time of purchase	Name, address and signature. The county manual adds the odometer link: the signature of at least one buyer is required whenever odometer certification is necessary.
A business, in its registered name	The format the DMV prescribes on both the signature and printed-name lines: ABC Corporation by John Smith - the entity, the word by, and the person with authority.
An attorney in fact or a personal representative	John Q. Public by John Doe, POA (or PR) - the owner's name first, then the signer's, then the capacity, on both the signature line and the printed-name line.
The lienholder and the county official, on the face, first	Any open lien must be released on the face of the certificate - the lender signs with the cancellation date, the county notes it - before the assignment to a new owner means anything.
Nobody, with a stamp or a photocopy	Signatures must be original ink or a compliant digital signature under the DMV's Administrative Guidelines; a signature stamp is tolerated only for a person physically unable to sign, and a witness must sign beside it marked as witness.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any ink: read the face, top to bottom	Find the three sections in the lower half, check whether a lien is printed and whether it shows released, and read the connector between co-owner names. Watch out: This read-through is the cheapest insurance Nebraska sells. A signature on the wrong line cannot be initialled away - the certificate is mutilated and the sale stops for a duplicate.
1	LENDER	The lien, if the face shows one	An open lien must be released by the lienholder and the county official on the face of the title before the assignment means anything. The lender signs with the date of cancellation; the county notes it. Watch out: If your title never came because the lien is electronic, there is no face to release it on - the lender's payoff triggers the DMV to print and mail the clean title, and the sale waits for the post.
2	YOU	Seller's section: every owner signs, and the date of sale	Each name printed on the face signs exactly as printed, the printed-name line is completed to match, and the date of sale is recorded in the same section. Watch out: The date matters beyond formality: the county checks that the date of sale on the assignment is equal to or later than the purchase date of your own title, and it starts the buyer's thirty days and your sixty.
3	YOU	Odometer Certification: the reading and one notation	Whole miles for any 2011-or-newer vehicle under twenty years old, with the applicable notation - Actual, Not Actual, or Exceeds Mechanical Limits. A 2010-or-older vehicle is exempt. Watch out: Writing the word exempt on a car that is not exempt mutilates the title - the DMV's 2021 odometer bulletin uses exactly that mistake as its example, and the seller in it buys a duplicate before the sale can proceed.
4	BUYER	Purchaser's section: their name, address and signature, now	The buyer completes their details and signs before the certificate changes hands. At least one buyer must sign whenever the odometer certification is required. Watch out: This is the step that separates a sale from an open title. Signed seller, blank purchaser is the document Nebraska confiscates, and the misdemeanor attaches to whoever is holding it.
5	YOU	Hand over the certificate with the bill of sale or Form 6	The buyer leaves with the assigned title and either a bill of sale or your completed Form 6 - the DMV's transfer page makes providing one of them the seller's job. Watch out: Photograph the completed face before it leaves your hand. Nebraska has no seller's notice to file afterwards, so that photograph and your signed Form 6 copy are the record you keep.
6	YOU	Take your plates off the car	The registration expired at the moment of transfer. The plates, the decals and the registration certificate are what the county treasurer wants back. Watch out: The buyer does not need them and cannot legally use them - a private-party buyer drives home plateless on the strength of the bill of sale and insurance, for up to thirty days.

#	WHO	BOX	WHAT GOES IN IT
7	YOU	File the refund application within sixty days	The Application for Refund plus plates, decals and registration certificate, to the county treasurer where the car was registered, brings back the unused months of registration fee, motor vehicle tax and motor vehicle fee. Watch out: Sixty days is a cliff, not a slope. Day sixty-one pays nothing, and the month of the sale itself never counts - so a car sold late in the month has already spent that month's money.
8	BUYER	The buyer's thirty days	Title application, the \$10 fee, the sales tax on the Form 6, insurance in original form, and registration in the county where the car is kept - all within thirty days of purchase. Watch out: Their delay is their felony exposure, not yours - but a buyer who stalls is also a buyer whose tax penalty and interest are growing, which is worth mentioning when you hand them the folder.

Six rules for the pen on a certificate with no correction form behind it

- **Read first, write second** — The department's warning is the closest thing Nebraska has to a pen rule, and it exists because the state offers no eraser: a signature in the wrong place or an alteration of any kind means a mutilated title and a \$14 duplicate before the sale can proceed.
- **Sign as the face prints you** — The county matches the Seller's section signature against the name on the title. A legal signature that is a nickname or initials is accepted - the manual says so - but a name that simply differs from the face invites the counter to stop.
- **Date the sale in the Seller's section, accurately** — The recorded date of sale must be the same as or later than the purchase date on your own title, it starts the buyer's thirty-day clocks for title and tax, and it fixes the day your sixty-day refund window opens.
- **Never park a signature on a blank purchaser block** — Completing your half and posting the certificate to a buyer creates an open title in the mail. The purchaser's details go in at the time of purchase, with both of you present, or the document is contraband.
- **Leave the odometer section empty on an exempt car** — A 2010-or-older vehicle certifies nothing, and once a title records Exempt no later title may carry mileage again. Writing a reading anyway - or the word exempt on a car that must certify - is an alteration, with the usual \$14 consequence.
- **Keep your copies for five years** — The odometer statement you made carries a statutory retention: the seller keeps a copy for five years from the transfer. Keep the signed Form 6 beside it - the Department of Revenue expects its copies kept too, and together they are your entire after-sale file.

NEBRASKA CERTIFICATE OF TITLE

the face — upper half printed by the county the day the title was issued

PRINTED WHEN THE TITLE WAS ISSUED — NOTHING HERE IS WRITTEN AT A SALE

VEHICLE IDENTIFICATION NUMBER

YEAR

MAKE

MODEL

BODY STYLE

BRAND, WHERE ONE EXISTS

SALVAGE · PREVIOUSLY SALVAGED · FLOOD · NON-TRANSFERABLE

Carried forward from title to title. A clean car prints none.

OWNER NAME AND ADDRESS

As the record holds them — with a Transfer On Death tag where a TOD beneficiary was named on the application.

1 LIEN SECTION, ON THE FACE

RELEASED BY THE LIENHOLDER AND THE COUNTY OFFICIAL

Any open lien must be released here before the assignment below means anything: the lender signs over the cancellation with its date, and the county notes it. A title with a lien noted since November 2010 is usually held electronically — this section is why your paper never arrived.

THE LOWER HALF — the DMV: with most Nebraska Certificates of Title, the Seller, Purchaser and Odometer sections will appear in the lower half on the face of the title. Their order inside that half is not published; they are drawn here in the order the department lists them.

2 SELLER'S SECTION

SIGNATURE OF SELLER · PRINTED NAME OF SELLER · DATE OF SALE · DEALER NO.

Every name on the face signs, exactly as printed, and the date of sale is recorded here. A business signs as ABC Corporation by John Smith; an attorney in fact as John Q. Public by John Doe, POA. Spouses cannot sign as agents for one another. The dealer number portion belongs to licensed dealers alone.

X

YOU

3 ODOMETER CERTIFICATION

ODOMETER READING (NO TENTHS) · ACTUAL / NOT ACTUAL / EXCEEDS MECHANICAL LIMITS

The certification sentence the department reprints on its own dealer form: I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. 2010 and older is exempt; 2011 and newer certifies until twenty years old.

YOU

4 PURCHASER'S SECTION

BUYER NAME · ADDRESS · SIGNATURE — AT THE TIME OF PURCHASE

Completed before the certificate changes hands, or the document becomes an open title. At least one buyer signs whenever the odometer certification is required — the acknowledgment the dealer form prints as: I am aware of the above odometer certification made by the seller.

COUNTY TREASURER — SIGNATURE AND SEAL

The manual: upon printing, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original.

ANY ALTERATION OR SIGNATURE IN THE WRONG PLACE MUTILATES THE TITLE

CURE: \$14 DUPLICATE, RV-707a

THE BACK OF THE SHEET

dealer territory, plus the built-in application — and where OLDER certificates carry the whole transfer

DEALER REASSIGNMENTS

ONE ASSIGNMENT PER PRIVATE SALE — ONLY LICENSED DEALERS REASSIGN

The manual allows a private sale exactly one assignment on a certificate. A dealer passing the car along uses these; you never do.

APPLICATION FOR NEW TITLE

The manual: application for new title may be made on the backside of the Nebraska Certificate of Title — the buyer can apply on the document itself rather than on a separate RV-707.

On some older Certificates of Title, the department says, the seller, purchaser and odometer sections appear on the back instead of the face — a 1990s title signed on the reverse is not a mistake.

You write it, in pen
 Not yours to fill
 The certificate's own sections, in signing order

Block names transcribed from the Nebraska DMV's Transfer of Ownership page and its County Treasurer's Manual (Tilling); the odometer wording from the department's Re-assignment of Manufacturer/Importer's Certificate form, which reprints the certification block · Nebraska publishes no specimen certificate, and no colour, proportion or security printing of the real document is reproduced here

State of Nebraska
Department of Motor Vehicles

BILL OF SALE*

DATE OF SALE 08/21/2026
(MO/DAY/YEAR)

I, Ramona L. Svoboda in consideration of the payment of the sum of \$ 8,400.00
Transferor (Seller) PLEASE PRINT
acknowledge receipt of payment from Dwight T. Novacek and do hereby sell and
Transferee (Buyer) PLEASE PRINT
transfer ownership of the motor vehicle described below:

Vehicle Information

2014 Subaru Outback 2.5i 4W7KTC5B5ED418205
Year Make Model VIN

Transferor Information	Transferee Information
Full Name <u>Ramona L. Svoboda</u>	Full Name <u>Dwight T. Novacek</u>
Address <u>1912 Cottonwood Ave</u>	Address <u>3415 Lakeview Rd</u>
City State Zip <u>Norfolk, NE 68701</u>	City State Zip <u>Columbus, NE 68601</u>
Phone Number <u>(402) 555-0164</u>	Phone Number <u>(402) 555-0119</u>

Transferor's (Seller) Signature

Transferee's (Buyer) Signature

Seller warrants that he/she is the lawful owner of the motor vehicle described above and that it is free and clear of all liens, security agreements, encumbrances, claims, demands and charges.

Subscribed and sworn before me the _____ day of _____ Signature of Notary Public or Designated County Official My commission expires on _____ SEAL	Subscribed and sworn before me the _____ day of _____ Signature of Notary Public or Designated County Official My commission expires on _____ SEAL
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***Note: Individuals transacting a motor vehicle transfer of ownership must complete a Bill of Sale at the time of sale.
They are NOT, however, required to use this Bill of Sale form.
This Bill of Sale form is made available by the Nebraska Department of Motor Vehicles as a courtesy.**

Revised 1/2014

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