



Universal Title Application
Before coming into an agency, you must make an appointment online at
<https://telegov.njportal.com/njmvc> to ensure that you can be seen.



Information – Further Instructions on Second Page

Use this form to apply for a New Jersey Title. The applicant (the person signing this application) must be the owner, lienholder, or an authorized representative of the owner/lienholder. Submit this completed application and all supporting documents, such as **proof of ownership or authorization**, and must provide **proper identification** when submitting this application.

- ☐ **Original Documents:** These are required when a release of lien is requested or when a Power of Attorney is used.
- ☐ **Originals or Certified Copies:** These are required for court documents, such as divorce decrees and court orders.
- ☐ **Photocopies, Faxes, or Scans:** These are acceptable for photo identification (ID).

Step 1 – Title Transaction Type

☐ Initial NJ Title ☒ Duplicate Title ☐ Replacement/Corrected Title ☐ Vessel Title ☐ Add Lien ☐ Remove Lien

Step 2 – Vehicle Information

Vehicle Identification Number

JF2SJADC7GH998371

NJ License Plate Number

L47GTX

Year: 2016
Make: Subaru
Model: Forester

Color: Dk Grey
Weight: 3,470
Body Type: Wagon (SUV)

Correction Needed on Vehicle Title (if applicable)

Vessel Information

Hull Identification Number

Year: Make: Fuel Type:

Length (in feet): Hull Material:

Boat Type: Propulsion Type:

Correction Needed on Vessel Title (if applicable)

Odometer Information

Check Only if One of These Applies

Odometer Reading (at time of purchase): 92318

☐ (N) – Not actual mileage ☐ (M) – Mileage has exceeded mechanical limitations

Step 3 – Vehicle/Vessel Owner Information

Owner Full Name or Entity Name

Rosalind K. Vandermeer

Telephone Number

(856) 555-0142

Driver License or MVC Business Entity Identification Number

V8241 06739 51820

Address

214 Kings Highway East

City/Town

Haddonfield

State

NJ

Zip Code

08033

Co-Owner First Name (if applicable)

Co-Owner Last Name (if applicable)

Co-Owner Driver License Number (if applicable)

Step 4 – Changing Lienholder Information (Complete ONLY if Adding or Removing a Lien on Vehicle/Vessel)

Lienholder Name

Driver License or MVC Business Entity Identification Number

Telephone Number

Address

City/Town

State

Zip Code

Step 5 – Representative Information (Complete ONLY if Representative is NOT the Current Owner or Lienholder)

First Name

Last Name

Telephone Number

Address

City/Town

State

Zip Code

Step 6 – Duplicate Titles (Check All That Apply and Attach Required Documents/Proof of Ownership or Lienholder)

For an Individual

- ☒ Valid Photo Identification
- ☒ NJ Registration or Insurance Card (Current or Expired)
- ☐ Lien Release Letter (if applicable)

For a Business Entity

- ☐ Valid Photo Identification
- ☐ NJ Registration or Insurance Card (Current or Expired)
- ☐ Power of Attorney and/or Letter of Authorization from Entity (Both Must be Notarized and Original)

For Lienholder

- ☐ Valid Photo Identification
- ☐ Loan Contract or Lease Agreement
- ☐ Lien Release Letter (if applicable)
- ☐ Power of Attorney and/or Letter of Authorization from Entity (Both Must be Notarized and Original)

Step 7 – Recipient Information (For Mail In Applications ONLY – Initial Titles Excluded)

Method of Return – **YOU MUST INCLUDE A PREPAID RETURN AIR BILL WITH YOUR APPLICATION WHEN US MAIL IS NOT SELECTED***

Mailing Address

City/Town

State

Zip Code

☐ US Mail

☐ Federal Express

☐ UPS

☐ Other

Step 8 – Certification and Signature(s)

I, the undersigned, hereby certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to civil, criminal, and administrative penalties.

Rosalind Vandermeer

Signature of Representative, Owner, or Lienholder

Signature of Co-Owner (if applicable)

08/18/2026

Date

Motor Vehicle Commission Use Only:

Clerk Initials:

NMVTIS Checked:

Check Number and Amount:

Transaction Number:

Tracking Number:



Step 1 – Title Transaction Type

Initial Title: Applications must include this form and a completed out-of-state title. In-state title transfers only require the submission of the previous NJ title. Photo Identification is required when completing this transaction and must be processed in person only at an MVC agency.

Duplicate Title: Duplicate titles are issued if the current New Jersey title has been lost or stolen.

Replacement/Corrected Titles: Replacement titles are issued when a New Jersey title is being surrendered in order to obtain a new title due to the surrendered title being damaged or filled out incorrectly. Corrected titles are issued when a New Jersey title is being surrendered in order to obtain a new title with corrected information. Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, and hull material. Replacement title transactions are also often used when trying to remove a lien from a title. To do so, the original title must be signed and dated by an authorized representative of the lienholder. If applying on behalf of a business entity, you must be an authorized representative.

Additionally, you must provide one of the following, showing proof that the lien has been satisfied:

- A signed and dated lien release letter from the lienholder that includes the company name, address, and phone number, as well as the year, make, model, and VIN number of the vehicle.
- A motor vehicle dealer wire transfer statement with a transaction number.
- A paid loan statement or agreement with the matching VIN number.

Vessel Title: Vessels are boats or watercraft, used or capable of being used as a means of transportation on the water. Applications should be used to establish ownership. Vessels shorter than 12 feet are not titled and are only required to be registered.

Add/Remove Lien: Check this box in addition to another selected title type if you are adding or removing a lienholder to your title.

The New Jersey title fee is \$60. It is an additional \$25 to add a lien. If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order, payable to NJMVC. Do not mail cash. Credit cards or cash will only be accepted in-person at an MVC Agency.

Step 2 – Vehicle/Vessel Information

The information provided must match your signed and executed title document or the current New Jersey record.

For Vehicles:

- Body type options – 2-Door, 4-Door, Pick-Up Truck, Truck, Van, Wagon (SUV), Motorcycle, Trailer, Convertible, or Tractor.
- Federal Law requires that you state the mileage upon transfer of ownership. Failure to complete this statement, or providing false information, may result in fines and/or imprisonment. When writing in the odometer reading, you are certifying that the number reflects the actual mileage of the vehicle unless one of the following is checked:
 - (N) – Not actual mileage
 - (M) – Mileage has exceeded mechanical limitations
- Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, hull material, odometer reading.

For Vessels:

- Fuel type options – Gasoline, Diesel, or Other.
- Propulsion type options – Outboard, Inboard, I/O, Electric, Non-powered, or Other.

Step 3 – Vehicle/Vessel Owner Information

The information provided must match your signed and executed title document or the current New Jersey record.

Step 4 – Changing Lienholder Information

The New Jersey title fee is \$60. It is an additional \$25 to add a lien. To complete this transaction, the original title must accompany this application. If the current owner(s) of the vehicle or vessel has a lien (loan or financing) of any kind on the vehicle or vessel, **even if it has been paid off**, the MVC's records will still show the lien. The current owner(s) must fill out and apply to have the lien removed and/or obtain a new title, without the lien, from the MVC after payoff. An **original, signed** lien release on the lienholder's letterhead is required to remove a lien.

Step 5 – Representative Information

Complete this section only if you are applying for a title on behalf of the current owner or lienholder. In order to conduct a transaction, the representative must obtain an original, signed, Letter of Authorization. **Representatives processing work on behalf of the current owner or lienholder may not sign any documentation. If signatures are required, the representative must obtain an original, signed, and notarized Power of Attorney.**

Step 6 – Duplicate Titles

Individual(s) Applying: If a vehicle is in the name of an individual, the owner must sign this application and provide proof of ownership and their **government issued photo ID**. Proof of ownership includes: vehicle registration, insurance card or declaration page, bill of sale, an NJMVC certified record, or proof of final loan payment. If the vehicle is in the name of more than one individual, **either owner may sign this application, and that owner must provide a copy of their government issued photo ID**. If processing this transaction on behalf of the individual(s), an original, signed, Letter of Authorization is required.

Business Entity Applying: If the vehicle is in the name of an entity, a representative must sign the application. The representative must provide a notarized letter of signature authority on company letterhead, and a copy of the representative's valid photo ID.

Lienholder Applying: If the vehicle has a recorded lien, the lienholder (or representative of the lienholder) may apply for a New Jersey title and sign the application. If the lienholder is an individual, they must include a copy of their valid photo ID. If the lienholder is an entity, they must include a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity (copies are acceptable), and a copy of the representative's photo ID.

Using Power(s) of Attorney: If a Power of Attorney (POA) is used, the above requirements apply for **both** the individual or the entity granting the POA **and** the individual or the entity being granted POA. For an individual, whether granting or being granted POA, a copy of photo ID is required. For an entity, whether granting or being granted POA, **both** a copy of the representative's photo ID **and** a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity, are required.

Step 7 – Mail in Applications (Not for Initial Title Applications)

Mail this application, fee, copy of ID(s), and supporting documentation to:
New Jersey Motor Vehicle Commission
225 East State Street
MOS Special Services, PO Box 150
Trenton, NJ 08666-0017

- Mailed applications may take up to **10 weeks** to process, plus mailing time.
- Original documentation submitted with the application will be returned to the person/entity receiving the title.

Step 8 – Certification and Signature(s)

Original signature(s) are required on this application in **blue or black ink ONLY**.

How to fill out OS/SS-UTA — Universal Title Application

sellmycarhub.com

New Jersey · written against OS/SS-UTA (R9/25), issued under N.J.S.A. 39:10-11, and the Commission's own instructions printed on page two

[/forms/new-jersey/os-ss-uta-universal-title-application/](https://www.nj.gov/mvc/pdf/vehicles/os-ss-uta-universal-title-application/)

One form covering every New Jersey title transaction that is not simply signing the certificate over: an initial title, a duplicate, a replacement or corrected one, a vessel, and adding or removing a lien. A private seller mostly meets it from the other side of the counter - it is what the buyer completes - but it is also the form you fill in yourself when the certificate has been lost, spoiled or is still carrying a lien that was paid off years ago.

This sheet is not the form. Download the blank OS/SS-UTA from the New Jersey Motor Vehicle Commission at <https://www.nj.gov/mvc/pdf/vehicles/os-ss-uta.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Which of the six transactions this is	Tick one. For a certificate that has been lost or stolen that is Duplicate Title; for one that is damaged or was filled out incorrectly, or that needs a lien removed, it is Replacement/Corrected Title. Watch out: Add Lien and Remove Lien are ticked in addition to another box, never on their own. A lone Remove Lien tick tells the clerk nothing about what document you want.
2	YOU	Vehicle identification number	Off the certificate or the current New Jersey record, not off the windscreen plate if the two ever disagree. Watch out: The instructions say twice that what you write here must match the signed and executed title document or the current record. A transposed character is a returned application.
3	YOU	Plate number, year, make, model	The New Jersey plate the car is wearing, then the year, make and model as the Commission holds them. Watch out: If you have already surrendered the plates because the car is sold, put the number that was on it - the record is indexed by that plate.
4	YOU	Colour, weight, body type	Body type comes from the form's own list of options rather than from what you would call it: 2-Door, 4-Door, Pick-Up Truck, Truck, Van, Wagon (SUV), Motorcycle, Trailer, Convertible or Tractor. Watch out: A small SUV is a Wagon (SUV) on this form. Writing crossover in the box is the kind of thing that gets an application returned for clarification.
5	YOU	Odometer reading at time of purchase	Whole miles. Beside it are the only two exceptions the form allows: (N) not actual mileage, and (M) mileage has exceeded mechanical limitations. Watch out: Writing the reading and checking nothing is itself a certification - the instructions say you are certifying the number reflects the actual mileage unless one of the two is checked.
6	YOU	Owner information	Your full name exactly as the record holds it, telephone number, driver licence number, and your address. A co-owner's name and licence number go on the line below. Watch out: Where two owners are on the certificate, the duplicate instructions say either owner may sign the application - and that owner must supply a copy of their government issued photo ID.
7	YOU	Step 6, what you are attaching	Tick the boxes in the column that describes you. An individual attaches valid photo identification and a New Jersey registration or insurance card, current or expired, and a lien release letter if there is one. Watch out: If you have neither a registration nor an insurance card, the Commission will take a certified record instead - which is what the DO-11A produces, same day at a full-service agency.
8	YOU	Certification and signature	Sign, have a co-owner sign where there is one, and date it. Blue or black ink, original signatures only. Watch out: The certification above the line is not decoration. A wilfully false statement on it carries civil, criminal and administrative penalties, and the Commission separately warns that a fine may be imposed on anyone who applies for a duplicate while holding the original.
9	LENDER	The lienholder's release, where one is needed	Not part of the form, but the thing that has to travel with it. An original, signed and dated release on the lienholder's letterhead naming the company, its address and phone number and the year, make, model and VIN. Watch out: Start this early. It is the single slowest item in a New Jersey sale, and no amount of goodwill at the counter substitutes for it.

What gets this one rejected

- Signing it as somebody's representative. Step 5 says representatives processing work on behalf of the current owner or lienholder may not sign any documentation - if signing is needed, what is required is an original, signed and notarised power of attorney.
- Sending a photocopy where the form wants an original. Original documents are required when a release of lien is requested or when a power of attorney is used; photocopies are acceptable only for photo identification.
- Applying to remove a lien without the lienholder's own paper. The instructions accept a signed and dated lien release letter carrying the company name, address and phone number and the year, make, model and VIN; a dealer wire transfer statement with a transaction number; or a paid loan statement with a matching VIN. Nothing else.
- Writing details that do not match. Steps 2 and 3 both say the information provided must match the signed and executed title document or the current New Jersey record.
- Posting an initial title application. Photo identification is required and the transaction must be processed in person only at an MVC agency.
- Using a pencil or a colour that is not blue or black. Original signatures are required on this application in blue or black ink only.

☐ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off OS/SS-UTA (R9/25) and the New Jersey Motor Vehicle Commission's own pages, current as of 2026-08-23. Plain-language help with a form, sellmycarhub.com
not legal advice — where this and the agency differ, the agency governs.