

How to fill out Letter of Correction — Letter of Correction

Rhode Island · written against Letter of Correction (Rev 2/2023), issued under RI DMV, corrections to a title assignment

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/forms/rhode-island/letter-of-correction/

Four rules on half a page, signed by the seller and the buyer together, for a mistake already written into a title assignment. It is the only thing Rhode Island publishes for an error on the back of a certificate - and its own instruction line is the sting: please use attached MVT-10 for correct title assignment, which is a controlled form a private seller cannot obtain.

This sheet is not the form. Download the blank Letter of Correction from the Rhode Island Division of Motor Vehicles at <https://dmv.ri.gov/media/1836/download?f=ri-letter-of-correction.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	Describe the error	Two rules under the heading, naming what was written and where. Watch out: Name the box as well as the wrong value. The error made on the buyer's printed name line reads differently to a Research Office clerk than a bare correction with no location.
2	YOU	Give the corrected information	Two rules setting out what the entry should say. Watch out: Write it exactly as the supporting document has it. If the fix is a name, copy it off the licence rather than off memory, because that document is what the clerk will compare it to.
3	YOU	The seller signs	The first X rule. Watch out: You are certifying a change to something you already certified on the back of a certificate. Sign this in the same ink and the same hand.
4	BUYER	The buyer signs	The second X rule, directly beneath yours. Watch out: This is the signature that is hard to get later. If the sale has already completed, the buyer has your car and your money is already banked - there is nothing left to trade for a second trip.
5	YOU	Send it with the certificate	The letter travels with the title it corrects, to the DMV at 600 New London Avenue. Watch out: The DMV use block at the foot - the MVT-10 control number, the title number and the title state - is completed by the office, not by you. Leave it empty.

What gets this one rejected

- One signature. The sheet has two X rules, one for the seller and one for the buyer, because a correction to an assignment changes what both of them certified.
- A description that does not name the box. Error and correction have two rules each and the DMV is matching them against a specific entry on a specific certificate.
- A correction to an odometer reading offered on this sheet alone. Mileage corrections have their own tick on the TR-2/TR-9, under CORRECTION, and that is a paid title transaction of its own.
- A letter sent without the certificate it corrects.
- A private seller writing anything into the DMV use block at the foot - the MVT-10 control number, the title number and the title state are the office's.
- Using it to change who the buyer is. A correction fixes what was miswritten; it does not undo an assignment to one person and re-execute it to another.

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

Read off Letter of Correction (Rev 2/2023) and the Rhode Island Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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STATE OF RHODE ISLAND
DIVISION OF MOTOR VEHICLES
 600 New London Avenue Cranston, RI 02920-3024
 Fax: 401-462-5785/5786
 E-Mail: DMV.Customerservice@dmv.ri.gov

Letter of Correction

The error made on the title was:

1

The buyer's printed name in the assignment was written

as Botelo, with one L.

The corrected information should be:

2

Amadeu G. Botelho, 39 Seapowet Court,

East Providence, RI 02914, as printed on his licence.

Please use attached MVT-10 for correct title assignment.

X _____

Seller

X _____

Buyer

For DMV Use:

MVT-10 Control #: _____

Title #: _____ **Title State:** _____