

How to fill out SFN 2475 — Part 3, Purchaser's Certification and Application

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North Dakota · written against SFN 2475 (4-2026), issued under North Dakota Department of Transportation, Motor Vehicle Division; the buyer's application for a new certificate required by NDCC 39-05-17(4)

/forms/north-dakota/sfn-2475-part-3-purchasers-certification-and-application/

The buyer's half of the certificate, published as a loose sheet the way the seller's half is. Part 3 is where the new owner certifies the purchase price, claims any excise tax exemption, works the fee column and applies for the certificate of title - and its header sets their clock: submit to Department of Transportation within 30 days. A seller has no line on it at all, which is exactly why it is worth reading: it shows you what the person across the table has to do with the document you just signed, and how many of those thirty numbered exemptions are not what they think they are.

This sheet is not the form. Download the blank SFN 2475 from the North Dakota Department of Transportation, Motor Vehicle Division at <https://dot.nd.gov/forms/sfn02475.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	BUYER	The vehicle line	Year, make, model, vehicle identification number and title number, taken from the certificate the seller assigned. Watch out: These five have to match Part 1 exactly. Part 1 and Part 3 are two halves of one document and the department reads them together.
2	BUYER	The exemption number box	One number from the list of thirty, entered only where an exemption genuinely applies - and left empty in an ordinary purchase. Watch out: Almost every category names the documentation it needs beside it. A number with nothing attached is an application the department returns rather than one it approves.
3	BUYER	Full Purchase Price, and the allowances under it	The price paid less any rebate, then less a trade-in allowance and less a total loss allowance, down to the difference or subtotal. Watch out: The trade-in lines at the foot of the column ask for the year, make and VIN of the traded vehicle. An allowance claimed without identifying the vehicle it came from will not stand.
4	BUYER	Tax at 5% of the subtotal	North Dakota's motor vehicle excise tax, worked on the subtotal immediately above it. Watch out: This is the buyer's money and the buyer's arithmetic. A seller who offers to 'sort the tax out' on a private sale is offering something that does not exist in this state.
5	LENDER	First and Second Lien Holder	Name and mailing address for a lender financing the purchase. The first block's own label warns that the title will be mailed to the first lien holder. Watch out: Leave both blocks empty on a cash purchase. An address written here is where the new certificate goes, and getting it back is a separate application.
6	BUYER	TOTAL FEES DUE	The sum of the tax, the title fee of \$5.00, the vehicle licence fee, any plate charges and the branch fee. Watch out: DO NOT SEND CASH is printed alongside the total. Sites take other methods, and the branch fee that applies at most of them is part of what is being totalled here.
7	BUYER	The buyer's signature and date	Signature of Applicant/Buyer/Transferee, above the certification of price, the application for title, and the promise of continuing insurance. A second line takes a co-buyer. Watch out: Thirty days runs from receiving the title, not from signing this. The header says submit to the Department of Transportation within 30 days and the statute backs it with suspension or revocation of the registration.

What gets this one rejected

- A gift claimed on exemption 1 where money changed hands. The exemption names the relationships it covers and asks for the relationship between all new owners to be specified - it is not a way of describing a cheap sale.
- An exemption number entered with none of its documentation. Most of the thirty carry a requirement in brackets beside them - a death certificate, a divorce decree, a letter of eligibility, trust paperwork - and the number alone does not stand.
- A first lienholder written in where there is no loan. The label warns that the title will be mailed to the first lien holder, so a stray entry there sends the new certificate to a bank instead of to the buyer.
- A purchase price that does not match the assignment. The department's own note is that a guide published by the automobile industry will be used to check values, and Part 1 and Part 3 are read side by side.
- Sitting on it past the header. The form says submit within 30 days, and NDCC 39-05-17 lets the department suspend or revoke the registration where the transferee does not.

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

PART 3. PURCHASER'S CERTIFICATION AND APPLICATION

North Dakota Department of Transportation, Motor Vehicle
SFN 2475 (4-2026)

MOTOR VEHICLE DIVISION
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0780
Telephone (701) 328-2725
Website: <https://dot.nd.gov>

SUBMIT TO DEPARTMENT OF TRANSPORTATION WITHIN 30 DAYS

Note:

This form cannot be used to replace SFN 2872 - APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION OF A VEHICLE.

Vehicle Information

Year	Make	Model	Vehicle Identification Number	Title Number
2017	Chevrolet	Equinox LT	3Z9GK5LC7H6412873	3618420795

Motor Vehicle Excise Tax Exemptions

Enter exemption number from the list below if applicable

1. Gift from: ☐ Spouse ☐ Parent(s) ☐ Child ☐ Sibling(s)
☐ Grandparent(s) ☐ Grandchild
Gift to (Specify relationship between ALL NEW owners)

2. Joint Tenants with Right of Survivorship and now vehicle is being put in one name only (Death Certificate required)

3. Inheritance - Relationship to decedent:

4. Change of name by: ☐ Marriage ☐ Adoption ☐ Court Order
(Updated driver license or certified document required)

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.

6. State Fleet

7. Lien change

8. Interstate carriers --- Account Number

9. Tax paid to state that grants reciprocity to North Dakota (Proof required)

10. Public Transportation provided under contract with NDDOT

11. Dealer resale - USED vehicle

12. Dealer resale - NEW 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 (Restricted or denied letter from Driver License Division required)

17. Homemade vehicles (Additional documentation required)

18. Newly formed ☐ Partnership ☐ Corporation (Check one)
Date formed: (Documentation required)

19. Dissolved ☐ Partnership ☐ Corporation (Check one)
Date dissolved: (Documentation required)

20. Parochial or private non-profit school buses

21. Assembled vehicles by motor vehicle dealer

22. Transfer into family trust (Trust paperwork establishing name required)

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)

27. Non-resident military lease

28. Total loss settlement or salvaged

29. Other - Specify

30. Spousal Transfer due to Divorce (within one year of divorce; copy of divorce decree required)

Full Purchase Price (less rebate)	11,650.00	First Lien Holder (title will be mailed to first lien holder)	
Less Trade-In Allowance			
Less Total Loss Allowance		Mailing Address	
Difference/Subtotal	11,650.00		
Tax (5% of Difference/Subtotal)	582.50	City	State ZIP Code
Title Fee (\$5.00)	5.00		
Vehicle License Fee	69.00	Second Lien Holder	
Special Request Plate (\$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	656.50	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.	
Year and Make of Trade-In		Signature of Applicant/Buyer/Transferee	Date
VIN of Trade-In		Desmond R. Kalvig	08/21/2026
NOTE: A guide published by the automobile industry will be used to check values.		Business Name (if applicable)	
PENALTY: Persons making a false entry or altering a government document are guilty of a class A misdemeanor.			