

How to fill out VN-020 — Title/MCO Alteration Statement

Vermont - written against VN-020 (10/2017), issued under 23 V.S.A. s. 202, s. 203, s. 2082, s. 2083 and s. 3829, and 32 V.S.A. s. 8901 to s. 8915

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/forms/vermont/vn020-title-mco-
alteration-statement/

What Vermont does instead of letting you cross something out. A certificate of title with an erasure or an alteration on it is not accepted at face value - VT-004's instructions say a Title Alteration Statement is required to explain why the alterations were made - and this is that statement. Its most important line is the smallest: it is to be completed by the individual or individuals who made the alteration, which means that if the buyer wrote over your date of sale, the buyer signs this, not you.

This sheet is not the form. Download the blank VN-020 from the Vermont Department of Motor Vehicles, Agency of Transportation at https://dmv.vermont.gov/sites/dmv/files/documents/VN-020-Title_MCO_Alteration.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	Title Number and Year	The certificate carrying the alteration, and the vehicle's model year. Watch out: A Vermont title number is twelve characters on certificates issued after 13 November 2023 and thirteen before it. If yours is a different length, you are reading the wrong number off the page.
2	YOU	Make, Model, Body/Hull Type	Three boxes describing the vehicle, so the statement identifies its own subject. Watch out: Copy them from the certificate rather than from the bill of sale. This document is about the certificate.
3	YOU	VIN/HIN and Mileage	The identification number, and a reading with one of three units ticked. Watch out: If the alteration is to the mileage itself, write the correct figure here and explain the wrong one below. Do not leave the box empty to avoid the question.
4	YOU	The section number	One small box in the middle of the certifying sentence. Watch out: Sections are numbered on the certificate itself. If you are not sure which one you wrote in, take the certificate to a DMV office and ask before you commit an answer to a sworn statement.
5	YOU	Explanation of error/alteration in detail	A full page for what happened. Watch out: Write it as a sequence: what you meant to write, where you wrote it, what you did about it, and when. A clerk reading it should be able to reconstruct the certificate without seeing it.
6	YOU	Signature of individual who made the alteration(s)	The person whose pen made the mark. Not the owner by default, and not the buyer by default. Watch out: If you made the mark and the car is jointly owned, you sign alone. This is not an ownership document and it does not need every owner.
7	OTHER	The second signature row	For a second person who also wrote on the same document. Watch out: It is common on a title where the seller crossed out a date and the buyer corrected an address. Both marks, both signatures, one form.

What gets this one rejected

- A statement signed by somebody who did not make the alteration. The banner across the top of the form is the whole rule.
- A section number left blank. The certifying sentence has a hole in it where the section goes, and an unfilled hole makes the sentence meaningless.
- An explanation of one line. The panel is a full page for a reason.
- An alteration statement on a bond application. VT-020's condition 5 says the bond application will be rejected if the completed form contains any erasures, alterations or strikeouts - there is no curing that one.
- A statement sent in without the altered document. It explains a mark on a certificate that the department needs to be looking at.
- Using it to change a figure you have thought better of. It records an error, not a revision.

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

Read off VN-020 (10/2017) and the Vermont Department of Motor Vehicles, Agency of Transportation's own pages, current as of 2026-08-24. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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TITLE/MCO ALTERATION STATEMENT

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation

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

Alteration Statement for Title, Secure Bill of Sale, MCO or Odometer Statement

To be completed by the individual(s) who made the alteration(s)

1	Title Number: 418293067514	Year: 2016
2	Make: SUBARU	Model: Outback
	Body/Hull Type: 4-Dr Wagon	
3	VIN/HIN: 4S4BSANC4G3241785	Mileage: 96,412 ☒ MILES ☐ KM ☐ HOURS

4 I certify that I made the following error in Section 1 of the Title, Secure Bill of Sale, MCO or Odometer Statement

Explanation of error/alteration in detail:

On 14 August 2026 I entered the odometer reading of 96,412 miles on the buyer's line of the assignment of ownership instead of the odometer line. I drew a single line through the figure, initialled it and wrote the same reading in the correct box on the same day, before the certificate left my hand. Nothing else on the assignment was altered and the reading itself has not changed.

5 I certify that the statements made herein are true. This declaration is made under penalties of 23 V.S.A. Section 202, 203, 2082, 2083, 3829 and 32 V.S.A. Sections 8901 - 8915.

Signature of individual who made the alteration(s)

Date

08/14/2026

Signature of individual who made the alteration(s)

Date