

How to fill out VN-101 — Vehicle Power of Attorney

Vermont - written against VN-101 (06/2023), issued under 14 V.S.A. s. 3505(c), which bars the agent from witnessing or notarising the appointment, affirmed under penalty of perjury per 23 V.S.A. s. 202, s. 203, s. 2082 and s. 2083

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/forms/vermont/vn101-
vehicle-power-of-attorney/

The only document in the Vermont set that lets somebody else sign the assignment block for you, and the only one that needs both a witness and a notary. It is a single-vehicle appointment - the car is described at the top by make, model, plate and identification number - and the authority it grants is written out in the form's own sentence: to sign any documents for the vehicle described above, including but not limited to vehicle purchase, vehicle sale, application for title and/or registration, and transfer of ownership. Vermont will not take a power of attorney drawn on somebody else's paper for a vehicle transaction, and it will not take this one signed at the kitchen table with nobody watching.

This sheet is not the form. Download the blank VN-101 from the Vermont Department of Motor Vehicles, Agency of Transportation at https://dmv.vermont.gov/sites/dmv/files/documents/VN-101-Vehicle_Power_of_Attorney.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	Make, Model, Model Year, Body Type, Color	The one vehicle this appointment covers, copied off the certificate. Watch out: If two cars are being sold, that is two forms. There is no box on this sheet for a second vehicle and no version of it that covers a fleet.
2	YOU	Serial Number (VIN), Plate Number, Plate State	Seventeen characters and the plate the car is wearing now. Watch out: Write the plate state even when it is obviously Vermont. An empty box is an incomplete form, and this form says incomplete forms are not accepted.
3	YOU	Name of Agent, License Number, License State of Issue	The person you are appointing, with a driving credential the department can look up. Watch out: Choose somebody who will be reachable for a fortnight, not somebody who is doing you a favour on their way to the airport.
4	YOU	Agent Mailing Address, City, State, Zip	Four boxes for the agent's own address. Watch out: It does not have to be a Vermont address. Nothing in this form requires the agent to live in the state, and plenty of them do not.
5	OTHER	Agent Signature, Phone Number, Email Address	The agent's own signature and two ways of reaching them. Watch out: They can sign this afterwards. What they cannot do is walk into a DMV office with it unsigned and expect to use it.
6	YOU	Printed Name of Owner, License Number, License State of Issue	Your name in print, and your own credential. Watch out: Print the name exactly as it appears on the certificate. A married name on the licence and a maiden name on the title is a query the notary cannot fix for you.
7	YOU	Owner Mailing Address, City, State, Zip	Your address, including a foreign one if that is where you are. Watch out: An owner temporarily in Quebec or Alberta writes that address here. It is a reason for the form, not an obstacle to it.
8	YOU	Signature of Owner, and Date	Signed in front of the witness and the notary, both watching, on the date written beside it. Watch out: Take photographic identification. The notary ticks a box on this form to say your identification was verified, and they will not tick it on your word.
9	OTHER	Witness Signature, Printed Name, Date, Address, Phone	Five boxes completed by somebody who is neither you nor the agent nor the notary. Watch out: A neighbour, a colleague, the person at the next desk in the bank. What they are declaring is that you looked well and were not being leaned on.
10	OTHER	The notary's acknowledgement and seal panel	Printed name, signature, commission number, expiry, phone number and the identification tick. Watch out: This is the notary's block and none of it is yours to prepare. A form arriving with the commission number already typed in is the fastest way to have the whole appointment refused.

What gets this one rejected

- A photocopy or a scan. The instruction is in the first line of the form: all signatures must be original and in ink, no photocopies or scanned forms.
- Any box left empty. The second line is just as flat - all fields must be completed, or the form will not be accepted - and it is the reason a form comes back for a missing agent phone number.
- The agent standing in as the witness, or as the notary. 14 V.S.A. s. 3505(c) is printed twice on the face of the form: a person named as agent under the document may not serve as a witness or notary public with respect to it.
- One person doing both other jobs. The witness and the notary may not be the same person, which means three people in the room and not two.
- A general power of attorney drawn up by a solicitor, offered instead of this form. The department wants its own single-vehicle appointment with the vehicle described on it.
- A form signed before the notary arrived. The signature line says sign in the presence of notary and witness, and the affirmation above it says you did.

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

Read off VN-101 (06/2023) 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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Vehicle Power of Attorney

802.828.2000
dmv.vermont.gov

All signatures must be original and in ink; no photocopies or scanned forms.
All fields must be completed, or the form will not be accepted.

Vehicle Information

Make <i>SUBARU</i>	Model <i>Outback</i>	Model Year <i>2016</i>	Body Type <i>4-Dr Wagon</i>	Color <i>Twilight Blue</i>
Serial Number (VIN) <i>4S4BSANC4G3241785</i>			License Plate Number <i>HRJ482</i>	License Plate State <i>VT</i>

Agent (Person Being Appointed to Act for Owner)

Name of Agent <i>Delphine R. Ouimette</i>		License Number <i>31847205</i>	License State of Issue <i>VT</i>
Mailing Address <i>212 Websterville Rd</i>	City <i>Barre</i>	State <i>VT</i>	Zip <i>05641</i>
Agent Signature	Phone Number <i>(802) 555-0143</i>	Email Address <i>d.ouimette@example.com</i>	

The following person hereby appoints the above-named as my attorney-in-fact to sign any documents for the vehicle described above, including but not limited to Vehicle Purchase, Vehicle Sale, Application for Title and/or Registration, and Transfer of Ownership

Vehicle Owner

Printed Name of Owner / Company Agent <i>Gaston P. Ouimette</i>		License Number <i>31847206</i>	License State of Issue <i>VT</i>
Company Name (if applicable)			
Mailing Address <i>1455 rue King Ouest</i>	City <i>Sherbrooke</i>	State <i>QC</i>	Zip <i>J1J 2C4</i>

I hereby affirm, under penalty of perjury, that the information on this form is true to the best of my knowledge. I further attest that I signed this Power of Attorney appointing my agent before a witness and notary. This declaration was made under penalties of 23 VSA § 202, § 203, §2082 & § 2083.

Signature of Owner / Company Agent (Sign in the presence of Notary and Witness. Signature must be of the applicant.)		Date
Phone Number <i>(819) 555-0129</i>	Email Address <i>g.ouimette@example.com</i>	

Witness A person named as agent under the document may not serve as a witness or notary public with respect to the document.

I declare that the vehicle owner appeared of sound mind and free from duress at the time the Power of Attorney was signed and that the vehicle owner confirmed that he or she was aware of the nature of the document and signed it freely and voluntarily.

Witness Signature	Witness Printed Name <i>Hollis W. Peavey</i>	Date <i>08/11/2026</i>
Witness Address <i>64 Averill St, Barre, VT 05641</i>		Witness Phone Number <i>(802) 555-0158</i>

Notary (A person named as agent under the document may not serve as a witness or notary public with respect to the document)

_____ personally appeared before me and satisfied me that they are the person named in and who signed this Release Form. Thereupon they acknowledged signing this Release Form as their act and deed for the uses and purposes expressed in this document.				Notary Seal
Printed Name of Notary		Notary Signature		
Commission Number	Commission Expires	Notary Phone Number	Customer ID Verified ☐ Yes ☐ No	