

How to fill out MV-902 — Application for Duplicate Certificate of Title

What you file when the certificate is lost, destroyed or damaged. Two pages: a short application on the front and, on the back, the proof-of-identity standard and the special instructions for a name change, a deceased owner or a power of attorney - which is where most of the form's real content lives.

This sheet is not the form. Download the blank MV-902 from the New York State Department of Motor Vehicles at <https://dmv.ny.gov/forms/mv902.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	The five statements at the head	Tick any that apply, and complete the extra boxes they open up. Watch out: Read them before you fill in section 1, not after. Three of the five change what goes in the name and C/O lines below, and a certificate application cannot be tidied up afterwards.
2	YOU	Vehicle and plate	Identification number in the printed boxes, year, make and the licence plate number. Watch out: If you no longer have the plate number because the plates are already surrendered, it is on your registration document or on the FS-6T surrender receipt.
3	YOU	Owner's name and date of birth	Exactly as the certificate has it, with the date of birth beside it. Watch out: The name goes in as the last issued certificate has it. If you have married since, the former name belongs here and the change is handled by the box at the head of the form.
4	YOU	Section 2, certification and date	Sign the rule marked X and date it, certifying the last issued certificate is lost, destroyed or damaged. Watch out: If the certificate is damaged rather than lost, enclose it. The certification says you have, and sending in the application without it is a contradiction on its face.

What gets this one rejected

- A photocopied lien release enclosed with it. The head of the form says photocopies are not accepted.
- Posting original identity documents. Bring originals to an office; post photocopies - and the form warns that originals sent in will not be returned.
- Turning up at a DMV office expecting to collect it. The form ends with a line in capitals: according to law the duplicate must be mailed to the owner, so do not visit the DMV to get it.
- Trying to use the old certificate after applying. As soon as the duplicate is processed the original and any prior duplicates are no longer valid and cannot be used to transfer the vehicle.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.



Department of Motor Vehicles

APPLICATION FOR DUPLICATE TITLE

TITLE BUREAU
PO Box 2750
Albany NY 12220-0750

If any of the statements below apply to this application, mark the box of each statement that applies and complete Section 1 and Section 2 below. If there is no statement that applies, go to "Instructions" below:

1

☐ The address is a **NEW ADDRESS**.
☐ The **OWNER NAME HAS CHANGED**. Enter **NEW** name:
☐ The **OWNER IS DECEASED**.
☐ The **OWNER HAS GIVEN POWER OF ATTORNEY**.
☐ Included with this application is an **original LIEN RELEASE** that is signed and includes a date. (Photocopies are not accepted.)

Last, First, Middle Initial

INSTRUCTIONS:

- Complete Section 1 below. Provide all requested information.
- Read, sign and enter the date in Section 2 - Certification.
- Provide the required proof of identity for the person who signs the certification in Section 2 (see Section 3 on page 2).
- If your name has changed, the owner is deceased, or if you have Power of Attorney, provide the required documentation that is described in Section 4 on page 2.
- Provide a separate \$20 fee for each application.**
- Bring this application with your **ORIGINAL** proof of identity documents and the correct fee to any Motor Vehicles office. If Section 4 applies to you, bring the required documentation.

OR

Mail this application with **PHOTOCOPIES** of your proof of identity, any additional documentation (if required under Section 4) and the correct fee to the Title Bureau at the address shown on the top of this page. Pay with a check or money order payable to "Commissioner of Motor Vehicles", do not mail cash.

OR

If your address has not changed since you last registered the vehicle and your current address is on your registration, you can apply for a duplicate title online. For more information visit dmv.ny.gov

↓ CUSTOMER MUST COMPLETE SECTIONS 1 and 2 BELOW ↓

SECTION 1

2

Vehicle or Hull Identification Number (VIN or HIN)

5 N 1 A T 2 M V 6 F C 8 1 2 7 4 3

Year

2015

Make

Nissan

License Plate No.

JHR-4820

Owner's Name (Last, First, Middle or Business Name)

Havemeyer, Rosalind T.

Date of Birth (Month/Day/Year)

03 / 22 / 1971

C/O (For Power of Attorney, dealer authorization or the owner is deceased)

Current Mailing Address (Street Number and Name)

318 Wurts St

Apt. Number

Daytime Telephone Number

(845) 555-0132

City or Town

Kingston

State

NY

Zip Code

12401

SECTION 2 — CERTIFICATION

I understand that the **DUPLICATE CERTIFICATE OF TITLE** received as a result of this application replaces all previously issued titles, and that only this duplicate title may be used to sell, transfer or trade the vehicle, boat or manufactured home described above. I certify that the last issued Certificate of Title has been lost, destroyed or damaged. If lost or destroyed, I do not know where it is; if damaged or illegible, I have enclosed it with this application. I certify that the information I have given on this application and on any documentation provided in support of this application is true and complete.

WARNING: Making a false statement on this application, or submitting any documentation in support of this application that is false, may be punishable as a criminal offense.

SIGN HERE X

Rosalind Havemeyer

08/04/2026

(Signature of Owner or Applicant)

(Date)

If you sign for a corporation or use an "in care of" address, print your full name and your title here (i.e. Power of Attorney, Executor, Next of Kin, President, etc.)

IMPORTANT: ACCORDING TO LAW, THE DUPLICATE CERTIFICATE OF TITLE MUST BE MAILED TO THE OWNER. DO NOT VISIT DMV TO GET THE DUPLICATE TITLE.

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reset/clear

SECTION 3 - PROOF OF NAME/IDENTITY

- ♦ If you apply at a DMV office, bring original proofs.
- ♦ If you apply by mail, send us photocopies of your proofs. Originals will not be returned.

For Persons

- ♦ **Proof of date of birth, and**
 - ♦ **6 points of proof of name**
- A NYS photo driver license, learner permit, or non-driver ID card that is current or that has been expired no longer than 2 years meets both requirements. Other acceptable documents for proof of identity and their related point values are listed on form ID-82 (Proofs of Identity for Registration and Title) which is available at dmv.ny.gov and any Motor Vehicles office.*

For Corporations (one of the following proofs)

1. A NYS vehicle registration or a title certificate in the name of the corporation; **or**
2. A certified copy of the NYS Certificate of Incorporation; **or**
3. New York State corporations must provide:
 - a. a certificate of good standing or subsisting issued by the NYS Department of State; **or**
 - b. a filing receipt issued by the NYS Department of State.
4. Out-of-state corporations must provide:
 - a. a certified copy of the Certificate of Incorporation from their home state; **or**
 - b. a certificate of subsisting or foreign bid issued by the NYS Department of State.
5. Corporate DBAs must provide a filing receipt from the NYS Department of State that includes the DBA.
6. Unincorporated associations: The proofs that are required depend on the type of organization. Contact a Motor Vehicles office for information.

For Partnerships (one of the following proofs)

- ♦ A Certificate of Partnership (filed with the County Clerk); **or**
- ♦ A copy of the DBA filing receipt issued by the County Clerk.

SECTION 4 - SPECIAL INSTRUCTIONS FOR NAME CHANGE, OWNER DECEASED OR POWER OF ATTORNEY

Name Change

1. At the top of page 1 mark the box "OWNER NAME HAS CHANGED" and enter your new name in the space provided to the right.
2. In Section 1, enter your former name in the "Owner's Name" box and complete the remaining boxes in Section 1.
3. In Section 2, sign the Certification and write the date.

If your name has changed and you sell the vehicle, boat or manufactured home, you can give the title with your former name to the person who purchases the vehicle. A title in your new name is not required.

If your former name is on the title and registration and you need a duplicate title in your new name, you must first change your name on your driver license and registration. Bring this application AND original marriage certificate, divorce certificate or other documents that confirm your name change to any Motor Vehicles office.

If your former name is on the title but the vehicle is NOT registered and you need a title in your new name, you MUST mail this application AND a photocopy of your marriage certificate, divorce certificate or other documents that confirm your name change to the Title Bureau at the address shown at the top of Page 1.

Owner Deceased

1. At the top of page 1, mark the box "OWNER IS DECEASED".
2. In Section 1:
 - Enter the name and date of birth of the deceased.
 - In the "C/O" (In Care Of) space, enter your name.
 - In the "Current Mailing Address" space, enter your address.
3. In Section 2:
 - Sign your name and indicate either your relationship to the deceased (deceased's spouse, child under the age of 21 or next of kin) or legal title granted by the court. For example: "Mike Motorist, Executor of the Estate of David Brown"; "Mike Motorist (Surviving Spouse)"; "Mike Motorist (Guardian of minor child)"; etc.
4. You must also bring or mail the following:
 - Documents to prove your identity, not the identity of the deceased (see Section 3); and
 - A copy of the death certificate or a certification of death or Letters Testamentary or Letters of Administration (if relationships above do not apply to you).

NOTE: Additional guidelines could apply to register or transfer the vehicle for which you need a duplicate title. For additional information, see form MV-349 (Transfer of Vehicle Registered in Name of Deceased Person) or form MV-349.1 (Affidavit for Transfer of Motor Vehicle).

Power of Attorney

At the top of page 1 mark the box "OWNER HAS GIVEN POWER OF ATTORNEY". In Section 1:

1. Enter the name and date of birth of the owner.
2. In the "C/O" (In Care Of) space, enter your name.
3. In the "Current Mailing Address" space, enter your address.
4. Provide an original Power of Attorney (POA) that is notarized and includes: The date POA was issued, name and address of person or company that gave POA, name and address of person or company that has the POA, original signature of person who gave the POA.

