

ANNOTATED SAMPLE - WisDOT MV1020 (3/2024), Title/Registration Correction Request

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TITLE/REGISTRATION CORRECTION REQUEST

Wisconsin Department of Transportation

MV1020 3/2024 s. 341.11 and 342.10 Wis. Stat.

Clear

Print

To receive a corrected Certificate of Vehicle Registration, vehicle title, and/or Confirmation of Ownership complete all applicable sections.

NOTE: Use the Statement of Intent Form MV2489 when your title or Manufacturer Statement of Origin (MSO) has a change or erasure in the purchaser, lien holder or odometer area.

1

Vehicle Year

2016

2

Vehicle Make

SUBARU

Vehicle Body Style

4DR WAGON

DOC ID (Internal Use)

3

Title Number

1409286174035-8

License Plate Number

A K N 2 7 4 0

Vehicle Identification Number

4 S 4 B S A N C 9 G 3 4 2 1 8 7 6

4

Owner(s)/Lessee Name (Last, First, MI)

Kaczmarek, Delphine R.

Telephone Number

(920) 555-0143

Address

1427 N 8th St

City

Manitowoc

State

WI

Zip Code

54220

Select the correction you are requesting and provide description below

5

☐ And/Or Conjunction - send current title (or Confirmation of Ownership) and all signatures

☐ Owner name(s) are incorrect - send current title (or Confirmation of Ownership)

- Adding or deleting a co-owner from a Wisconsin title is considered a transfer of ownership, per Wisconsin statutes 342.01(2)(c).
- To add or remove a co-owner listed on the original MV1 or MV11 for title refer to: MV1.wi.gov for mail in transfers, or [wisconsindmv.gov/emvpublic](#) for online transfers

☐ Lien - send current title, lien release and loan filing fee if applicable

☐ License plates - i.e. plate number received does not match registration, wrong plate transferred, etc.

☐ Registration - i.e. wrong weight class, wrong registration period, etc.

- To add or remove a lessee or driver, use MV2627 form: MV1/MV11 Add Driver (s) Addendum – do not use this form

☒ Odometer listed is incorrect - be specific if reading or status or both

☐ Vehicle identification number (VIN) - number on title/registration does not match vehicle, wrong digit, etc.

☐ Other - i.e. color (attach additional pages if more space is needed)

Description of error:

The odometer status on the title reads EXEMPT. This is a model year 2016 vehicle and is not exempt from odometer disclosure. The reading of 96,214 miles is correct; only the status is wrong. Please reissue the title showing the status as ACTUAL. Original title enclosed.

6

X

(Owner Signature)

(Date)

X

(Owner Signature)

(Date)

8

If additional information or other documents are needed to complete the correction requested and you prefer to be contacted via email vs a letter through the mail, please provide your email address below:

d.kaczmarek@example.com

Email Address

Send form along with the original Certificate of Vehicle Registration, title and/or Confirmation of Ownership to:

Wisconsin Department of Transportation

Vehicle Research Unit

P.O. Box 8070

Madison, WI 53708-8070

The form for a title that is wrong in the department's own record rather than wrong in your handwriting - a misspelled name, an odometer status that does not match, an AND where the record should say OR, a VIN with a transposed digit. It is worth reading before you sell, because most of these only surface when a buyer's application bounces.

This sheet is not the form. Download the blank MV1020 from the Wisconsin Department of Transportation, Division of Motor Vehicles at <https://wisconsindot.gov/Documents/formdocs/mv1020.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	Vehicle Year, Make and Body Style	Three boxes across the top describing the vehicle correctly, whatever the record says. Watch out: Body Style is the department's own term from the title - 4DR SEDAN, 4DR WAGON. Copy the wording rather than inventing one.
2	YOU	Title Number	From the front of the certificate, in the box below the year. Watch out: This is the department's key to the record. Without it a correction request has to be matched by VIN, which takes longer.
3	YOU	License Plate Number and Vehicle Identification Number	Eight cells and seventeen cells, side by side. Watch out: If the VIN itself is what is wrong on the title, write the correct one here and explain the wrong one in the description box.
4	YOU	Owner name, telephone and address	Who is on the record now, and how to reach them. Watch out: If the name is what is wrong, write it as the record has it and put the correct version in the description. The department needs to find the record first.
5	YOU	Which correction	Eight ticks: and/or conjunction, owner names, lien, licence plates, registration, odometer, VIN, other. Watch out: Tick one. Two ticks and one description is how a request comes back asking which you meant.
6	YOU	Description of error	A deep free-text box, and the only part of the form that explains anything. Watch out: Say what the document says now and what it should say, in that order, in one sentence each. Attach pages if you need to - the form invites it.
7	YOU	Owner Signature and Date	Two rules for two owners, signed and dated. Watch out: Send the original registration certificate, title or Confirmation of Ownership with it, to the Vehicle Research Unit at P.O. Box 8070.
8	YOU	Email Address	The last box on the sheet, offered so that a query comes by email rather than by post. Watch out: Optional in name only. A correction that needs one more document takes days with an email address on it and weeks without.

What gets this one rejected

- Sending it without the document being corrected. The form asks for the original Certificate of Vehicle Registration, title and/or Confirmation of Ownership to go with it.
- Using it to add or remove a co-owner. The form prints the reason on itself: that is a transfer of ownership under s. 342.01(2)(c), and it goes on an MV1.
- Using it where the title has been altered or erased. The form redirects you: use the Statement of Intent form MV2489 when your title has a change or erasure in the purchaser, lien holder or odometer area.
- Using it to add or remove a lessee or driver. The form names the MV2627 addendum for that instead.
- A vague description of error. It is a free-text box on a form with no other explanation on it, and a clerk can only act on what is in it.

☒ Amber is what you write

☐ Grey is a block somebody else completes

The filled-in example is at the start of this sheet.