

# How to fill out a North Carolina title

MVR-191 · 8 of 13 boxes are the seller's · rules as of 2026-08-23

**This sheet is not the title.** It is the checklist to keep beside one. Everything here happens in front of a notary, and nothing here can be corrected with a pen. The Title Manual reduces the whole thing to a checklist of six: purchaser's name and address, date of sale or date of delivery, seller's signature, odometer reading, notarization, damage disclosure statement. Those six are what constitutes a proper assignment of a title document, and a transfer missing any one of them is not a transfer.

## Who has to sign

|                               |                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The registered owner          | Signs section A in the presence of the notary, then hand-prints the same name on the line below. Both lines, every time.                                                                         |
| Every owner named on the face | Where two names are joined by “and”, both have to sign and both signatures have to be acknowledged. NCDMV asks for a black-and-white copy of the other owner's licence or ID with the paperwork. |
| The buyer                     | Signs and hand-prints in section A to acknowledge the odometer reading, and signs again at the foot of section B as the applicant — in front of a notary a second time.                          |
| A notary public               | Twice on this one sheet: once for the assignment, once for the purchaser's application. A licence plate agency will take both, and NCDMV publishes the fee.                                      |
| An attorney-in-fact           | Only on an MVR-63, and only where NCDMV does not hold the title. A title in a lienholder's hands — paper or electronic — needs the secure MVR-63A, which is not a form the public can download.  |
| The lienholder                | Releases on the front of the certificate, in the block for the lien being cleared, or separately on an MVR-46D that is itself notarised.                                                         |

## Every box, in the order you meet it

| # | WHO   | BOX                                                    | WHAT GOES IN IT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|-------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU   | Name of Buyer                                          | The first line of section A. The buyer's printed name, written by you, before anybody signs anything. <b>Watch out:</b> Leaving it blank so the buyer can fill it in later is a Class 2 misdemeanor under G.S. 20-72(b) — for both of you. The statute names delivering and accepting a title assigned in blank in the same breath.                                                                                                                                                                                                                  |
| 2 | YOU   | Address of Buyer                                       | The line underneath. Street, city, state and ZIP as the buyer's licence has them. <b>Watch out:</b> This is the address NCDMV writes to. Get it from the licence rather than from a phone screen — a buyer who never receives the title comes back to you first.                                                                                                                                                                                                                                                                                     |
| 3 | YOU   | Seller(s) Signature                                    | Right-hand column, top line. Sign it in the presence of the notary and not before. <b>Watch out:</b> The acknowledgment printed underneath says the person signing personally appeared. Signing at home and walking the paper to a notary afterwards is the single commonest reason a North Carolina assignment is rejected.                                                                                                                                                                                                                         |
| 4 | YOU   | Seller(s) Hand Printed Name                            | The line below the signature, in block capitals or plain print, matching the name on the face of the title. <b>Watch out:</b> Match the face of the certificate, not your usual signature. If the title says MARLINE and you are Marlene, that is a correction on an MVR-5 before the sale, not a scribble in the margin during it.                                                                                                                                                                                                                  |
| 5 | YOU   | The odometer reading window                            | A printed box on the left of section A, marked ODOMETER READING (NO TENTHS). Whole miles only. <b>Watch out:</b> This box is on the certificate itself, which is why an MVR-180 with a different number on it is worse than useless — two documents disagreeing about the mileage is a discrepancy, and the Division treats it as one.                                                                                                                                                                                                               |
| 6 | YOU   | Date, County and State of the acknowledgment           | The three short blanks under your printed name. The date is the date you signed in front of the notary, and the county is the notary's county. <b>Watch out:</b> The date of the acknowledgment and the date the vehicle was delivered are two different dates and two different boxes. Filling one and leaving the other empty is an incomplete assignment.                                                                                                                                                                                         |
| 7 | YOU   | The odometer statements and the three damage questions | Two tick boxes for a reading that exceeds the mechanical limits or is not the actual mileage, then three Yes/No lines: a collision costing more than 25% of fair market value, a flood vehicle, a reconstructed or salvage vehicle. <b>Watch out:</b> Leaving all five empty is not neutral — the printed sentence above them already certifies the reading as actual unless one is ticked, and the damage lines have to be answered either way. Failing to disclose is a Class 2 misdemeanor under G.S. 20-71.4 and carries civil liability on top. |
| 8 | BUYER | Buyer(s) Signature and hand printed name               | The last two lines of section A. The buyer signs to acknowledge the odometer reading and prints the same name underneath. <b>Watch out:</b> Both parties are acknowledged by the same notary at the same sitting where possible. If the buyer signs later in front of a different notary, that is still acceptable — but the assignment is not complete until they have.                                                                                                                                                                             |
| 9 | YOU   | Date vehicle delivered to purchaser                    | Bottom left of section A, on its own. The day the keys changed hands. <b>Watch out:</b> This is the date the buyer's 28 days run from, and the date that decides who owned the car when a ticket was issued. Write it even if it is the same day as everything else.                                                                                                                                                                                                                                                                                 |

| #  | WHO    | BOX                                                                 | WHAT GOES IN IT                                                                                                                                                                                                                                                                                                                                                    |
|----|--------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | BUYER  | <b>Section B, owner and licence number</b>                          | The purchaser's application starts here: driver licence number, full legal name, residence address, city, state, ZIP and county. <b>Watch out:</b> The county on this line sets the vehicle property tax, which NCDMV collects for the counties at registration. It is the buyer's county, not yours and not where the paperwork is filed.                         |
| 11 | LENDER | <b>Section B, the lien blocks</b>                                   | First and second lien: date, account number, lienholder ID, name and address. Completed where the buyer is borrowing to buy the car. <b>Watch out:</b> If the buyer is financing, their lender ends up holding the new title. That is normal here and it does not delay anything on your side — but it does mean the title will not arrive at the buyer's address. |
| 12 | BUYER  | <b>Section B, insurance company and policy number</b>               | The buyer certifies financial responsibility and names a company authorised in North Carolina, with the policy number. <b>Watch out:</b> It has to be a North Carolina-licensed insurer. A buyer arriving with an out-of-state policy on a car they are registering here is turned away at the counter.                                                            |
| 13 | BUYER  | <b>Section B, signature of owner(s) and the second notarial act</b> | The buyer signs, and a notary takes the acknowledgment a second time, on the same sheet of paper. <b>Watch out:</b> This is why both parties often go to the licence plate agency together. Two acknowledgments taken at one counter costs the published fee once each and saves the buyer a separate errand.                                                      |

### Before you go and find a notary

- **Do not sign until you are there** — The notary is certifying that you appeared in front of them. A pre-signed title is not a shortcut, it is a defective assignment.
- **Never a blank buyer line** — Handing over a signed title with the purchaser's name empty is named as a Class 2 misdemeanor in G.S. 20-72(b), and so is accepting one.
- **No alterations, no erasures** — It is printed along the bottom border of the certificate. A mistake is fixed with an MVR-28 and a new assignment, never with a line through it.
- **Whole miles, no tenths** — The odometer window on the certificate says so in the box label, and the MVR-180 repeats it.
- **Answer all three damage questions** — Two of the five only bite on a car five model years old or newer, but the salvage, flood and reconstructed lines apply to every model year.
- **Take the plate before you leave** — G.S. 20-72(a) says shall remove. Then surrender it or move it — and surrender it before you cancel the insurance.

## STATE OF NORTH CAROLINA

MVR 191 (Rev 1/13)

## CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

YEAR MODEL \_\_\_\_\_

MAKE \_\_\_\_\_

BODY STYLE \_\_\_\_\_

TITLE NUMBER \_\_\_\_\_

TITLE ISSUE DATE \_\_\_\_\_

PREVIOUS TITLE NUMBER \_\_\_\_\_

MAIL TO \_\_\_\_\_

## ODOMETER READING

## ODOMETER STATUS

## TITLE BRANDS

OWNER(S) NAME AND ADDRESS \_\_\_\_\_

The Commissioner of Motor Vehicles of the State of North Carolina hereby certifies that an application for a certificate of title for the herein described vehicle has been filed pursuant to the General Statutes of North Carolina and based on that application, the Division of Motor Vehicles is satisfied that the applicant is the lawful owner. Official records of the Division of Motor Vehicles reflect vehicle is subject to the liens, if any, herein enumerated at the date of issuance of this certificate.

As WITNESS, his hand and seal of this Division of the day and year appearing in this certificate as the title issue date.

  
 COMMISSIONER OF MOTOR VEHICLES

FIRST LIENHOLDER: \_\_\_\_\_

DATE OF LIEN \_\_\_\_\_

LIEN RELEASED BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

SECOND LIENHOLDER: \_\_\_\_\_

DATE OF LIEN \_\_\_\_\_

LIEN RELEASED BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

THIRD LIENHOLDER: \_\_\_\_\_

DATE OF LIEN \_\_\_\_\_

LIEN RELEASED BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

FOURTH LIENHOLDER: \_\_\_\_\_

DATE OF LIEN \_\_\_\_\_

LIEN RELEASED BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

ADDITIONAL LIENS: \_\_\_\_\_

100217766

ANY ALTERATIONS OR ERASURES VOID TITLE

## MVR -191 (Reverse)

**Federal and State law** requires that you state the mileage in connection with the transfer of ownership. Providing a false statement or failing to properly complete this form may result in fines and/or imprisonment.

| A                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                  | FIRST RE-ASSIGNMENT OF TITLE BY REGISTERED OWNER                                                                                                                                                                               |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address:                                                                                                                                                                                          |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| 1                                                                                                                                                                                                                                                                                                                                  | Name of Buyer: <b>John Quincy Public</b>                                                                                                                                                         | Seller(s) Signature: <b>Jane Smith Doe</b>                                                                                                                                                                                     |  |
| 2                                                                                                                                                                                                                                                                                                                                  | Address of Buyer: <b>115 Rock Quarry Rd Raleigh NC 27610</b>                                                                                                                                     | Seller(s) Hand Printed Name: <b>Jane Smith Doe</b>                                                                                                                                                                             |  |
| 3                                                                                                                                                                                                                                                                                                                                  | "I, seller(s), certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."                            | Date: <b>09-15-2021</b> County: <b>Johnston</b> State: <b>NC</b>                                                                                                                                                               |  |
| 4                                                                                                                                                                                                                                                                                                                                  | <div style="border: 1px solid black; padding: 2px; display: inline-block;">54879</div> <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.                     | 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: |  |
| 5                                                                                                                                                                                                                                                                                                                                  | <div style="border: 1px solid black; padding: 2px; display: inline-block;">54879</div> <input type="checkbox"/> 2. The odometer reading is not the actual mileage.                               | <b>Jane Smith Doe</b> seller(s)/name(s) of principal(s).                                                                                                                                                                       |  |
| 6                                                                                                                                                                                                                                                                                                                                  | <b>WARNING - ODOMETER DISCREPANCY</b><br>To my knowledge the vehicle described herein:                                                                                                           | Notary Public Signature: <b>Melissa M Stanfield</b>                                                                                                                                                                            |  |
| 7                                                                                                                                                                                                                                                                                                                                  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been involved in a collision or other occurrence to the extent that the cost to repair exceeds 25% of fair market value. | Notary's Printed or Typed Name: <b>Melissa M Stanfield</b>                                                                                                                                                                     |  |
| 8                                                                                                                                                                                                                                                                                                                                  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been a flood vehicle.                                                                                                    | My Commission expires: <b>11-12-2025</b> (SEAL)                                                                                                                                                                                |  |
| 9                                                                                                                                                                                                                                                                                                                                  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been a reconstructed or a salvage vehicle.                                                                               | Buyer(s) Signature: <b>John Quincy Public</b>                                                                                                                                                                                  |  |
| 10                                                                                                                                                                                                                                                                                                                                 | Date vehicle delivered to purchaser: <b>09-15-2021</b>                                                                                                                                           | Buyer(s) Hand Printed Name: <b>John Quincy Public</b>                                                                                                                                                                          |  |
| B PURCHASER'S APPLICATION FOR NEW CERTIFICATE OF TITLE                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| The undersigned purchaser of the vehicle described on the face of this certificate, hereby makes application for a new certificate of title and certifies that said vehicle is subject to the following named liens and none other and that the information contained herein is true and accurate to my best knowledge and belief. |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| <b>CHECK Appropriate Block/s</b> (Application cannot be processed without certification of services)                                                                                                                                                                                                                               |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| <input type="checkbox"/> Title Only - Vehicle Not in Operation <input type="checkbox"/> Truck Weight Desired: _____                                                                                                                                                                                                                |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| <input checked="" type="checkbox"/> Title and License Plate <b>Private Auto</b> <input type="checkbox"/> Plate No. Transferred: _____ (Last Plate Number and Expiration)                                                                                                                                                           |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| <input type="checkbox"/> Inoperable Vehicle - Vehicle substantially disassembled and unfit or unsafe to be operated on the highway <input type="checkbox"/> Limited Registration Plate (When property taxes are deferred) For Hire Vehicle <input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No                  |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| I certify that all the above information is correct. <b>MMS</b> (customer's initials)                                                                                                                                                                                                                                              |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| OWNER(S)                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Owner 1 DL# <b>7531590</b> <b>John Quincy Public</b> Full Legal Name of Owner (First, Middle, Last, Suffix) or Company                                                                                                                                                                                                             |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Owner 2 DL# _____ Full Legal Name of Owner (First, Middle, Last, Suffix) or Company                                                                                                                                                                                                                                                |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Residence Address: <b>115 Rock Quarry Rd Raleigh NC 27610 Wake</b> City State Zip Code County                                                                                                                                                                                                                                      |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Mailing Address (If Different From Above): _____                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Vehicle Location Address (If Different from Residence Address Above): _____                                                                                                                                                                                                                                                        |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| FIRST LIEN                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                  | SECOND LIEN                                                                                                                                                                                                                    |  |
| Date of Lien: <b>09-15-2021</b> Acct # _____ Lien holder ID: <b>65656565</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                  | Date of Lien: _____ Acct # _____ Lien holder ID: _____                                                                                                                                                                         |  |
| Lien holder Name: <b>Finance Company Name</b>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                  | Lien holder Name: _____                                                                                                                                                                                                        |  |
| Address: <b>1212 Main St</b>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                  | Address: _____                                                                                                                                                                                                                 |  |
| City: <b>Raleigh</b> State: <b>NC</b> Zip Code: <b>27610</b>                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                  | City: _____ State: _____ Zip Code: _____                                                                                                                                                                                       |  |
| I certify for the motor vehicle described herein that I have financial responsibility as required by law.                                                                                                                                                                                                                          |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Insurance Company: <b>State Farm Mutual Insurance Company</b> Policy Number: <b>Insurance Policy Number</b> Odometer Reading: <b>54879</b>                                                                                                                                                                                         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Signature of Owner(s): _____                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Date: <b>09-15-2021</b> County: <b>Johnston</b> State: <b>NC</b>                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| 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: <b>John Quincy Public</b> owner(s)/name(s) of principal(s).                                         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Notary Public Signature: <b>Melissa M Stanfield</b>                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| Notary's Printed or Typed Name: <b>Melissa M Stanfield</b>                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |
| My Commission expires: <b>11-12-2025</b>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                  |                                                                                                                                                                                                                                |  |

NOTE: RETAIL PURCHASER MUST APPLY FOR NEW TITLE WITHIN 28 DAYS AFTER PURCHASE OR PAY STATUTORY PENALTY. ALTERATIONS OR ERASURES WILL VOID THIS TITLE.

| A                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                         | FIRST RE-ASSIGNMENT OF TITLE BY REGISTERED OWNER                                                                                                                     |                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address: |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                      |                                                                                                                                                                                                                                |
| 1                                                                                                                                         | Name of Buyer:                                                                                                                                                                                                                                                                                                                                                                                                          | John Quincy Public                                                                                                                                                   |                                                                                                                                                                                                                                |
| 2                                                                                                                                         | Address of Buyer:                                                                                                                                                                                                                                                                                                                                                                                                       | 115 Rock Quarry Rd Raleigh NC 27610                                                                                                                                  |                                                                                                                                                                                                                                |
| 3                                                                                                                                         | "I, seller(s) certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked."                                                                                                                                                                                                                                                    |                                                                                                                                                                      |                                                                                                                                                                                                                                |
| 4                                                                                                                                         | 54879                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.<br><input type="checkbox"/> 2. The odometer reading is not the actual mileage. | Seller(s) Signature: <u>Jane Smith Doe</u><br>Seller(s) Hand Printed Name: <u>Jane Smith Doe</u><br>Date: <u>09-15-2021</u> County: <u>Johnston</u> State: <u>NC</u>                                                           |
| 5                                                                                                                                         | ODOMETER READING (NO TENTHS)                                                                                                                                                                                                                                                                                                                                                                                            | WARNING - ODOMETER DISCREPANCY                                                                                                                                       | 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: |
| 6                                                                                                                                         | To my knowledge the vehicle described herein:                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                      | <u>Jane Smith Doe</u> seller(s)/name(s) of principal(s).                                                                                                                                                                       |
| 7                                                                                                                                         | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been involved in a collision or other occurrence to the extent that the cost to repair exceeds 25% of fair market value.<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been a flood vehicle.<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Has been a reconstructed or a salvage vehicle. |                                                                                                                                                                      | Notary Public Signature: <u>Melissa M Stanfield</u><br>Notary's Printed or Typed Name: <u>Melissa M Stanfield</u><br>My Commission expires: <u>11-12-2025</u> (SEAL)                                                           |
| 8                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                      | Buyer(s) Signature: <u>John Quincy Public</u><br>Buyer(s) Hand Printed Name: <u>John Quincy Public</u>                                                                                                                         |
| 9                                                                                                                                         | Date vehicle delivered to purchaser:                                                                                                                                                                                                                                                                                                                                                                                    | <u>09-15-2021</u>                                                                                                                                                    |                                                                                                                                                                                                                                |

Every rule here is transcribed from NCDMV Vehicle Registration Section Title Manual, revised 2026 and the North Carolina Division of Motor Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.