

How to fill out MVR-5 — Corrected or Substitute Title Application

For a certificate that exists but is wrong. Nine printed reasons run down the middle of the form — a misspelled name, a change of name, an identification number, a body style, a year model in error, the wrong lienholder, a change of motor or body, a title incorrectly assigned, and adding survivorship — and each of them produces a fresh certificate rather than an annotation on the old one.

This sheet is not the form. Download the blank MVR-5 from the North Carolina Division of Motor Vehicles at <https://www.ncdot.gov/dmv/downloads/Documents/MVR-5.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 row of the vehicle section, beside the series model. Watch out: The correction is applied to a specific certificate, so this is the number of the wrong one you are holding.
2	YOU	Vehicle identification number	Second row, with the fuel type, odometer reading and odometer brand beside it. Watch out: If the VIN itself is what is wrong, tick identification number as the reason and read note C — that correction needs more than this form.
3	YOU	Owner ID and full legal name	The name you want on the corrected certificate, with your driver licence number. Watch out: Write the correct version here. The wrong version goes in the explanation lines further down, not in this box.
4	YOU	Plate number and insurance	The plate currently on the vehicle, the insurer authorised in N.C. and the policy number. Watch out: The certification above it is the same financial responsibility statement the MVR-1 carries. A correction application still asserts that the car is insured.
5	YOU	Reason for correction	One of nine tick boxes down the middle of the form. Watch out: Five of the nine carry a lettered note. Read the note before you tick the box — several of them ask for a document that has to travel with the application.
6	YOU	Detailed explanation	Three lines to say what is wrong and what it should be. Watch out: Say both halves. Title issued as X, correct legal name is Y, evidence attached — an explanation that only names the correct version leaves the agent guessing at the error.
7	YOU	Owner's signature	Under the certification that the information contained is true and accurate to the best of your knowledge. Watch out: One signature line for a single owner; joint owners both sign and are both acknowledged.
8	YOU	The notary block	Names of the principals, notary signature, printed or typed name, seal and commission expiry. Watch out: Then check the reverse. If a lien is recorded against the vehicle, the lienor's confirmation on the back needs its own signature and its own acknowledgment.

What gets this one rejected

- A reason box ticked with the explanation lines left empty. The form asks for a detailed explanation and a licence plate agency reads it.
- A change of name without the supporting document the notes call for.
- An unsigned lienor confirmation where a lien is recorded. The reverse of the form exists for the lienholder to join in the statements about the lien.
- A missing odometer reading. There are two odometer boxes on this form and both belong to the current record.
- An unnotarised owner's signature.
- Trying to correct an assignment with it. A title incorrectly assigned is one of the nine reasons, but voiding the assignment itself is an MVR-28.

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

MVR-5
(Rev. 08/18)

North Carolina Division of Motor Vehicles

Corrected or Substitute Title Application

VEHICLE SECTION					
YEAR 2017	MAKE Subaru	BODY STYLE SW	SERIES MODEL Outback	TITLE NUMBER 183042771	
VEHICLE IDENTIFICATION NUMBER 4S4WMAJD5H3417206			TYPE OF FUEL Gas	ODOMETER READING 88412	ODOMETER BRAND
OWNER SECTION					
Owner 1 ID # 000418627		Full Legal Name of Owner 1 (First, Middle, Last, Suffix) or Company Name <i>Marlene T. Hollowell</i>			
Owner 2 ID #		Full Legal Name of Owner 2 (First, Middle, Last, Suffix) or Company Name			
Joint applicants request this title to be issued with Joint Tenants with Rights of Survivorship? Check appropriate block: Yes ☐ No ☒					
Residence Address (Individual) Business Address (Firm) <i>4127 Silas Creek Pkwy</i>					
City and State <i>Winston-Salem, NC</i>			Zip Code 27106	Tax County <i>Forsyth</i>	
Mailing Address (if different from above)					
I certify for the motor vehicle described above that I have financial responsibility as required by law.				Plate Number HKD-4192	
<i>Catawba Mutual Insurance Company</i>				NC-4471-90882	
Insurance company authorized in N.C.				Policy Number	
LIEN SECTION					
FIRST LIEN			SECOND LIEN		
Date of Lien	Account #		Date of Lien	Account #	
Maturity Date			Maturity Date		
Lienholder ID#	Lienholder Name		Lienholder ID#	Lienholder Name	
Address			Address		
City	State	Zip Code	City	State	Zip Code
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 REASON FOR CORRECTION OF TITLE				ODOMETER READING 88412	
☒ Spelling of name incorrect		☐ Year model in error			
☐ Change of name (See notes A & B)		☐ Wrong lienholder (see note D)			
☐ Identification number (See note C)		☐ Change of motor or body (See note E)			
☐ Body style		☐ Title incorrectly assigned (See note F)			
☐ Joint applicants request this title to be issued with Joint Tenants with Rights of Survivorship					
Give detailed explanation of alterations and changes: <i>Title issued as MARLINE T HOLLOWELL.</i>					
<i>Correct legal name is Marlene T. Hollowell, as shown on the North Carolina driver licence attached.</i>					
I, the undersigned, owner of the vehicle described above, hereby certify that the information contained herein is true and accurate to the best of my knowledge.					
Signature of owner(s) <i>Marlene Hollowell</i>					
Date <i>07/16/2026</i>		County <i>Forsyth</i>		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: <i>Marlene T. Hollowell</i> (name(s) of principal(s)).					
Notary Signature <i>Yvonne Trask</i>		Notary Printed or Typed Name <i>Yvonne D. Trask</i>			
(seal)		My Commission Expires <i>03/14/2029</i>			

(See reverse side for lienor's confirmation, regulations and notes)

MVR-5 (Reverse)

Certificate of Confirmation by Lienor

I, the undersigned, do hereby join with the owner in confirming the statements made on the reverse side as they relate to the matter of lien and lienholder.

Signature of Lienor: _____

Address: _____ City: _____ State: _____ Zip: _____

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: _____ My Commission Expires: _____

Notary Printed/Typed Name: _____ (SEAL)

RULES AND REGULATIONS CONCERNING CHANGES OF MOTORS, BODIES, FRAMES, ETC.

1. A certificate of title follows the vehicle rather than the motor. When another motor is placed in a vehicle, an application for correction of the certificate of title should be filed with the Division of Motor Vehicles. (Exceptions: The V-8 Ford, Mercury and Lincoln products are not assigned motor numbers. Therefore, the change of motor will not affect the identification numbers located on the frame and will require no notice to the division. The registration of vehicles manufactured in 1954 and subsequent years is by the identification number (serial number), consequently, when motors are changed in these vehicles, a notice to the Division of Motor Vehicles is not required.)
2. If the replacement motor is a new one, a bill of sale covering the purchase of it should be attached to the application for correction; and if the motor is used and currently registered in North Carolina, the title properly assigned to the applicant is required for cancellation or correction, depending on the disposition of the body and chassis from which the motor was removed. If the motor is used but not currently registered in North Carolina, a bill of sale is required to establish ownership.
3. Body changes require a correction of the certificate of title. When one body is removed and another factory-built body is used to replace it, the certificate of title for both vehicles should accompany the application for cancellation or correction, depending on the disposition of the chassis and motor from which the body was removed.
4. The certificate of title for a vehicle in which a motor is being placed must accompany the application for correction. If the certificate of title is lost, an application for a duplicate certificate of title must accompany the application for correction.

NOTES

Note A - If the registered owner's name has been changed by permission of the courts, a certified copy of the court order, authorizing the change, must accompany the application.

Note B - Firm and trade names may be corrected when the ownership remains principally the same. The incorporation of partnerships and proprietorships requires a transfer of the title and a correction of the registration plate record.

Note C - If the application is to correct an error in the motor or serial number(s), it is recommended that a pencil rubbing be made and attached to the application.

Note D - A change in the name of the lienholder requires a confirmation by the lienholder whose name is recorded incorrectly.

Note E - If the application is to correct the identification number(s) due to a change of a motor or a body, give the former number(s) replaced, the date and the source of purchase of the motor or body used for replacement and whether purchased new or used.

Note F - An assignment of a certificate of title by an owner(s) can be voided only if no sale occurred. An application for a substitute title must be accompanied by affidavits, signed by all parties concerned, that no sale was made.