

How to fill out a New Hampshire title

Certificate of Title · 10 of 10 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. THE BUREAU SHALL NOT ACCEPT MORE THAN ONE ASSIGNMENT ON THE BACK OF AN EXISTING TITLE BETWEEN NON-DEALERS The Bureau's requirement is a three-item list rather than a paragraph, and it is worth checking against the sheet before the buyer drives off: the buyer's name and address; the odometer reading in actual mileage at the time of the sale; and the seller's signature and printed name.

Who has to sign

Every owner printed on the front of the certificate	If the face names two people, both of them belong in the seller's row. The Division applies the same rule to the duplicate title application in as many words - if the vehicle is jointly owned, all owners' signatures are required.
Your signature and your printed name, as two separate things	The rule asks for the seller's signature and printed name, and the printed name is not decoration. It is what lets a clerk match an inked signature to the name on the face of the certificate.
Nobody by stamp, and no photocopied signature	Each signature required on an application or form shall be the original. No facsimile or stamp of a signature shall be accepted. Businesses that sign everything with a stamp have to find a pen for this one.
Somebody holding a power of attorney, where an owner truly cannot be there	New Hampshire publishes no power-of-attorney form of its own for this, but it does say what it will accept: any power of attorney which is accepted by the bureau in accordance with applicable law shall be notarised. That is the only notary in an ordinary transfer.
The surviving spouse alone, where the other owner has died	Where a certificate has been issued and the vehicle was used for family purposes, the signature of the surviving spouse on the certificate and a copy of the death record shall be deemed valid and sufficient for the proper transfer. Two owners joined by 'or' work the same way without needing to be married.
Nobody from the bank, in this block	A lienholder releases its interest on its own form or on its own letterhead, and that release travels with the certificate rather than being written into your assignment.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Check the model year before you touch the pen	The front of the certificate carries the model year. If it reads 1999 or lower, stop - New Hampshire does not title those and there should not be a certificate in your hand at all. Watch out: It happens more than you would think, because a 1999-or-older car may be titled at the owner's request and a few were. If you do hold one, it is still the proof of ownership and it still gets assigned; if you do not, the buyer needs a bill of sale and your old registration instead.
2	YOU	The buyer's printed name	First item on the Bureau's list of what the assignment space shall contain, and it goes in your handwriting rather than theirs. Watch out: Take it from the licence in their hand rather than from the text messages you have been swapping. The clerk who types the title application is matching this name to a photo identification card, because the statute requires them to see one before they issue the permit.
3	YOU	The buyer's address	Second item on the same list: name and address, together. Street, town, state and ZIP. Watch out: It has to be a real street address. The Division's bill-of-sale requirements spell out the same rule for the parallel document - name, signature and legal address, no PO Box - and there is no reason to think the certificate is treated more loosely.
4	YOU	The odometer reading, in whole miles	Third item on the list, and the rule is specific about which number: the odometer reading in actual mileage at the time of the sale. Watch out: Miles, and no tenths - the Division's own odometer forms print NO TENTHS beside the box. Read it off the dashboard on the day, not off the advert you wrote a fortnight ago.
5	YOU	Tick one of the three odometer boxes	ACTUAL MILEAGE, EXCEEDS MECHANICAL LIMITS, or NOT THE ACTUAL MILEAGE - WARNING, ODOMETER DISCREPANCY. Watch out: This is where New Hampshire differs from most states. ACTUAL MILEAGE is a box you tick, not a default you fall into by leaving the others alone, and a strip with a number in it and no box ticked is an incomplete certification.
6	YOU	Sign, and print your name beside it	The last item on the Bureau's list, and it is two entries rather than one: the seller's signature and printed name. Watch out: In ink, in your own hand. Each signature required on an application or form shall be the original, and no facsimile or stamp of a signature shall be accepted - which catches out anybody selling a car that is registered to a business.

#	WHO	BOX	WHAT GOES IN IT
7	YOU	Everyone named on the front signs	Two names on the face of the certificate means two signatures in the assignment. Watch out: The exception is a death, and it is generous: where the vehicle was used for family purposes, the surviving spouse's signature and a copy of the death record are enough on their own. Two owners joined by the word 'or' are treated the same way whether or not they were married.
8	YOU	Hand the certificate over	The assigned certificate goes with the car. There is nothing to post to Concord and no copy kept for you. Watch out: Photograph both faces first. That photograph is your only record of the mileage you disclosed and the date you disclosed it on, and section 14 of the chapter protects the owner who has delivered possession and complied - so it is worth being able to show that you did.
9	YOU	Take the plates off before they drive away	The registration expired the instant ownership transferred, so the plates are covering nothing and no expired number plates shall be displayed. Watch out: The buyer is not stranded. A New Hampshire resident buys a 20-day temporary plate for \$20.00 with a photocopy of the signed title, and a non-resident buys a 20-day in-transit registration on the same terms.
10	YOU	Keep the expired registration certificate	The statute tells you to: retain the expired certificate of registration in order to obtain transfer credit. Watch out: Take it to your town or city clerk with proof of ownership of the next car and the credit comes off that registration. If the new fee is the same or less you pay nothing more; if it is greater you pay only the difference.

Six habits worth having before the pen touches the back of the certificate

- **One attempt, in ink** — There is one owner's assignment on a New Hampshire certificate and the Bureau will not take a second. A mistake means a Voided Assignment Letter signed under penalty of unsworn falsification, plus an assignment form the Division does not publish.
- **Never leave the buyer's name out** — Their name and address are the first thing the rule asks the assignment space to contain. A certificate handed over blank leaves a car registered in your name that somebody else is driving.
- **Tick a mileage box, do not just write a number** — Three boxes, one of which is ACTUAL MILEAGE. New Hampshire asks you to certify positively rather than to decline to make an exception.
- **Print your name as well as signing it** — The rule names both, separately, and a clerk matching an inked signature against the face of the certificate needs the printed version to do it.
- **No stamps, no photocopies, no scans** — Each signature required on an application or form shall be the original. This is the rule that catches a car registered to a business whose owner signs everything with a stamp.
- **Do not promise a title for a car that never had one** — Anything of model year 1999 or earlier is outside the title law here. What that buyer needs from you is a bill of sale and the registration certificate out of your glovebox.

CHECK THE MODEL YEAR ON THE FRONT FIRST

New Hampshire issues no title for a vehicle whose model year is before 2000. If the face says 1999 or lower, none of this page applies.

NEW HAMPSHIRE CERTIFICATE OF TITLE

the front — printed in Concord, and not one box of it yours to write in

OWNER NAME(S) AND ADDRESS

Two names here are joined by AND or by OR. The Division says the conjunction "or" on a New Hampshire title is considered to be joint tenancy with rights of survivorship — so that one word decides how many signatures the back needs after a death.

VEHICLE DESCRIPTION

YEAR · MAKE · MODEL · BODY · VIN

RSA 261.4 lists what the application carries and the certificate repeats: make, model, identification number, model year, type of body, number of cylinders and whether new or used.

TITLE NUMBER AND DATE OF ISSUE

The number a town or city clerk needs when preparing the buyer's title application, and the number the Bureau of Title searches on.

LIENHOLDER, IF ANY

If a lender is named here, a release on TDMV 20A or on the lender's own letterhead has to travel with the certificate — and the Division says that holds even though the lien may have been previously satisfied.

BRANDS AND ODOMETER LEGEND

Where a salvage or reconstructed history is recorded, and where an odometer discrepancy already disclosed by a previous seller is carried forward.

THE REVERSE — ASSIGNMENT OF TITLE BY REGISTERED OWNER

one block, three required entries, and no second attempt

WHAT Saf-C 1903.02(d) REQUIRES IN THE ASSIGNMENT SPACE

1 BUYER'S PRINTED NAME

YOU

First of the three. Take it from the licence in their hand — the town clerk who types the title application has to see a government-issued photo identification card before issuing the permit.

2 BUYER'S ADDRESS

YOU

The rule says name AND address, together. A legal street address: the Division's bill-of-sale requirements rule out a PO Box for either party.

3 ODOMETER READING, IN ACTUAL MILEAGE

YOU

NO TENTHS

Third of the three, and the rule is specific: the reading in actual mileage at the time of the sale. Whole miles — the Division's own odometer forms print NO TENTHS beside the box.

4 ODOMETER CERTIFICATION — CHECK ONE

YOU

- ☒ ACTUAL MILEAGE
☐ EXCEEDS MECHANICAL LIMITS
☐ NOT THE ACTUAL MILEAGE — ODOMETER DISCREPANCY

5 SIGNATURE OF SELLER

YOU

In original ink. Saf-C 1902.11: each signature required on an application or form shall be the original, and no facsimile or stamp shall be accepted.

X _____

6 PRINTED NAME OF SELLER

YOU

A separate entry from the signature, and named separately by the rule. It is what lets a clerk match an inked signature to the name on the front.

7 DATE OF SALE

YOU

The Division's instruction to a seller is to fill in the buyer, the address and the current odometer reading, obtain signatures of seller and buyer, and give the title to the buyer. The date ties those three acts to one day.

8 SIGNATURE OF BUYER

Theirs, not yours — but collect it before the car leaves. On the Division's odometer forms the buyer signs under a printed line acknowledging the seller's certification, and that acknowledgement is what makes the mileage statement two-sided.

X _____

Saf-C 1903.02(c)

THE BUREAU SHALL NOT ACCEPT MORE THAN ONE ASSIGNMENT ON THE BACK OF AN EXISTING TITLE BETWEEN NON-DEALERS, EXCEPT IF IT IS AN UNREPAIRED SALVAGE VEHICLE.

DEALER REASSIGNMENT AREA

Not a second chance at your own assignment. The Division's note on the Voided Assignment Letter says dealers will use the available assignment spaces on the back of the title; the single-assignment limit is on non-dealers.

LIENHOLDER RELEASE AREA

Where a lender signs off if it is doing so on the certificate rather than on TDMV 20A or its own letterhead. Nothing about a lender belongs in the block where you sign the car over.

Sources for every name on this diagram: Saf-C 1903.02, Assignment and Transfer of Title, and Saf-C 1902.11, Signature Required, both read in full at gencourt.state.nh.us · the New Hampshire Division of Motor Vehicles' Title Frequently Asked Questions, for its own three-sentence instruction to a seller · its Exempt Vehicles page and RSA 261:3, l(k) for the model-year cut-off · and forms TDMV 12 (Rev. 03/23) and TDMV 22A (Rev. 3/23) for the wording of the three odometer certifications. The Division publishes no picture of its own certificate, so no proportion, colour, border engraving, watermark or security printing of the real document is reproduced here — none of it has been seen.



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JOHN C. MARASCO
DIRECTOR OF MOTOR VEHICLES

REPORT OF SALE OR TRANSFER OF A NON-TITLED MOTOR VEHICLE

1 MODEL YEAR **1998** MAKE OF VEHICLE **Ford** BODY TYPE **Pickup** VEHICLE IDENT. NO. **1 F T Z X 1 7 6 0 w N B 7 4 1 9 5**

MFG. YEAR **1997** MODEL **F-150 XLT** COLOR **Dark Green** # OF CYLINDERS **8** 2

ODOMETER DISCLOSURE STATEMENT

3 I certify that, to the best of my knowledge, this odometer reading is **187405** (NO TENTHS) (check one):

☒ Actual Mileage
☐ I certify that, to the best of my knowledge, this odometer reading "EXCEEDS MECHANICAL LIMITS."
☐ I certify that, to the best of my knowledge, this odometer reading is "NOT THE ACTUAL MILEAGE. WARNING ODOMETER DISCREPANCY."

SELLER'S SIGNATURE: **Marguerite T. Beauchemin** PRINTED NAME: **Marguerite T. Beauchemin** 4

ADDRESS: **214 Hillside Avenue, Berlin, NH 03570** DATE: **08/14/2026**

"I AM AWARE OF THE ABOVE ODOMETER CERTIFICATION MADE BY THE SELLER."

BUYER'S SIGNATURE: **Dennis W. Chouinard** PRINTED NAME: **Dennis W. Chouinard** 5

ADDRESS: **41 Passaconaway Road, Conway, NH 03818** DATE: **08/14/2026**

TDMV 22A (Rev. 3/23)