

How to fill out VT-019 — Title Changes / Adding a Lien

Vermont · written against VT-019 (09/2024), issued under 23 V.S.A. s. 2042 and s. 2043, perfecting a security interest, declared under penalties of 23 V.S.A. s. 202, s. 203, s. 2082 and s. 3829

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/forms/vermont/vt019-title-changes-adding-a-lien/

The form that changes a name or a lien on a certificate that already exists, without a sale happening. A Vermont seller meets it in two ways: adding or removing a co-owner before listing the car, which is what the Add and Delete ticks are for, and refinancing, which is what the notice of a security interest at the foot is for. It carries the department's clearest published fee arithmetic - \$56.00 to add or delete a name and add a lien, \$76.00 if the registration has to be corrected as well - and one instruction people miss until it costs them a second trip: changing a name on the title requires the same change on the registration.

This sheet is not the form. Download the blank VT-019 from the Vermont Department of Motor Vehicles, Agency of Transportation at https://dmv.vermont.gov/sites/dmv/files/documents/VT-019-Title_Change_App.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	Owner/Lessee name and licence number	The owner who is staying on the certificate, exactly as it is printed today. Watch out: If both names are changing, this is a transfer rather than a correction, and a transfer runs on the back of the title instead.
2	YOU	Co-Owner/Lessor block	The name being added or removed, with a date of birth where somebody is being added. Watch out: The department asks for the co-owner's date of birth specifically when a name is being added. Leaving it out on an Add is a returned form.
3	YOU	The survivorship tick	One of five, and it will be printed on the corrected certificate. Watch out: Read what the certificate says now before you tick anything. Changing the legend by accident is a change nobody notices until somebody dies.
4	YOU	Add or Delete	The tick that says which direction this correction runs. Watch out: Deleting a name here does not settle who owns what between the two of you. It changes the department's record; the agreement is your own business.
5	YOU	Plate/Registration # and its expiration	From the registration certificate rather than from memory, because the department is checking that the registration matches. Watch out: This is the box that tells you whether the registration also needs correcting - and if it does, page 2 says the total is \$76.00 rather than \$56.00.
6	YOU	Serial Number (VIN)	Seventeen characters, matching the certificate enclosed. Watch out: The original title goes in the envelope with this form, so a mismatch is obvious - but only once it reaches Montpelier.
7	YOU	Mileage and its certification	A full disclosure, in whole numbers, with one of the three boxes ticked. Watch out: A corrected certificate is a new certificate, and it will carry whatever reading you write here for the rest of the car's life.
8	LENDER	The lienholder block	Name, address, date of lien, and a licence number and date of birth if the lender is an individual. Watch out: Write NONE across it if there is no loan. An empty block reads as an unanswered question rather than as a negative answer.
9	YOU	Page 2, the fee schedule	Not a box to fill in - the department's own arithmetic, printed so you can send the right money. Watch out: Send one payment for the exact total. A cheque short by the \$20.00 registration correction holds the whole transaction, certificate included.

What gets this one rejected

- The original title not enclosed. Page 2 says the original title and the lien fee must be returned with this form.
- A name change made on the title and not on the registration. The department will not hold one half of a mismatched pair.
- One signature where the certificate names two owners. All owners are required to sign for a title, and the instruction says so twice.
- A lost original sent in as a photocopy. The department's instruction is to apply for a duplicate through the office first and then submit this form.
- More than two owners crammed onto one sheet. If there are more than two, additional notices of filing must be completed - which in practice means a VT-012.
- A lienholder signature treated as a release. The form's own note is printed beside the line: this does not constitute a lien release.

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

Read off VT-019 (09/2024) 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 Changes / Adding a Lien

120 State Street

Montpelier, Vermont 05603-0001

802.828.2000

1	Owner/Lessee	Vehicle is ☒ Owned or ☐ Leased		Email or phone (802) 555-0143				
		Name (Owner/Lessee) Ouimette, Delphine R.						License # 31847205
		Address where you get Mail 212 Websterville Rd			Address where you live 212 Websterville Rd			
		City: Barre	State: VT	ZIP: 05641	City: Barre	State: VT	ZIP: 05641	
		If name has changed, list previous name(s):				Date of birth 06/09/1974		
2	Co-Owner/Lessor	Name (Co-Owner/Lessor) Gaston P. Ouimette						License # 31847206
		Address where you get Mail 212 Websterville Rd			Address where you live			
		City: Barre	State: VT	ZIP: 05641	City:	State:	ZIP:	
		If name has changed, list previous name(s):				Date of birth 01/17/1972		
3	☒ Spouses ☐ Joint Tenants ☐ Tenants In Common ☐ Partners (business) ☐ TOD (Transfer on Death)							
	Must Indicate Rights of Survivorship If you are adding or deleting an owner, check the appropriate box: ☐ Add ☒ Delete							
If you add an owner, include the co-owner's date of birth and above. Adding or deleting a name on a title requires making the same change on the registration. Please check your registration certificate before submitting this form. Refer to the fee schedule on the back of the form. Both owner and co-owner signatures are required.								
5	Vehicle / Vessel	Plate/Registration # HRJ482	Plate/Registration Expiration 05/31/2027	Model Year 2016	Make SUBARU	Vessel Length (if boat) ft. in.	Body/Hull Type (if boat)	
		Serial Number (VIN) 4S4BSANC4G3241785						
		Mileage (No Tenths) 96,412	☒ Miles ☐ Km ☐ Hours	I certify that the odometer reading: ☒ Reflects the actual mileage, ☐ Reflects the amount of mileage in excess of its mechanical limits or ☐ Is NOT the actual mileage - WARNING ODOMETER DISCREPANCY				
THE UNDERSIGNED , being the lawful owner(s) of the vehicle named herein, hereby gives notice of the creation of a security interest in said vehicle as follows:								
7	Lienholder	Name NONE						
		Address			Date of Lien			
		City:	State:	ZIP:	License # (if individual)	Date of birth (if individual)		
Signatures	ALL owners are required to sign for a title. The undersigned requests this information be recorded upon the Certificate of Title to be issued for this vehicle/vessel. The undersigned certifies the information contained herein is true and correct and understand that said Certificate of Title will be mailed to the lienholder in approximately 4 weeks and These declarations are made under penalties of 23 VSA §202, §203, §2082 & §3829.							
	Signature of Current Titled Owner			Signature of Current Titled Co-Owner			Date	
	Signature of Lienholder (If lien still in effect) NOTE: This does not constitute a lien release!						Date	

FEES & ADDITIONAL INFORMATION

The original title and lien fee must be returned with this form. The lien fees are as follows:

- ♦ Vehicles:
 - Lien Fee \$14.00
 - \$56.00 to add or delete a name and add a lien to a title (\$42.00 title fee + \$14.00 lien fee).
 - \$76.00 to add or delete a name to the title and registration, add a lien, and correct registration (\$42.00 title fee + \$14.00 lien fee + \$20.00 corrected registration fee).
- ♦ Vessels/Motorboats:
 - Lien Fee \$14.00 for vessels sixteen (16) feet or more in length.
 - \$41.00 to add or delete a name and add a lien to a title (\$27.00 title fee + \$14.00 lien fee).
 - \$44.00 to add or delete a name to the title and registration, add a lien, and correct registration (\$27.00 title fee + \$14.00 lien fee + \$3.00 corrected registration fee).
- ♦ ATV's and Snowmobiles:
 - Lien Fee \$14.00
 - \$41.00 to add or delete a name and add a lien to title (\$27.00 title fee + \$14.00 lien fee).
 - \$47.00 to add or delete a name to title and registration, add a lien, and corrected registration (\$27.00 title fee + \$14.00 lien fee + \$6.00 corrected registration fee).
- ♦ A corrected title will be issued adding the lienholder as shown below. The lienholder must notify the Department of Motor Vehicles if the corrected title is not received within sixty (60) days. If the original title has been lost, please apply for a duplicate title through this office before submitting this form. If there are more than two (2) owners, additional notices of filing must be completed.
- ♦ Type of Ownership is required information if the vehicle is titled in more than one name.
 - **Tenants by the Entirety/Spouses (TEN ENT)** - Married couples (including Civil Unions), where ownership of property is treated as though the couple were a single legal person. Owners have a *right of survivorship*, if one owner dies, interest in the property will pass to the surviving owner avoiding probate
 - **Joint Tenants (JTEN)** - Co-owners have a *right of survivorship*, if one owner dies, interest in the property will pass to the surviving owner avoiding probate
 - **Tenants in Common (TEN COM)** - No *right of survivorship*, if one owner dies, interest in the property will be part of his or her estate
 - **Business Partners (PTNERS)** - Has *right of survivorship*, if one owner dies, interest in the property will be part of his or her estate
 - **Transfer on Death (TOD)** - One owner only, form TA-VT-07 required