

How to fill out a Vermont title

Vermont Certificate of Title · 10 of 12 boxes are the seller's · rules as of 2026-08-24

This sheet is not the title. It is the checklist to keep beside one. Strikeovers and erasures are not corrected in place - the department's answer to a mistake is a separate signed statement, VN-020, completed by the person who made it. The department's order does not vary: complete the assignment of ownership on the back, have every owner named on the front sign as a seller, write the buyer's name on the transferred to line, make sure any lien is released, disclose the mileage if the car is a 2011 or newer, hand it over with a bill of sale, photocopy both, take the plates off, and send the registration certificate back endorsed with the date of transfer and the new owner's name and residence.

Who has to sign

You, as an owner named on the face of the certificate	In the assignment of ownership on the back. No notary and no witness - the word notary appears nowhere in the whole of 23 V.S.A. chapter 21 except where a sworn affidavit stands in for a proof of ownership.
Every owner named, whatever the legend says	The department's instruction is flat and has no exception in it: all owners listed on the title must sign as sellers in the assignment of ownership section on the back of the title.
The surviving spouse alone, on a title reading TEN ENT	Tenants by the entirety carries a right of survivorship, and VT-021 asks only for a copy of the death certificate identifying the surviving spouse.
The surviving owner alone, on JTEN	Joint tenants carries survivorship too, and again a copy of the death certificate is what the department asks for.
An executor or administrator, on TEN COM or where no legend is printed	No survivorship. VT-021 sets out four routes - intestate with and without probate, will with and without probate - and each needs a letter from a court officer or from the Probate Court before the assignment can be signed.
The beneficiary, after a death, where the legend reads TOD	And nobody before it. Section 2023(f) gives the principal owner every right of ownership and transfer until death, and the designated transferee none until a valid death certificate exists.
An attorney-in-fact, on a VN-101	The only signature in the Vermont set that takes a witness and a notary, and neither of them may be the agent. The department will not accept your own power of attorney form.
Nobody at all, on a 2009-or-older car Vermont never titled	There is no certificate to sign. The registration certificate is the ownership document and the transfer runs on it and a bill of sale.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
0	YOU	Before any box: work out whether you have a certificate at all	Three Vermont cars have no title in the owner's hands. One is financed and the lender has the paper. One is model year 2009 or older and Vermont never issued a certificate for it. One had a title once and it is lost. Watch out: They need three different answers, and only one of them is quick. A lender's certificate needs a payoff and a release. A never-titled car needs the original or a certified copy of the last registration certificate. A lost certificate needs a VT-004 and \$42.00 before you can sell at all.
1	YOU	The buyer's name, on the transferred to line	Written by you, in the assignment of ownership on the back, before the certificate leaves your hand. Watch out: The department names this line specifically when it lists what a buyer must bring. An assignment handed over with that line empty is an open title, and an open title is how a car sold in August produces a parking ticket in your name in November.
2	YOU	The buyer's address	In full, underneath the name. It is the same address the buyer will write on their own VD-119, and the department reads the two against each other. Watch out: Take it off the licence they are showing you rather than off a text message. An address that does not match the application is a returned envelope and a fortnight.
3	YOU	The odometer reading, and one of three certifications	The reading in whole miles, tenths left off, wherever the vehicle is a 2011 model year or later. The three boxes beside it are the department's own wording: reflects the actual mileage, reflects the mileage in excess of the odometer's mechanical limits, or is NOT the actual mileage - warning odometer discrepancy. Watch out: The middle box is about an instrument that ran out of digits and went round to zero again - not about a car that has covered a great many miles. Ticking it because a number looks large invents a discrepancy that gets printed on every certificate this car is issued from now on.
4	YOU	The selling price	What you were actually paid. It is copied onto the buyer's VD-119 and it is one of the six things VD-119i requires a Vermont bill of sale to carry. Watch out: Writing it low does not help the buyer. Purchase and use tax is charged on the price or the J.D. Power clean trade-in value, whichever is greater, so an understated figure changes nothing except your exposure.

#	WHO	BOX	WHAT GOES IN IT
5	YOU	The date of sale	The date the car and the certificate changed hands. Under s. 321 it is the date your registration expired, and it is the date every clock on this page starts from. Watch out: Put the same date on the assignment, on the bill of sale and on the endorsement you write on the back of the registration certificate. Three dates for one sale is what turns a clean file into a query.
6	YOU	Your signature, and every other owner's	Every owner listed on the front signs as a seller. No notary, no witness, no appointment. Watch out: Check the legend printed with the names before you set a completion date. TEN ENT and JTEN carry survivorship; TEN COM does not, and a certificate reading TEN COM after a co-owner has died needs a court officer's letter before anybody can sign.
7	BUYER	The buyer signs the odometer statement	Vermont requires signatures from both the buyer and the seller on the mileage disclosure - VT-005 prints that instruction in bold on its own back page. Watch out: With the buyer absent the mileage statement stays incomplete no matter how much else has been signed. That is a reason not to post a signed title to a distant buyer and hope.
8	LENDER	The release of liens, if a lienholder is printed on the front	Completed by the lienholder in the section provided on the certificate, or on a VT-008, or as a letter on the lender's own letterhead carrying the make, model, year, VIN, the owner's name and the lienholder's signature. Watch out: The department accepts all three, and the letter is the one that arrives fastest. What it will not accept is your word for it - a certificate with a live lien printed on the front cannot be transferred, full stop.
9	YOU	The bill of sale, and a photocopy of everything	A VT-005 or your own sheet carrying the six things VD-119i names: make, year, VIN, purchase price, mileage, the seller's signature and the date of sale. Then copy the completed title and the bill of sale before they leave the table. Watch out: The copy is not a formality. It is the "other satisfactory evidence of the date of transfer and new ownership" that s. 321 lets the Commissioner accept instead of the endorsed registration certificate, and it is what you will be asked for months later.
10	YOU	Take the plates off the car	Immediately, and before the buyer drives away. The department's instruction is in capitals on its own plates page: if you are selling your car, do NOT leave your plates on the car. Watch out: Then decide what they are for. Transferring them to another vehicle is \$30.00 and carries the unexpired time across; keeping them costs nothing; posting them back is optional as far as the department is concerned and mandatory as far as s. 321 is concerned, five days after the transfer.
11	YOU	Send the registration certificate back, endorsed	With the date of transfer and the name and residence of the new owner written on the back of it. That is Vermont's notice of sale, and it is set out in s. 321 rather than on any form. Watch out: Or use the Mark Vehicle Sold option in myDMV, or send a VD-170 with the certificate. Whichever route you take, do it the same week - the record says the car is yours until something tells it otherwise.

Six rules for the pen, on a document that cannot be corrected in place

- **A mistake is a separate form, not a crossing-out** — Vermont's answer to an altered title is VN-020, a signed statement naming the section you got wrong and explaining the alteration in detail, completed by the individual who made it. The bond form goes further and says a completed VT-020 containing any erasures, alterations or strikeouts will be rejected outright.
- **Read the legend beside the owners' names before you set a date** — TEN ENT, JTEN, TEN COM, PTNRS or TOD. It is printed on the certificate, it decides whether one signature or a court officer's letter ends this sale, and it is the single thing most likely to move a completion date by a fortnight.
- **Fill the buyer's block in yourself** — Somebody who asks you to leave the transferred to line blank so they can "put it in a friend's name" is asking you to keep the car in yours. There is no version of that favour that ends well.
- **Leave the mileage boxes alone on a 2010 or older** — Vermont's disclosure duty starts at model year 2011. Writing a reading into a box that does not need one manufactures a disclosure the buyer's next seller will have to explain.
- **Photocopy the finished title and the bill of sale before they leave the table** — Not afterwards. Section 321 lets the Commissioner accept "any other satisfactory evidence of the date of transfer and new ownership", and a copy of the completed bill of sale is exactly that - but only if you have one.
- **Write the endorsement on the registration certificate while you are still sitting down** — Date of transfer, and the new owner's name and residence, on the back. It takes fifteen seconds at the table and it is the one Vermont duty that survives the handshake.

VERMONT CERTIFICATE OF TITLE — FRONT

printed by the department · nothing on this face is written by a seller

WHAT SECTION 2018(a) REQUIRES ON THE FACE

Six items, listed in the statute in this order: the date issued, the name and address of the owner, the names and addresses of any lienholders in order of priority, the title number, a description of the vehicle, and anything else the Commissioner prescribes.

DATE ISSUED

The day this certificate was printed — not the day you bought the car, and not the day the registration expires.

TITLE NUMBER

12 CHARACTERS AFTER 13 NOV 2023 · 13 BEFORE IT
VT-018 gives both lengths, because an older Vermont title is one character longer than a current one.

NAME AND ADDRESS OF THE OWNER, WITH THE OWNERSHIP LEGEND

TEN ENT · JTEN · TEN COM · PTNRS · TOD

Where the certificate is in more than one name, s. 2023(a) requires the nature of the ownership to be shown by one of those five abbreviations. It is printed beside the names, it is not a conjunction, and it decides on its own whether one signature or a court officer ends a sale.

LIENHOLDERS, IN THE ORDER OF PRIORITY

NO MORE THAN TWO MAY APPEAR ON ONE CERTIFICATE

A live lien printed here stops a transfer until it is released. Where there are more than two, s. 2018(a)(3) puts a legend on the certificate instead of a third name.

DESCRIPTION OF THE VEHICLE

MAKE · MODEL · IDENTIFICATION NUMBER · ODOMETER READING · TYPE OF BODY · CYLINDERS · NEW OR USED

The statute names each of these, along with a hubometer or clock meter reading where a vehicle carries one, and the date of first sale on a new vehicle. The odometer figure printed here is the reading at the last title transaction, not a current one.

LEGEND BAND

REBUILT · and the legends the Commissioner determines

Section 2093(a) requires any new title issued for a rebuilt vehicle to carry the legend "rebuilt". Section 2018(b) and (f) put their own legends here too — a distinctive certificate from a state that does not name lienholders, and a vehicle returned to its manufacturer under the lemon law.

VERMONT CERTIFICATE OF TITLE — BACK

the assignment of ownership · six entries here are yours and the rest are not

THE BLOCK THE DEPARTMENT CALLS THE ASSIGNMENT OF OWNERSHIP

Named in the department's own instruction to a buyer: "All owners listed on the title must sign as sellers in the assignment of ownership section on the back of the title. The new owner's name must be entered on the "transferred to" line, and any liens listed must be released."

1

TRANSFERRED TO — THE BUYER'S NAME

Written by you before the certificate leaves your hand. A line left empty is an open title, and an open title keeps the car in your name for as long as the buyer finds that convenient.

YOU

2

THE BUYER'S ADDRESS

In full, underneath the name, and taken off the licence they are showing you rather than off a text message. The department reads it against the address on their VD-119.

YOU

3

ODOMETER READING AND ITS CERTIFICATION

READING, NO TENTHS · ACTUAL MILEAGE · IN EXCESS OF MECHANICAL LIMITS · NOT THE ACTUAL MILEAGE

On a vehicle of model year 2011 or newer. VD-119i gives you the choice of making the disclosure here, with both parties signing, or on a separate VT-005 — and the three certifications are the department's own wording, of which exactly one is ticked.

YOU

4

SELLING PRICE

What you were actually paid. It is copied onto the buyer's application, and the tax is charged on it or on the J.D. Power clean trade-in value, whichever is greater.

YOU

5

DATE OF SALE

The date the car and the certificate changed hands. Under 23 V.S.A. s. 321 it is also the date your registration expired.

YOU

6

SIGNATURE OF EVERY OWNER NAMED ON THE FRONT

No notary and no witness — the word notary appears nowhere in the whole of 23 V.S.A. chapter 21 except where a sworn affidavit stands in for a proof of ownership. Section 2023(a) puts the assignment "at the time of delivery of the vehicle", and s. 2018(c) is why the form is printed here at all: the certificate carries forms for assignment and warranty of title by the owner.

X

YOU

THE REST OF THE BACK — NONE OF IT YOURS

THE BUYER'S SIGNATURE

On the mileage disclosure. VT-005 prints the rule in bold on its own back page: signatures from both the buyer and the seller are required. A title posted to a distant buyer comes back unfinished for exactly this reason.

X

RELEASE OF LIENS

Completed by the lienholder, in the words VT-021 uses when it asks for an original title with the "Release of Liens" section completed. A lender may do it here, on a VT-008, or in a letter on its own paper.

DEALER REASSIGNMENT

Section 2018(c) requires a second set of forms for assignment and warranty of title by a dealer. A private seller uses the assignment above and never touches this one.

 You write it, in pen Not yours to fill Numbered to match the steps below the picture

Drawn because the Vermont DMV publishes no image of its certificate — VT-018, VD-119i, the Dealer Registration Guide and all 294 PDFs on the department's own forms index were checked · block names transcribed from 23 V.S.A. s. 2018(a) and (c), s. 2023(a), s. 2093(a), s. 321, VT-018 for the title number lengths, VT-021 for the Release of Liens section, and the department's Registration - New and Gifts pages for the assignment of ownership and the "transferred to" line · no proportion, colour, border engraving, watermark or security printing of the real certificate is shown, and the layout here is illustrative rather than to scale



Bill of Sale and Odometer Disclosure Statement

Department of Motor Vehicles
Agency of Transportation

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000
dmv.vermont.gov

If the vehicle is model year 2011 or newer and you are not submitting a separate Odometer Disclosure Statement, please complete the Odometer Disclosure Statement on the back of this form.

1 I / We (Seller(s) (If a company, give company name)						hereby sell, assign or transfer ownership of the vehicle or vessel described below	
2 Delphine R. Ouimette and Gaston P. Ouimette							
Year	Make	Model	Body/Hull Type	Color	Vessel Length		
2016	SUBARU	Outback 2.5i Premium	4-Dr Wagon	Twilight Blue	ft. in.		
Vehicle/Vessel Identification Number (VIN/HIN)				Odometer Reading (Vehicles only, no tenths)			
4S4BSANC4G3241785				96,412 ☒ Miles ☐ Kilometers ☐ Hours			
New Owner				New Co-Owner			
to: Truman K. Hazeltine							
on: Date 08/14/2026				for: \$ \$13,750.00			
Has this vehicle failed an <u>emissions test</u> and been granted a <u>time extension waiver in the past 12 months</u> ? ☐ Yes ☒ No							
NOTE: A vehicle may not have two (2) consecutive time extension waivers. See avip.vermont.gov for more information.							
If Vehicle is Salvage, Salvage and Rebuilt or Totaled this Section Must be Completed:							
I/We certify the motor vehicle described above is: ☐ Salvage ☐ Salvage and Rebuilt ☐ Declared a total loss by insurer							
Any person who sells trades or offers for sale or trade any interest in a salvaged, salvaged and rebuilt or totaled vehicle shall disclose the fact that the vehicle has been salvaged and rebuilt or totaled to a prospective purchaser both orally and in writing before a sale, trade or transfer is made. Written disclosure that the vehicle has been salvaged, salvaged and rebuilt or totaled, in addition to being disclosed on the certificate of title as required by this subchapter, shall also be conspicuously disclosed on any bill of sale, transfer, purchase or other agreement.							
Failure of the seller to provide the notices required by this section shall result in the seller being required, at the option of the buyer, to refund to the buyer the purchase price, including taxes, license fees and similar governmental charges. This information has been conveyed to the purchaser, both orally and in writing in accordance with 23 V.S.A. Sections 2093 (b) (c), Salvaged, totaled and rebuilt vehicles. If this section is completed at least one new owner must sign:							
Purchaser signature:				Date:			
The vehicle/vessel is free of all liens and encumbrances. Statements and warrants made herein are certified under penalty of 23 V.S.A. Sections 202, 203, 2082 & 3829 (4). If vehicle is jointly owned, both owners must sign.							
Seller Signature - if company, Authorized Representative (include title)						Date	
Seller #1: Seller #2:						08/14/2026	
Seller Address							
212 Websterville Rd Barre VT 05641							
Seller Phone Number			Seller email				
(802) 555-0143			d.ouimette@example.com				
Buyer Signature - if company, Authorized Representative (include title)						Date	
Buyer #1: Buyer #2:						08/14/2026	
Buyer Address							
47 Seymour St Middlebury VT 05753							
Buyer Phone Number			Buyer email				
(802) 555-0188			t.hazeltine@example.com				