

How to fill out SFN 61982 — Application for Duplicate Credentials

One sheet that replaces any credential the department issues, with a price list printed beside each option: duplicate plates, tabs and registration card at \$5.00, a remake of a current personalised plate at \$5.00, duplicate tabs and registration card at \$3.00, a duplicate registration card only at \$2.00, a duplicate title at \$5.00, and a duplicate title with a lien removed or added at \$10.00. For a seller it is almost always the fifth of those. Every option asks the same question in the same three boxes - Lost, Stolen or Mutilated - and mutilated is the one North Dakota sellers reach for, because a certificate marked in the wrong place is a certificate the department will not take.

This sheet is not the form. Download the blank SFN 61982 from the North Dakota Department of Transportation, Motor Vehicle Division at <https://dot.nd.gov/forms/sfn61982.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	The Duplicate title row	Tick the fifth row in section I, the one priced at \$5.00. Watch out: Check only the row you need. Each carries its own fee and the department processes what is marked, not what was intended.
2	YOU	Lost, Stolen or Mutilated	One of the three reason boxes beside the row you ticked. Watch out: Mutilated is the honest answer for a certificate spoiled by a pen, and it is not treated as an admission of anything - North Dakota simply has no way to repair a marked title.
3	YOU	The combined lien row above it	The \$10.00 option, used where the vehicle was financed and the loan has been paid off or refinanced, or where a lien is being added. Watch out: It needs two more documents - the purchaser's certification with exemption 7 shown for a lien change, and a notarised lien release from the lienholder on the record. Reach for it only if a lien is actually on the record.
4	YOU	Section II, applicant type and legal name	Whether you are an individual, business, lessor, trust or government entity, then your legal name and your driver's licence or FEIN number. Watch out: The name has to match the registered owner on the department's record. A duplicate certificate is not a way to change the name on a title.
5	YOU	Address, city, state, ZIP and county	Your mailing address - which, absent a lien, is where the new certificate is posted. Watch out: If you have moved since the title was issued, this is the address that matters. The department prints and mails centrally from Bismarck.
6	YOU	Section III, the vehicle	Year, make and model, then the vehicle identification number and North Dakota title number. Watch out: If the certificate is genuinely lost, the title number is on your registration card - and the department can look the record up from the VIN if it is not.
7	YOU	Applicant's Signature (REQUIRED) and date	Your signature over the certification that you are the rightful owner and that the information is correct, with a business name beneath if the vehicle is company owned. Watch out: REQUIRED is the department's own capitalisation. An unsigned application is a returned application, and the form's footer warns that a fresh sheet may be needed rather than a correction.

What gets this one rejected

- Ticking more than one duplicate row without meaning to. Each row has its own fee and its own reason boxes, and a sheet asking for a duplicate title and duplicate plates is asking for two transactions and two fees.
- A duplicate title requested with no reason box marked. Lost, Stolen or Mutilated is the department's own three-way choice and it appears against every row for a reason.
- Applying while a lien sits on the record. The department mails a liened duplicate to the lienholder rather than to you unless a release is provided - which is the whole reason the \$10.00 combined row exists.
- An applicant who is not the registered owner. The signature line certifies the applicant is the rightful owner of the vehicle described, and the class B misdemeanor beside it attaches to whoever signs.
- A vehicle block missing the title number. Year, make and model describe the car; the VIN and title number find the record the duplicate is being printed from.

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

APPLICATION FOR DUPLICATE CREDENTIALS

North Dakota Department of Transportation, Motor Vehicle
SFN 61982 (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>

I. This Application is for:

Duplicate item(s) being requested

- ☐ Duplicate plates, tabs, & registration card.....\$5.00.....
Note: Duplicate standard plate will receive next available plate number in inventory.
☐ Remake current personalized plate, tabs, & registration card.....\$5.00.....

Reason for duplicate request (choose one)

- Lost ☐ Stolen ☐ Mutilated ☐
Lost ☐ Stolen ☐ Mutilated ☐

Print Clearly

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- ☐ Duplicate tabs & registration card.....\$3.00.....
☐ Duplicate registration card only.....\$2.00.....
☒ Duplicate title.....\$5.00.....

- Lost ☐ Stolen ☐ Mutilated ☐
Lost ☐ Stolen ☐ Mutilated ☐
Lost ☒ Stolen ☐ Mutilated ☐

*The current lienholder on record may apply for a duplicate title. Agent signature and printed lienholder name is required.

- ☐ *Duplicate title and remove/add lien.....\$10.00.....

- Lost ☐ Stolen ☐ Mutilated ☐

*If vehicle was financed and the loan has been paid off or refinanced, or if adding a new lien, use this process to replace a lost title and remove, update, or add lienholder. Additional document(s) required:

1. *Part 3, SFN 2475

The form must be completed and signed. Indicate the tax exemption #7 for a lien change. If no lien is being added, the lienholder sections should be left blank. If adding a new lien, enter the lienholder name and address.

2. *Notarized Lien Release completed by the lien holder on a record (if applicable)

Note: Even if a loan has been paid off for several years, liens may remain on record if the title was not submitted as required with appropriate fee to remove the lien.

II. Applicant Information

Applicant Type ☒ Individual (first, middle, last) ☐ Business ☐ Lessor ☐ Trust ☐ Government Entity			Applicant Legal Name Marlys J. Thorsrud	
Applicant Number Type ☒ Driver's License ☐ FEIN		Applicant DLN or FEIN Number 4180263		Telephone Number (701) 555-0146
Mailing Address 1427 Chestnut St		City Grand Forks	State ND	ZIP Code 58201
				County Grand Forks
Co-Applicant Type ☐ Individual (first, middle, last) ☐ Business ☐ Lessor ☐ Trust ☐ Government Entity			Co-Applicant Legal Name	
Co-Applicant Number Type ☐ Driver's License ☐ FEIN		Co-Applicant DLN or FEIN Number		Telephone Number

III. Vehicle Information

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

IV. **PENALTY:** Any person making any false statement on this application for license or title for which another penalty is not specifically provided is guilty of a class B misdemeanor.

NDCC 39-04 and 39-05. The applicant certifies this vehicle will be insured as required by law. The applicant, under penalties of law and as rightful owner of the vehicle described on this application declared that the information set forth is correct. If the vehicle is company-owned, the company name and title of the authorized agent signing the application must be noted.

NDCC 57-40.3-08. Submitting this application presumes this vehicle is being driven on North Dakota streets and highways.

Applicant's Signature (REQUIRED) Marlys J. Thorsrud	Date 08/12/2026
Business Name (If Applicable)	

Erasure, alteration, or mutilation voids this form. Forms with incomplete or illegible entries may be returned to the owner for correction or for completion of a new form before the request can be processed.

DO NOT SEND CASH