

How to fill out SFN 2964 — Statement of Error, Correction, or Alteration

North Dakota · written against SFN 2964 (4-2026), issued under North Dakota Department of Transportation, Motor Vehicle Division; the notarised affidavit the Registration Manual requires for a defaced or altered certificate under NDCC 39-05-09.1 and 39-15-11

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statement-of-error-correction-or-
alteration/

North Dakota's answer to a slip of the pen, and the only one it has. The certificate voids itself for an erasure, an alteration or a mutilation, so there is no crossing out and initialling here - there is this sworn statement instead. Its opening instruction decides who signs: if the error concerns the buyer's name, the date of sale, the selling price or the odometer reading, the seller completes and signs it. For every other error or alteration, it is signed by the individual who originally made the mark. The Registration Manual adds that a defaced certificate needs a notarised affidavit stating the reason for the defacement as well.

This sheet is not the form. Download the blank SFN 2964 from the North Dakota Department of Transportation, Motor Vehicle Division at <https://dot.nd.gov/forms/sfn02964.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	Vehicle Identification Number and Title Number	The two entries that attach the correction to a specific record. Watch out: Copy them from the certificate that carries the error, not from your own notes. This sheet and that certificate arrive together.
2	YOU	Name of Seller(s)/Transferor	The seller named, exactly as the assignment names them. Watch out: This line identifies the seller whether or not the seller is the person signing at the bottom - on a buyer's error, the seller is still named here.
3	YOU	The correct Name of Buyer(s)/Transferee	One of the four corrections the form reserves to the seller, with the corrected name on the line beside it. Watch out: A misspelled buyer's name is worth correcting before the application goes in rather than after - the new certificate prints from what the assignment says.
4	YOU	The odometer option, and its two footnotes	Tick it where the reading is altered or incorrect and write the correct reading. The footnotes then add the department's secure disclosure, or send you to the odometer correction form if a title has already been printed wrong. Watch out: The secure disclosure is not downloadable - the department issues it on request. Ring the Motor Vehicle Division before you send this form, not after they ask for it.
5	YOU	The correct Date of Sale, and the correct Selling Price	The other two seller corrections, each with an entry line. Watch out: The price feeds the buyer's excise tax and the date feeds their thirty-day clock, so a correction to either changes what the counter asks for. Tell the buyer before they turn up.
6	OTHER	Other, with the explanation	For anything not in the four named categories - and signed by whoever originally made the error or alteration rather than by the seller. Watch out: This is also where the reason for a defacement goes, which the Registration Manual requires alongside the correction. Explain what happened and what the entry should say.
7	YOU	Name printed, and the Legal Signature	Print and sign under the certification that the information is correct to the best of your knowledge, under penalties of perjury - before a Notary Public or Authorized Officer. Watch out: Take photo identification to the notary. The officer is acknowledging your signature, and a name that does not match your identification stops the appointment.
8	OTHER	The Acknowledgement block	State, county, sworn date, notary's printed name, stamp, signature and commission expiration date. Watch out: Every line belongs to the officer. Nothing here is a form-filling exercise you can prepare in advance.

What gets this one rejected

- The wrong person signing. The four entries reserved to the seller are named on the form itself; anything else has to be signed by whoever made the mark, which is often the buyer.
- Correcting an odometer reading that has already been printed on a new certificate. The footnote sends that case to the odometer correction form instead, and this sheet cannot do it.
- An odometer correction sent without the secure disclosure. The form asks for a separate conforming secure odometer disclosure alongside it, and the department does not publish that document - it has to be requested.
- Ticking Other with no explanation. The option's own label requires the error or alteration to be explained and the correction to be stated, both.
- Signing it before reaching the notary. It is an affidavit under penalties of perjury, and an unwitnessed signature makes it an ordinary letter.

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

STATEMENT OF ERROR, CORRECTION, OR ALTERATION

North Dakota Department of Transportation, Motor Vehicle
SFN 2964 (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>

If correcting an error or alteration for the buyer's name, date of sale, selling price, or odometer reading, this form must be completed and signed by the seller. For all other errors and alterations, this form must be completed and signed by the individual who originally made the error or alteration.

1	Vehicle Identification Number 3Z9GK5LC7H6412873	Title Number 3618420795
2	Name of Seller(s)/Transferor: Marlys J. Thorsrud	
Check the correction(s) that need to be applied:		
3	☐ The correct Name of Buyer(s)/Transferee is:	
4	☐ The Odometer Reading is altered/incorrect. Correct Odometer reading:	
A separate conforming secure odometer disclosure is also required (SFN 18773). *If the title was issued with an incorrect odometer reading an Odometer Correction (SFN 60806) must be completed.		
	☐ The correct Date of Sale is:	
5	☒ The correct Selling Price is: \$11,650.00	
6	☐ Other: (Explain error or alteration below AND what correction(s) should be applied.)	
Under penalties of perjury, I certify that the information on this request is correct to the best of my knowledge.		
7	Name (Type or Print) Marlys J. Thorsrud	Legal Signature (sign before a Notary Public or Authorized Officer) Marlys J. Thorsrud
Acknowledgement		
8	State of	
	County of	
Signed and sworn to (or affirmed) before me on this day		
month, day, year		
Name of Notary Public or other Authorized Officer (Type or Print)		Affix Notary Stamp
Signature of Notary Public or other Authorized Officer		
Commission Expiration Date (if not listed on stamp)		