

How to fill out a North Dakota title

This sheet is not the title. It is the checklist to keep beside one. ERASURES, ALTERATIONS OR MUTILATIONS VOID THIS TITLE - printed along the bottom edge of the certificate itself. Part 1 is headed ASSIGNMENT AND WARRANTY OF TITLE, and the parenthesis after it is the deadline the document in your hand imposes: DELIVER TITLE TO BUYER WITHIN 15 DAYS FROM DATE OF SALE.

Who has to sign

Every owner the face of the title names, according to its conjunction	Or lets one sign alone. And needs both. And/Joint Tenants with Right of Survivorship needs both while both live, and the survivor alone with a certified death certificate afterwards.
A company, twice over	A certificate in a company's name must be countersigned - the manual's example is John Jones, President of Northwest Trucking Inc., with the agent's title and the business name both shown.
The buyer, under your odometer entry	On a model year 2011 or newer vehicle the new owners sign and print their names certifying the mileage you stated. It is part of the transfer, not a formality.
Nobody in front of a notary	Not on the certificate, and not on the Private Party Vehicle Bill of Sale either. The notary block belongs to the department's affidavits - the lien release, the decedent's affidavit, the untitled-vehicle route - and never to an ordinary assignment.
The name printed on the title, even if it is no longer yours	Married, divorced or otherwise renamed since you bought the car, you sign as the certificate has you. The manual makes it a rule of its own.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	The buyer's legal name, licence number and telephone	The first row of Part 1, and NDDOT prints its instruction across it in red on the sample: SELLER COMPLETES BUYER INFORMATION. Their legal name - first, middle, last - or a firm name for a lessor or trust, a driver's licence or FEIN number with one of the two boxes ticked, and a daytime telephone number. Watch out: Legal name means the name on their licence, and the department defines the acceptable identifiers by name in its manual. Copy it from the document rather than from how they introduced themselves.
2	YOU	The buyer's mailing address, with the county	Mailing address, city, state, ZIP code and county, still in your handwriting. Watch out: The county box is the one people skip, and North Dakota asks for it on every application it publishes. A blank there is an incomplete entry, and the certificate voids itself if you go back and squeeze it in later.
3	YOU	The co-applicant's name and identifier	The second owner's legal name, their driver's licence or FEIN, and a telephone number - the department's red note on the sample reads COMPLETE THIS SECTION IF THERE IS A SECONDARY OWNER. Watch out: Leave the whole block alone where one person is buying. Half a co-applicant - a name with no identifier, or an identifier with no conjunction ticked below - is worse than none.
4	YOU	The co-applicant's own address row	A full second address block: mailing address, city, state, ZIP and county for the co-applicant. Watch out: This is where the certificate differs from the loose Part 1 the department publishes as SFN 2877, which gives a co-buyer no address of their own. On the certificate they get one, so fill it in even when the two buyers live together.
5	YOU	Check One, and the purchase date and price beside it	Three boxes - Or, And, And/Joint Tenants with Right of Survivorship - and, on the same row, Purchase Date (Mo., Day, Year) and Purchase Price. Watch out: The certificate calls it a purchase date and a purchase price where the loose form calls them date of sale and selling price. They are the same two figures, they set the buyer's excise tax and their thirty-day clock, and the conjunction beside them decides who has to sign the next time this car is sold.
6	YOU	The odometer disclosure, and the reading box	The certification block: that the reading is the actual mileage unless one of two boxes is checked - mileage stated is in excess of its mechanical limits, or odometer reading is not the actual mileage, marked warning odometer discrepancy - with the reading itself in the box to the right, which is labelled NO TENTHS. Watch out: Whole miles only, exactly as that label says, and read off the cluster with the car in front of you. The block carries the department's own warning that failing to complete it or providing a false statement may result in fines and imprisonment.
7	YOU	Your signature, the date, and the buyer's signature beside it	Signature of Seller/Transferor on the left with the date next to it; Signature of Applicant/Buyer/Transferee on the right with its own date. NDDOT's red note runs under the buyer's half: COMPLETE IF MODEL YEAR IS 2011 OR NEWER. Watch out: That note is the whole odometer rule in one line - on a 2011-or-newer vehicle the buyer's signature here is what certifies the mileage you entered above, and the transfer is incomplete without it. On an older car their signature is not wanted in this box at all.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	The second signature row, for a co-seller and a co-buyer	An identical row underneath: a second Signature of Seller/Transferor with a date, and a second buyer's signature with a date. Watch out: Used when the face of the certificate joins its owners with and, or when two people are buying. A title that names two sellers and carries one signature is not assigned, whatever else is filled in.
9	YOU	Hand-printed names and your daytime telephone	Hand-Printed Name(s) of Seller(s)/Transferor(s) with a daytime telephone number, and the buyer's hand-printed names in the half beside them. Watch out: Print, do not sign again - this row exists so the counter can read what the signature row says. Print the name exactly as the face of the certificate has it, even if you have married, divorced or otherwise changed it since.

Six rules for a certificate that voids itself over a correction

- **Read the whole of Part 1 before the pen touches it** — The warning is printed on the certificate, not buried in a manual, and the department's checklist repeats it as a condition of acceptance: no write-overs, cross-outs, or mutilations. There is no correction fluid in North Dakota's system, only a notarised statement of error and a wait.
- **Write the buyer in yourself, legibly** — Part 1 asks for the new owner's legal name and address typed or printed legibly, and it is the seller's line to complete. The form warns in its own footer that incomplete or illegible entries may be returned to the owner for correction or for completion of a new form.
- **Date it the day possession actually changed** — The date of sale starts the buyer's thirty-day clock at the department, it is the date you will quote if you ever move the plate credit, and it is one of the four entries the department will only correct on a form signed by the seller.
- **Do the odometer with the car in front of you** — Model year 2011 or newer means a reading in whole miles and a certification, with the buyer countersigning it. Once a wrong figure is printed on a new title the route back runs through the original certificate, a notarised correction, and service records from either side of the error.
- **Take the plates off before the car moves** — This is a pen rule in North Dakota because it is part of the transfer, not a tidying-up afterwards. The registration expires the moment you sign, and the plate in your hand is the credit against your next registration.
- **Keep your copy of the bill of sale** — There is no notice of sale to file, so the signed bill of sale is your entire record of the transaction - and the department may ask about a below-guide price at any time, which is exactly what its comments box exists to answer.

(LEGAL DOCUMENT - - KEEP IN A SAFE PLACE)

SAMPLE

KEY BUYER/SELLER INFORMATION

	BUYER ENTERS THE INFORMATION
	SELLER ENTERS THE INFORMATION
	CO APPLICANT/BUYER
	LIENHOLDER

PART 1. ASSIGNMENT AND WARRANTY OF TITLE (DELIVER TITLE TO BUYER WITHIN 15 DAYS FROM DATE OF SALE)

Applicant's/Buyer's Legal Name (first, middle, last) or Firm Name (Lessor, Trust):		☐ Driver's License	☐ FEIN	Telephone Number
SELLER COMPLETES BUYER INFORMATION				
Mailing Address	City	State	ZIP Code	County
Co-Applicant's/Buyer's Legal Name (first, middle, last) or Firm Name (Lessee, Trust):		☐ Driver's License	☐ FEIN	Telephone Number
COMPLETE THIS SECTION IF THERE IS A SECONDARY OWNER				
Mailing Address	City	State	ZIP Code	County
Check One:	☐ Or	☐ And	☐ And/Joint Tenants with Right of Survivorship	Purchase Date (Mo., Day, Year)
				Purchase Price
Odometer Disclosure: Federal and State laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ☐ Mileage stated is in excess of its mechanical limits. ☐ Odometer reading is not the actual mileage (warning *odometer discrepancy)				Odometer Reading
Signature of Seller/Transferor		Date (Mo., Day, Year)	Signature of Applicant/Buyer/Transferee	
Signature of Seller/Transferor		Date (Mo., Day, Year)	Signature of Applicant/Buyer/Transferee	
Hand-Printed Name(s) of Seller(s)/Transferor(s)		Daytime Telephone No.	Hand-Printed Name(s) of Applicant(s)/Buyer(s)/Transferee(s)	

LEGAL TITLE OWNER (LIENHOLDER)

Any lien recorded in the office of the Department of Transportation is shown below. The lien holder named is and shall remain legal owner of the vehicle until the encumbrance is released or satisfied.



0000001
Z000001

I certify that the applicant has complied with the requirements of Title 39 of the North Dakota Century Code relative to the issuance of a certificate of title for a vehicle.

Deputy Director for Driver Safety

LIEN RELEASE - ALL INTERESTS IN THE VEHICLE DESCRIBED ABOVE ARE RELEASED.

Lienholder Name

COMPLETE THIS SECTION IF THERE IS A LIEN RELEASE

Signature of Agent

Date (Mo., Day, Year)

THE DEPARTMENT OF TRANSPORTATION IS NOT RESPONSIBLE FOR FALSE OR FRAUDULENT STATEMENTS MADE IN THE ASSIGNMENT OF THE CERTIFICATE OF TITLE.

SFN 2875 (7-2021)

ERASURES, ALTERATIONS OR MUTILATIONS VOID THIS TITLE

PART 2. DEALER ASSIGNMENT AND WARRANTY OF TITLE (DELIVER TITLE TO BUYER WITHIN 15 DAYS FROM DATE OF SALE)

Applicant's/Buyer's Legal Name (first, middle, last) or Firm Name (Lessor, Trust):		☐ Driver's License ☐ FEIN	Telephone Number	
Mailing Address	City	State	ZIP Code	County
Co-Applicant's/Buyer's Legal Name (first, middle, last) or Firm Name (Lessee, Trust):		☐ Driver's License ☐ FEIN	Telephone Number	
Mailing Address	City	State	ZIP Code	County
Check One: ☐ Or ☐ And ☐ And/Joint Tenants with Right of Survivorship		Purchase Date (Mo., Day, Year)		Purchase Price
Odometer Disclosure: Federal and State laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ☐ Mileage stated is in excess of its mechanical limits. ☐ Odometer reading is not the actual mileage (warning *odometer discrepancy)				Odometer Reading NO TENTHS
Name of Dealer	Dealer License Number	Signature of Applicant/Buyer/Transferee		Date (Mo., Day, Year)
Signature of Authorized Agent	Date (Mo., Day, Year)	Signature of Applicant/Buyer/Transferee		Date (Mo., Day, Year)
Hand-Printed Name of Authorized Agent	Daytime Telephone No.	Hand-Printed Name(s) of Applicant(s)/Buyer(s)/Transferee(s)		

PART 3. BUYER(S) / TRANSFEE(S) CERTIFICATION AND APPLICATION (PRESENT TO DEPARTMENT OF TRANSPORTATION WITHIN 30 DAYS)

MOTOR VEHICLE EXCISE TAX EXEMPTIONS - PLEASE CIRCLE EXEMPTION		COMPLETE IF TAX EXEMPTION APPLIES	
1. Gift from: ☐ Wife ☐ Husband ☐ Parent(s) ☐ Child ☐ Brother ☐ Sister ☐ Grandparent(s) ☐ Grandchild Gift to (Specify relationship between ALL NEW owners) _____ 2. Joint Tenancy with Right of Survivorship and vehicle is being put in one name only 3. Inheritance 4. Change of name by: ☐ Marriage ☐ Adoption ☐ Court Order (Check One) 5. Vehicle acquired through lease purchase agreement (Check one) ☐ A. If tax was paid on the total lease consideration, tax is due on the lease buyout amount. ☐ B. If tax was paid on the full purchase price and you have been in possession of the vehicle over one year, no tax is due. ☐ C. If tax was paid on the full purchase price and you have been in possession of the vehicle for less than one year, tax is due on the lease buyout amount. 7. Lien change 8. Interstate carriers --- Account Number: _____ 10. Public Transportation provided under contract with NDDOT 11. Dealer resale - USED vehicle 13. Tribal (SFN 18085 required)		14. Disabled American Veteran or Former Prisoner of War - Letter of Eligibility from the Department of Veterans Affairs is required 15. Non-profit senior citizens' or mobility impaired persons' corporation owned vehicle used for the transportation of the elderly or disabled 16. Mobility impaired person(s) purchasing specially equipped vehicle 18. Newly formed ☐ Partnership ☐ Corporation (Check One) Date formed: _____ 19. Dissolved ☐ Partnership ☐ Corporation (Check One) Date dissolved: _____ 20. Parochial or private non-profit school buses 22. Transfer into family trust 23. Military home of record: ☐ Entry ☐ Discharge (SFN 17147 required) 24. Mobile Home (SFN 3004 required) or Manufactured Home (SFN 53658 required) 25. North Dakota political subdivisions 26. Repossession (SFN 2880 required) 28. Total loss settlement or salvaged 29. Other - Specify _____ 30. Spousal Transfer due to Divorce (copy of divorce decree required)	
Full Purchase Price (less Rebate)	\$	First Lienholder (title will be mailed to first lienholder)	
Less Trade-In Allowance	\$	COMPLETE IF THERE IS A LIENHOLDER	
Less Total Loss Allowance	\$	Mailing Address	
Difference/Subtotal	\$	City	State ZIP Code
Tax (5% of Difference/Subtotal)	\$		
Title Fee (\$5.00)	\$	Second Lienholder	
Vehicle License Fee	\$	COMPLETE IF THERE IS A SECONDARY LIENHOLDER	
SRP (\$25.00)	\$	Mailing Address	
License Plate Credit Amount	- \$		
Plate or Credit Transfer Fee (\$5.00)	\$	City	State ZIP Code
Branch Fee	\$		
Duplicate Plate Fee (\$5.00)	\$		
TOTAL FEES DUE: DO NOT SEND CASH	\$		
Year and Make of Trade-In	The buyer (applicant), subject to the penalties of law, certifies the purchase price of the vehicle. The buyer makes application for certificate of title to the vehicle, having acquired it subject to the liens stated. The buyer certifies the vehicle is and will continue to be insured while operating upon public streets and highways.		
VIN of Trade-In	Signature of Applicant/Buyer/Transferee Date (Month, Day, Year)		
NOTE: A guide published by the automobile industry will be used to check values.		Signature of Applicant/Buyer/Transferee Date (Month, Day, Year)	
PENALTY: Persons making a false entry or altering a government document are guilty of a class A misdemeanor.			

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Every rule here is transcribed from NDDOT, Color-Coded North Dakota Sample Title with Checklist and the North Dakota Department of Transportation, Motor Vehicle Division's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.