

How to fill out a New York title

This sheet is not the title. It is the checklist to keep beside one. ANY CHANGE OR ERASURE WILL VOID THIS TITLE -- ANY FALSE STATEMENT IS A MISDEMEANOR. That is the first line on the reverse, above everything else. The certificate tells you to leave the front alone, and the DMV repeats it: complete the Transfer by Owner section on the back, do not write on or mark the front, and do not fill in any information until you actually make the transfer.

Who has to sign

Everyone the front of the certificate names	If the certificate shows two names, the DMV needs the block signed as the face of the title requires. Check the front before either of you writes anything on the back.
Seller's Signature, then Seller's Name in full	Signature on the upper line, printed name in the box beside it, and your street address, city, state and ZIP on the line below. The DMV asks for the printed name in full, not initials.
Date of Statement	Yours and the buyer's, in the right-hand cell of each row. This is the date the buyer's thirty days start running from.
Buyer's Signature and printed name	The mirror of yours, in the Buyer half of the same grid. A seller-only assignment is an incomplete one.
A surviving spouse signing for a decedent	Prints the deceased owner's name in Seller's Name and signs their own name followed by the words "as surviving Spouse".
An executor or administrator	Signs and then writes Executor - or Administrator - of the Estate of, followed by the deceased owner's name, with the Letters from the Surrogate's Court attached.
Section II is not yours	It is headed Reassignment by Manufactured Home Dealer or Registered Boat Dealer or Out-of-State Dealer. A private seller has no business in it.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any box: take the plates off	The DMV's instruction comes before the signing, not after it: before you complete the sale, take your license plates off the vehicle and remove your registration sticker from the windshield. Watch out: This is the step that decides whether the rest of it costs you anything. The plate stays attached to your registration record until the DMV has it back, and the registration has to outlive the insurance - surrender first, cancel second.
1	YOU	Odometer disclosure: which certification	Three boxes, and you tick exactly one: the reading reflects the ACTUAL MILEAGE, it EXCEEDS MECHANICAL LIMITS because the odometer rolled over, or it is not the actual mileage and carries an odometer discrepancy warning. Watch out: There is no exempt box on a New York certificate. If the car is a 2010 or older model year the disclosure is not required at all - but the form gives you nowhere to say so, so leave the block alone rather than inventing an answer for it.
2	YOU	The odometer reading itself	Whole miles, in the ruled box at the top right of Section I. The certificate prints "(no tenths)" underneath it. Watch out: Read it off the dashboard on the day, not off the last inspection report. If the two disagree the buyer's application is the thing that stalls, and the DMV will be asking you about it weeks later.
3	YOU	Five digits or six	A second pair of boxes beside the reading, asking how many digits the odometer has space for excluding tenths. Watch out: This is the question that makes a rollover provable. A five-digit odometer showing 12,300 on a car that has plainly done more is exactly what the EXCEEDS MECHANICAL LIMITS box exists for.
4	YOU	Damage disclosure: has been, or has not been	One box of two, certifying whether the vehicle has been wrecked, destroyed or damaged past 75 per cent of its retail value at the time of loss. Watch out: It must be completed for all vehicles regardless of age - there is no cut-off. And ticking "has been" has consequences the certificate spells out: an anti-theft examination before it can be registered, and REBUILT SALVAGE: NY printed on the new title.
5	YOU	Seller's Signature	The upper-left cell of the grid, on the rule marked with an arrowhead. Watch out: The DMV's wording about this line is unusually direct: when you sign on the line for Seller's Signature, the vehicle will immediately belong to the new owner. Not when the money moves, not when they register it.
6	YOU	Seller's Name, printed in full	The cell to the right of your signature. Print, do not initial. Watch out: It has to be the name the front of the certificate carries. If you married or changed your name since the title was issued you can hand over the title in the former name - the DMV says a title in your new name is not required to sell.

#	WHO	BOX	WHAT GOES IN IT
7	YOU	Street address, city, state and ZIP	The row directly beneath the signature. The printed labels sit inside one continuous ruled box rather than in separate cells. Watch out: Use the address the DMV has for you, because this is the block a clerk compares against the record when something does not match. If you have moved, change your address with the DMV before you sell rather than after.
8	YOU	Date of Statement	The right-hand cell of your address row. It is the date of transfer. Watch out: Everything downstream hangs off this date: the buyer's thirty days to apply for a title, the day your plates should already have come off, and the date you will quote if an insurance-lapse letter ever arrives.
9	BUYER	The buyer's half of the grid	Signature, printed name, address and date, in the four cells marked Buyer down the left-hand edge. Watch out: Do not let them take the certificate away to fill in later. An assignment with only your half completed is a document the DMV can refuse, and one you can no longer correct - because correcting it voids it.
10	DEALER	Section II, which is not yours	A second identical grid headed Reassignment by Manufactured Home Dealer or Registered Boat Dealer or Out-of-State Dealer. Watch out: If you find yourself in Section II you have signed in the wrong half of the certificate, and there is no erasing your way back to Section I.

Before the pen touches the certificate

- **No corrections, at all** — Not crossed out, not initialled, not tidied up. A voided certificate has to be replaced with a duplicate before the car can be transferred, and that is a \$20 application and a wait for the post.
- **Blue or black ink** — The MV-82 the buyer files says PRINT CLEARLY IN BLUE OR BLACK INK across its head. Nothing in New York vehicle paperwork wants pencil.
- **Nothing on the front** — The whole of the face was set in Albany when the certificate was printed. The seller's half of the document is on the reverse and nowhere else.
- **Nothing early** — Do not fill in any information until you actually make the transfer. A certificate half-completed for a sale that fell through is a wasted certificate.
- **Print names in full** — The certificate asks for Seller's Name (Print in Full) and means it. Initials are the commonest reason a clerk hands the package back.
- **Whole miles, and no tenths anywhere** — Printed under the odometer box on the certificate, and repeated on the MV-103 and the MV-82TON.

NEW YORK STATE								dmv.ny.gov
CERTIFICATE OF TITLE								
THIS IS A DUPLICATE CERTIFICATE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE								* * LIENS * *
Title and Identification No.		Year	Make	Model Code	Body/Hull	Document No.		
ABCDEF12345678912		1996	CHEVR	CVT	2DSD	752301W		
Color	Wt./Sts./Lgh.	Fuel	Cyl./Prop.	New or Used	Type of Title	Date Issued		
RD/WH	003456	GAS	8	USED	VEHICLE	1/09/98		
Name and Address of Owner(s)				ODOMETER READING:		123456		
MOTORIST, MIKE				123456				
MOTORIST, MARY				ACTUAL MILEAGE				
202 SOUTH SWAN ST								
ALBANY NY 12121								
IMPORTANT: THIS VEHICLE WAS RETURNED TO THE MANUFACTURER OR DEALER BECAUSE IT DID NOT CONFORM TO ITS WARRANTY.								
* STOLEN VEHICLE * INSURANCE TRANSFER ONLY								
RECONSTRUCTED * NON-USA STD * REBUILT SALVAGE/NJ								
NON-COMPLYING NY EMISSIONS								
This document is not valid for New York State vehicle, boat or manufactured home. Keep it in a safe place, not with your license or registration or in your vehicle or boat. To dispose of your vehicle, boat or manufactured home, complete the transfer section on the back and give this title to the new owner.								
IMPORTANT: THIS VEHICLE IS NOT EQUIPPED WITH A TAMPER-RESISTANT ODOMETER								
Lienholder				Lienholder				
HOUSEHOLD FINANCE DEPT. C. 123 BROADWAY TROY NY 12180				01	GMAC ALBANY REGIONAL OFC WOLF RD ALBANY NY 12321		02	
Lienholder				Lienholder				
STATE BANK CONSUMER LOAN UNIT PEARL ST ALBANY NY 11111				03	KEY BANK AUTO LOAN DIVISION STATE ST ALBANY NY 12121		04	
MV-999 (3/21)								
DEPARTMENT OF MOTOR VEHICLES								

ANY CHANGE OR ERASURE WILL VOID THIS TITLE -- ANY FALSE STATEMENT IS A MISDEMEANOR

SECTION I - Transfer by Owner

ODOMETER DISCLOSURE STATEMENT

Note: This vehicle cannot be registered or titled in the name of the new owner unless mileage is disclosed.

Federal and State Law require that you state the mileage of the vehicle described on this certificate when transferring ownership. Failure to do so, or providing a false statement, may result in fines and/or imprisonment.

I certify that, to the best of my knowledge, this odometer reading (check one):

- ☒ 1. reflects the ACTUAL MILEAGE as seen on the odometer of the vehicle described on the front.
☐ 2. EXCEEDS MECHANICAL LIMITS (odometer started over at zero)
☐ 3. not the actual mileage. WARNING - ODOMETER DISCREPANCY.

ODOMETER READING

104382

(no tenths)

ODOMETER HAS SPACE FOR: (Check one)

- ☐ Five Digits, excluding tenths
☒ Six Digits, excluding tenths

DAMAGE DISCLOSURE STATEMENT (To be Completed by Owner Named on Face of Title)

I certify that, to the best of my knowledge, this vehicle ☐ has been or ☒ has not been wrecked, destroyed or damaged to such an extent that the total estimate or actual cost of parts and labor to rebuild or reconstruct the vehicle to the condition it was in before an accident, and for legal operation on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss. (Checking the "has" box means that the vehicle must have an anti-theft examination before being registered and that the title issued will have the statement "Rebuilt Salvage: NY" on it.)

I or we transfer the vehicle, boat or manufactured home described on this certificate. At the time of transfer, this title is subject only to the liens or encumbrances listed on this certificate, if any. I also certify that this is the most recent title issued for this vehicle, boat or manufactured home.

Note: Section 2113 of the Vehicle and Traffic Law requires that application for a title must be made within 30 days of transfer.

Seller	Seller's Signature <i>Rosalind Havemeyer</i>		Seller's Name (Print in Full) ROSALIND T. HAVEMEYER	
	Street Address <i>318 Wurts St, Kingston, NY 12401</i>	City <i>Kingston</i>	State <i>NY</i>	ZIP code <i>12401</i>
Buyer	Buyer's Signature <i>Desmond Whitlock</i>		Buyer's Name (Print in Full) DESMOND A. WHITLOCK	
	Street Address <i>77 Auburn St, Buffalo, NY 14213</i>	City <i>Buffalo</i>	State <i>NY</i>	ZIP code <i>14213</i>

SECTION II - Reassignment by Manufactured Home Dealer or Registered Boat Dealer or Out-of-State Dealer

Note: Section 2113 of the Vehicle and Traffic Law requires that application for a title must be made within 30 days of transfer.

Seller	Seller's Signature <i>Rosalind Havemeyer</i>		Seller's Name (Print in Full) ROSALIND T. HAVEMEYER	
	Street Address <i>318 Wurts St, Kingston, NY 12401</i>	City <i>Kingston</i>	State <i>NY</i>	ZIP code <i>12401</i>
Buyer	Buyer's Signature <i>Desmond Whitlock</i>		Buyer's Name (Print in Full) DESMOND A. WHITLOCK	
	Street Address <i>77 Auburn St, Buffalo, NY 14213</i>	City <i>Buffalo</i>	State <i>NY</i>	ZIP code <i>14213</i>