

How to fill out a Utah title

Utah certificate of title · 7 of 9 boxes are the seller's · rules as of 2026-08-23

sellmycarhub.com
/forms/utah/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. MISSING, ALTERED, OR INCORRECT INFORMATION MAY RESULT IN REJECTED APPLICATION Every block name below is transcribed from Utah Code 41-1a-514, 41-1a-702 and 41-1a-902, and from Part 2 of form TC-123 - the sheet the Division publishes as a lawful stand-in for the certificate, carrying the same fields in the same order.

Who has to sign

Every owner the face of the certificate names	Read the conjunction first. Two names joined by “and” means two signatures; joined by “or” means one will do; printed with nothing between them at all means two, because 41-1a-702 reads a missing conjunction as a conjunctive one.
Nobody as a witness	There is no witness line anywhere on a Utah certificate. The witness people remember is from another state's application form.
No notary, at any point	The Division's sentence is four words longer than it needs to be and worth memorising: no notary is needed to sign off on a title.
The buyer, once	One signature acknowledging the mileage you certified, and an address. Utah Code 41-1a-902 makes the acknowledgement the buyer's own obligation, and requires both of you to keep a legible copy for not less than four years.
The recorded lien holder, if the face still shows one	The release goes on the certificate itself, on the duplicate title application, or in a separate letter - the Division names all three. A lender on an electronic lien clears itself and you will never see a signature at all.
A survivor, in a prescribed format	Where an owner has died and the estate qualifies, the Division prints the exact wording for the seller's line: Deceased Person's Name by Your Name as survivor.
Not an agent on the Tax Commission's power of attorney	The TC-737 is a tax power of attorney. It authorises an agent to receive and inspect confidential tax information, and it has nothing to do with signing a certificate of title.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Before anything: read the face and check the conjunction	The owner names exactly as the certificate prints them, the word between them, and whether a lien holder is still shown. Watch out: “And” means both of you sign, “or” means one of you can, and nothing printed between the names means both. This is the single fact that decides whether the sale can happen on the day you arranged it.
2	YOU	Odometer reading, no tenths	The current mileage in whole miles, in the reading field of the assignment. Watch out: Utah exempts a vehicle that is twenty years old or older and nothing younger, so a 2009 car still gets a reading even though federal law would let it go. Kilometres are allowed and are converted to miles on the new title.
3	YOU	The certification, one box of three	Actual mileage, mileage in excess of the odometer's mechanical limits, or not the actual mileage with an odometer discrepancy warning. Watch out: The Division's own answer to whether more than one box may be checked is one word: no. The third box is not a way of saying you never looked - it stamps a discrepancy onto every title issued after yours.
4	YOU	Date of sale	The day the keys actually changed hands. Watch out: It starts the 48 hours you have to get the certificate and the registration card into the buyer's hands, and it is the date your report of sale refers to. Back-dating it to help a buyer who has let their insurance lapse is a false statement on a document you have signed.
5	YOU	Sale price	What was actually paid for the vehicle. Watch out: Leave it off and the buyer's tax is worked out on fair market value instead. Write it down low and the Tax Commission's published answer is an audit for the additional tax, penalty and interest, with a fraud penalty at 100% of the tax or \$500, whichever is greater.
6	YOU	Owner's signature, and the co-owner's	One line each, in the assignment - printed and signed as the face of the certificate spells you. Watch out: No notary, no witness, no seal. If your identification spells your name differently from the certificate, that mismatch is what a statement of facts is for, and it is easier to send one in than to argue at the counter.
7	BUYER	The buyer's block	Their printed name, the address they will register at, and a signature acknowledging the mileage you certified. Watch out: The address decides which sales tax rate the Division charges them, because Utah taxes a private sale at the combined rate for the place the vehicle will be registered. A post-office box is not a place a vehicle is registered.
8	LENDER	The lien release block, if the face shows a lender	The recorded lien holder's release of interest, signed and dated by the lender. Watch out: It can be on the certificate, on the duplicate title application or in a separate letter - the Division accepts all three. A lender inside Utah's e-lien programme removes its interest automatically, so there may be nothing to sign and nothing missing.

#	WHO	BOX	WHAT GOES IN IT
9	YOU	Then the part that is not on the document	The plate off the car unless you have decided to sell it with the vehicle, the emissions certificate out of the glovebox, and the sale reported to the Division. Watch out: If the plate comes off you have twenty days to return it for destruction or have it assigned to another vehicle, and a personalised combination has to be dealt with immediately or you lose your priority to it.

Read the front of it for five minutes before the pen comes out

- **Read the conjunction between the owner names** — “And” needs both signatures, “or” needs one, and nothing printed between the names needs both. Finding that out after your co-owner has flown to Boise is an expensive way to learn it.
- **Check the lien block on the face before you advertise** — If a lender is printed there, the Division needs a release - on the title, on the duplicate title application, or as a separate letter. An electronic lienholder clears itself automatically and leaves nothing to sign, which is why some sellers cannot find the signature they are looking for.
- **Work out the odometer answer on twenty years, not ten** — Utah exempts a vehicle that is 20 years old or older and nothing younger. If the car is under twenty, the reading goes in whichever page of the Division's site you happened to read.
- **Write a bill of sale even though nobody will chase you for one** — The Division lists it under Required for All Transactions, and without an acceptable one the tax is worked out on Fair Market Value instead of on what the car actually fetched.
- **Decide about the plate deliberately** — Keeping it is the default and selling it with the car is now allowed. What is not allowed is drifting: a plate left on a car by accident is still registered to you until the buyer applies to have it assigned.
- **Find the emissions certificate before you list it** — In the five programme counties a certificate less than eleven months old transfers with the vehicle. Yours is worth money to your buyer, and it is usually in the glovebox behind the registration.

UTAH CERTIFICATE OF TITLE — THE FACE

what Utah Code 41-1a-514(1) and (2) require the front to carry

Nothing on this side is written by a private seller. It is read: the spelling of the owner names, the word between them, the identification number you will copy onto every other document, and whether a lender is still recorded against the vehicle.

1 NAME AND ADDRESS OF THE OWNER OWNER · CO-OWNER · AND / OR · ADDRESS The conjunction between two names is the fact that decides how many signatures the sale needs. Under 41-1a-702, "or" or "and/or" lets either owner sign alone; "and", or no conjunction printed at all, needs both.	DESCRIPTION OF THE VEHICLE YEAR · MAKE · IDENTIFICATION NUMBER The three things the statute requires the face to describe. Copy the identification number from here onto the bill of sale and the application, not from the dashboard and not from an old registration.
8 STATEMENT OF THE OWNER'S TITLE AND OF ONE LIEN OR ENCUMBRANCE One lien, not several - the statute allows the face to carry a single encumbrance. If a lender is named here, its release has to reach the Division on the certificate, on the duplicate title application, or as a separate letter.	ANY BRAND ON THE TITLE SALVAGE · REBUILT / RESTORED TO OPERATION · FLOODED · NOT RESTORED TO OPERATION · MANUFACTURER BUYBACK Whatever is printed here travels with the vehicle for the rest of its life. Utah does not remove a brand once it is applied.
AN ODOMETER STATEMENT, IF APPLICABLE The mileage disclosed at the last transfer, printed onto the certificate when it was issued - not the reading the car shows today. It is the number a clerk reads against the one you are about to write on the back.	THE DATE ISSUED When the Division printed this certificate. A duplicate supersedes and invalidates every certificate issued before it, so on a vehicle with a history of lost titles the date is what tells you which sheet is live.
TITLE NUMBER the Division's reference for this document, and not the vehicle identification number - the online transfer service asks for both	THE SEAL OF THE DIVISION required by 41-1a-514(2). A certificate without it is not one
DUPLICATE printed or stamped in ink upon the face where this is a replacement, under 41-1a-518(1)(b)	

UTAH CERTIFICATE OF TITLE — THE REVERSE

the space 41-1a-514(3) requires for the assignment, the lien release and one new encumbrance

This is the side a private seller works on, and Utah asks for five values and one signature. Every block name below is either the statute's own phrase or the corresponding field on Part 2 of form TC-123, which the Division publishes as a lawful stand-in for the assignment when the certificate has been lost.

ASSIGNMENT AND WARRANTY OF TITLE OR INTEREST BY THE OWNER the band 41-1a-514(3)(a) requires · endorsed under 41-1a-702(1)(a) · once only: the same certificate may not be reendorsed and reassigned	
2 ODOMETER READING (NO TENTHS) READING IS: MILES / KILOMETERS Whole miles, no tenths - the exclusion is in 41-1a-902(2)(e) as well as on the form. Kilometres are allowed and are converted to miles when the new certificate is printed.	3 THE CERTIFICATION, ONE BOX OF THREE ACTUAL MILEAGE · IN EXCESS OF THE MECHANICAL LIMIT · NOT ACTUAL (WARNING: DISCREPANCY) The three choices 41-1a-902(2)(f) sets out. The Division's published answer to whether more than one may be checked is a single word: no.
4 DATE OF SALE The day possession changed hands. It starts the 48 hours 41-1a-702(3) gives you to put the certificate and the registration card in the buyer's hands.	5 SALE PRICE What was actually paid. Left blank, the Division works the buyer's sales and use tax out on fair market value instead of on the price.
6 OWNER'S SIGNATURE · CO-OWNER'S SIGNATURE One line for each owner the face names. No notary, no witness, no seal and nowhere on the document to put one - the Division's sentence is that no notary is needed to sign off on a title. Where an owner has died and the estate qualifies, the survivor signs in the prescribed format: Deceased Person's Name by Your Name as survivor. X _____	
7 NEW OWNER: NAME, ADDRESS AND SIGNATURE The buyer's block. Their address decides which sales tax rate the Division charges, and their signature acknowledges the mileage you certified - which 41-1a-902(3)(a) makes their own obligation, not a courtesy to you.	RELEASE OF INTEREST BY A RECORDED LIEN HOLDER Required space under 41-1a-514(3)(b), and it belongs to the lender. A lienholder inside Utah's electronic lien programme clears itself and leaves nothing here to sign, which is why some sellers hunt for a signature that was never going to appear. X _____
NOTATION OF ONE LIEN OR ENCUMBRANCE EXISTING AT THE TIME OF TRANSFER NEW LIEN HOLDER NAME · MAILING ADDRESS The third space 41-1a-514(3) requires, and the last block on the sheet. It records the buyer's lender, not yours. A private seller who writes in it has recorded a security interest against somebody else's car.	

Drawn from Utah Code 41-1a-514, 41-1a-702 and 41-1a-902, and from Part 2 of form TC-123. Proportions, colour, typography and the security printing of the real certificate are not reproduced, and no Utah agency publishes a specimen of this document for anybody to copy.

TC-123

Page 2

Part 2 - Assignment and Release of Interest

Section 1 - Odometer Disclosure and Reassignment of Title

Missing, altered, or incorrect information may result in rejected application.

Utah Code Title 41 requires the seller of a motor vehicle to inform the buyer about the vehicle's mileage, and to provide written disclosure of that mileage on the title or other authorized transfer document.

Odometer (no tenths): Reading is: ☒ Miles ☐ Kilometers (kilometers will be converted to miles on the title)

I certify that the odometer reading (check one):

☒ Is the actual mileage ☐ Is the mileage in excess of odometer's mechanical limits ☐ Is not the actual mileage (Warning: Discrepancy)

Date of sale:

Sale price: \$

As owner of this vehicle, I hereby transfer all rights, title and interest to the new owner, named below. I certify that I know of no claims against the title except the lien to the new lien holder, if any. I certify that the odometer and sales information shown above is correct, and that any brand information on the previous title has been disclosed to the new owner and lien holder on form TC-814.

Owner's signature <i>Corinne A. Whipple</i>	Date <i>08/11/2026</i>	Co-owner's signature	Date
--	---------------------------	----------------------	------

Section 2 - New Owner and Lien Holder Information

New Owner

Name (last, first, middle initial or business name)

Ballesteros, Tomas E.

Street address <i>655 E Center St</i>	City <i>Spanish Fork</i>	State <i>UT</i>	ZIP Code <i>84660</i>
--	-----------------------------	--------------------	--------------------------

New owner's signature <i>Tomas E. Ballesteros</i>	Date <i>08/11/2026</i>
--	---------------------------

New Lien Holder

Name (last, first, middle initial or business name)

Mailing address	City	State	ZIP Code
-----------------	------	-------	----------



To review the Privacy Notice regarding the collection and use of your personal data, scan this QR code, or visit tax.utah.gov/privacy