

How to fill out MVR-4 — Application for Duplicate Title

North Carolina · written against MVR-4 (Rev 04/26), issued under N.C. General Statute 20-68

For a certificate that was lost or never arrived. The number in the top right corner of the form is \$25.50, and the sentence under it is the one that matters to anybody trying to sell: there is a 15-day mandatory waiting period after an application for duplicate title is received before a certificate can be issued.

This sheet is not the form. Download the blank MVR-4 from the North Carolina Division of Motor Vehicles at <https://www.ncdot.gov/dmv/downloads/Documents/MVR-4.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	Title number	Top right of the vehicle description block. Watch out: If you do not have the number because you do not have the title, it is on any old registration card, and a licence plate agency can read it off the record.
2	YOU	Vehicle description	Year, make, body style, series model, VIN and fuel type. Watch out: The VIN is what the Division matches on. Everything else on this row is confirmation.
3	YOU	Name of registered owners	First, middle and last name in three separate boxes, then the residential address with its county. Watch out: As the record has it. A duplicate is issued in the name on the record, so this is not the moment to correct a spelling — that is an MVR-5.
4	YOU	Which of the three duplicates	Duplicate and assignment by registered owner, duplicate as recorded, or duplicate and removal of lien. Watch out: A seller who intends to sign the car over wants the first one. The middle box gives you a clean replacement certificate and nothing else.
5	YOU	Lost or never received	Two boxes inside the certification, and one has to be ticked. Watch out: Never received has a consequence: where a title mailed to a lien holder does not arrive, the form's own note says affidavits by both the registered owner and the lien holder are required.
6	YOU	Current odometer reading	One box near the foot of the owner's section. Watch out: Today's reading, not the reading when the title went missing. It goes on to the replacement certificate.
7	YOU	Signature of the registered owners	Under the certification that the information is correct and that the original becomes void on issue. Watch out: You are also promising to return the original to the Division immediately should it be found. That is a real obligation, not a formality — two live certificates for one car is how title fraud starts.
8	YOU	The notary block	Date, county, state, names of the principals, notary signature, printed name, seal and commission expiry. Watch out: Post it to the Raleigh mail service centre address printed at the top of the form, or hand it in at a licence plate agency. Either way the fifteen days start when the Division receives it.

What gets this one rejected

- Ticking two of the three application blocks. They describe three different documents and only one can be issued.
- Leaving the lost or never received boxes empty. The certification depends on which of the two happened.
- An owner's signature that is not notarised.
- A lien shown on the record with the lienholder affidavit at the foot left blank. Where the original title was issued subject to a lien and it has been satisfied, the form says the lien holder must certify to that effect.
- Expecting it the same week. The fifteen-day waiting period runs from the day the Division receives the application, not from the day you posted it.
- Applying for a duplicate to replace a title you have already signed over. That is a different procedure, and the MVR-46 series exists for it.

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

MVR-4 online (Rev. 04/26)

North Carolina Division of Motor Vehicles

\$25.50

There is a 15-day mandatory waiting period after an application for duplicate title is received by the Division of Motor Vehicles before a certificate of title can be issued. Mail to: NCDMV, 3148 Mail Service Center, Raleigh, NC 27697-3148.

VEHICLE DESCRIPTION

Title Number 183042771

Year 2017 Make Subaru Body Style SW Series Model Outback

Vehicle Identification Number 4S4WMAJD5H3417206 Fuel Type Gas

Name of Registered Owner(s) Marlene T. Hollowell

First Name Middle Name Last Name

4127 Silas Creek Pkwy Winston-Salem NC 27106 Forsyth

Residential Address City State Zip Code County

Mailing Address

(IF DIFFERENT FROM ABOVE)

Vehicle Location Address

(IF DIFFERENT FROM ABOVE)

LIEN RECORD AS SHOWN ON ORIGINAL TITLE

First Lien

Date Lien Holder Address

Second Lien

Date Lien Holder Address

Third Lien

Date Lien Holder Address

DISCLOSURE SECTION

All motor vehicle records maintained by the North Carolina Division of Motor Vehicles will remain closed for marketing and solicitation unless the block below is checked.

☐ I (We) would like the personal information contained in this application to be available for disclosure.

CHECK APPLICABLE BLOCK

- ☐ Application for Duplicate Certificate of Title and Assignment by Registered Owner
- ☒ Application for Duplicate Certificate of Title as Recorded
- ☐ Application for Duplicate Certificate of Title and Removal of Lien

If original title was issued subject to a lien and it has been satisfied, lien holder must certify to that effect.

I (we), the registered owner(s) of the above described vehicle, hereby make application for a duplicate certificate of title and certify that the original has been:

(Check applicable block) ☒ Lost ☐ Never Received

I understand that upon issuance of the duplicate, the original title becomes void and that I am required to return the original title to the Division of Motor Vehicles immediately should it be found.

Current Odometer Reading 88412

I (we) certify that the information on the application is correct to the best of my (our) knowledge.

Signature(s) of registered owner(s) Marlene Hollowell

Date 07/28/2026 County Forsyth State NC

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Marlene T. Hollowell (name(s) of principal(s)).

Notary Signature Yvonne Trask

Notary Printed or Typed Name Yvonne D. Trask

(SEAL)

My Commission Expires 03/14/2029

AFFIDAVIT OF FIRST LIEN HOLDER

I (we), support the application for a duplicate certificate of title covering the above described vehicle and certify that the original title was:

(CHECK APPLICABLE BLOCK) ☐ Title lost while in my possession; lien has been satisfied ☐ Lost while in my possession

☐ Never Received ☐ Surrendered to upon payment of lien in full.

Lien holder's signature by:

Date County State

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: (name(s) of principal(s)).

Notary Signature

Notary Printed or Typed Name

(SEAL)

My Commission Expires

The duplicate title will be issued subject to such liens as were recorded on the last title and mailed to the first lien holder of record, unless lien release is submitted. The lien holder may apply for a duplicate title, without the signature(s) of the registered owner(s), if the original title was lost while in the lien holder's possession. When a title, mailed to a lien holder by the Division of Motor Vehicles, is not received, affidavits by the registered owner(s) and lien holder(s) are required in order to obtain a duplicate title.