

## Buying a Vehicle in Maryland?

# How to Properly Buy, Sell or Donate a Vehicle Through a Private Transaction



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## TAKING THE CONFUSION OUT OF SELLING, BUYING OR DONATING A VEHICLE IN MARYLAND

If you are selling, buying, or donating a vehicle in Maryland, the transaction can be confusing. That’s why each step is covered in this guide to help you privately sell or buy a vehicle, donate or give the vehicle as a gift.

Buyers and sellers should be aware that private vehicle sales without a licensed dealer are not regulated by the MVA. Any legal action regarding the sale, warranties, or consumer rights are the sole responsibility of the buyer and the seller.

Always keep a copy for your records. The forms referred to in this guide can be obtained through the MVA Fax on Demand System at (410) 424-3050, on the MVA website at [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov), at any MVA full service branch office, by calling MVA’s Customer Service Center at 410-768-7000, or by writing the MVA at: 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

### ***Let’s Get Started!***

This guide helps with the transfer of ownership when a person privately sells or buys a vehicle. Sections are outlined for those selling, buying, donating, or giving the vehicle as a gift.

Style

Vehicle Identification Number

## If You are Selling the Vehicle:

It is your responsibility to take care of the following transactions:

### Get the Vehicle Inspected

- The seller is responsible for having the vehicle safety inspected by a licensed Maryland inspection station. An automobile dealer, service station or specialized automobile service center can all be licensed as Maryland inspection stations. "Maryland Safety Inspection Certificates" are valid for 90 days.

### Assign the Vehicle to the New Owner

- The seller must sign and print his or her name and the buyer's name and address on the back of the "Certificate of Title" under the "Assignment of Ownership" section. The buyer's name and address must be recorded in the "Assignment of Ownership" section to complete the sale. Without the name, the title is considered "open" and will not be recognized by the MVA for registration.

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.				
Name(s) of Buyer(s) _____				
Address of Buyer(s) _____				
(STREET ADDRESS)		(CITY OR TOWN)	(COUNTY)	(STATE) (ZIP CODE)
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.		SELLING PRICE _____		
<input type="checkbox"/> 2. The odometer reading is not the actual mileage.		DATE OF SALE _____		
ODOMETER READING (no tenths) _____ WARNING - ODOMETER DISCREPANCY				
SIGNATURE OF SELLER(S) _____		SIGNATURE OF CO-SELLER(S) _____		
PRINTED NAME OF SELLER(S) _____		PRINTED NAME OF CO-SELLER(S) _____		
SIGNATURE OF BUYER(S) _____		SIGNATURE OF CO-BUYER(S) _____		
PRINTED NAME OF BUYER(S) _____		PRINTED NAME OF CO-BUYER(S) _____		

- If the title has been lost or destroyed, the vehicle owner(s) may apply for a duplicate title online at [www.mva.maryland.gov](http://www.mva.maryland.gov) or apply at an MVA KIOSK located at MVA full and express branch locations; or apply by mail using the MVA "Application for Duplicate Certificate of Title: (form number VR-018). Duplicate titles will be mailed to the owner's address.
- Record the odometer mileage under the "Assignment of Ownership" section.
- If the "Certificate of Title" has space for the purchase price, record the purchase price on the title under the "Assignment of Ownership" section along with the date of the sale.

See Example 1 and 2 (page 16 and 17) for a sample of the front and back of a "Maryland Certificate of Title."

### Is a Notary or a "Bill of Sale" Needed?

When completing the assignment of ownership, it is also important to enter the purchase price on the title if a space is provided for that purpose. If there is not a space on the title to enter a purchase price, a bill of sale must be provided. A notarized bill of sale may be required in some cases. The following circumstances explain when a notarized bill of sale with all buyers and sellers signatures is necessary.

- ❑ For vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. For passenger cars, multi-purpose vehicles,  $\frac{1}{2}$  and  $\frac{3}{4}$  ton trucks, the value is computed by the addition or subtraction for high or low mileage. Please call the MVA's Customer Service Center at 410-768-7000 to determine the vehicle's book value.
- ❑ For vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less the tax will be the minimum excise tax \$38.40 (\$19.20 for trailers).
- ❑ If a notarized "Bill of Sale" is not presented and the purchase price of the vehicle is within \$500 of the clean retail value as shown in the National Publication of Used Car Values, MVA will accept the purchase price as completed on the title.

See example 3 (page 18) for a sample of the MVA "Bill of Sale."

## Always Show Proof that the Vehicle Being Sold Has Been Paid Off

- ❑ To prove the vehicle has been paid off, the "Notice of Security Interest Filing" is needed. It is sent to the vehicle's owner by the financial institution once the final payment has been received.
- ❑ If the document is not available, please request a letter on the financial institution's letterhead stating that they hold no security interest and have it signed by the financial institution's authorized agent. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

See Example 4 and 5 (page 19 and 20) for a sample of the "Maryland Notice of Security Interest Filing."

## Return the License Plates to the MVA Before You Cancel Insurance on the Vehicle

Maryland law is extremely strict and uninsured motorist fines begin at \$150 for the first 30 days a vehicle is not insured, \$7 for each day thereafter. Unless the seller is transferring the plates to another vehicle, return the license plates to the MVA and retain the receipt, before canceling the insurance coverage on the vehicle.



## If You Are Buying the Vehicle:

Whether the vehicle is being purchased from within Maryland or out-of-state, the procedure is the same to transfer ownership to you. Visit an MVA full service office with the following completed documents. You may need a ride to the MVA, because you must register the vehicle and obtain your license plates before you can drive the vehicle on the road.

### Certificate of Title

- ❑ The buyer(s) and seller(s) must sign and print their name(s) on the “Maryland Certificate of Title” under the “Assignment of Ownership” section. If there is a co-buyer, he or she must also sign. The buyer’s name and address must be recorded in the “Assignment of Ownership” area on the title to complete the sale. Without the name, the title is considered “open” and will not be recognized by the MVA for registration.

<b>ASSIGNMENT OF OWNERSHIP</b>	The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.					
	Name(s) of Buyer(s) _____					
	Address of Buyer(s) _____					
	STREET ADDRESS		CITY OR TOWN		COUNTY STATE ZIP CODE	
	I certify to the best of knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	(no tenths)		<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.		SELLING PRICE _____ DATE OF SALE _____	
	<b>ODOMETER READING</b> _____		<input type="checkbox"/> 2. The odometer reading is not the actual mileage.		I solemnly affirm under the penalties of perjury and upon personal knowledge the contents of the foregoing paper are true and reflects the actual selling price of the vehicle.	
	<b>WARNING - ODOMETER DISCREPANCY</b>					
	SIGNATURE OF SELLER(S) _____		SIGNATURE OF CO-SELLER(S) _____			
	PRINTED NAME OF SELLER(S) _____		PRINTED NAME OF CO-SELLER(S) _____			
SIGNATURE OF BUYER(S) _____		SIGNATURE OF CO-BUYER(S) _____				
PRINTED NAME OF BUYER(S) _____		PRINTED NAME OF CO-BUYER(S) _____				

- ❑ The buyer is responsible for completing the “Application for Title and Registration” section. Any co-buyers must also sign.
- ❑ The name(s) of the buyer(s) on both the “Assignment of Ownership” section and the “Application for Title and Registration” section must match.
- ❑ If you have purchased a vehicle with an out-of-state title, you must complete an MVA “Application for Maryland Title” (form number VR-005). If the vehicle is jointly owned, the co-buyer must also sign the application.

See Example 8 (page 23) for a sample “Application for Maryland Title.”

### A Release from the Institution that has Financed the Vehicle

- ❑ If the seller is transferring ownership of a vehicle titled in Maryland and has financed the vehicle, a “Notice of Security Interest Filing” will be needed. If the vehicle is titled out-of-state, in most cases, the lien satisfaction is on the face of the title. If a space for the lien release is not provided on the title, a separate lien release may be required.

- ❑ If that document is not available, please request from the seller a letter from the financial institution. The letter must be on the financial institution's letterhead, signed by the financial institution's authorized agent, stating that they hold no security interest. The letter should also include the date of the loan's creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

See Example 4 and 5 (page 19 and 20) for a sample "Maryland Notice of Security Interest Filing."

## An MVA "Bill of Sale"

A notarized bill of sale may be required in some cases. The following circumstances explain when a notarized bill of sale with all buyers and sellers signatures is necessary.

- ❑ For vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. For passenger cars, multi-purpose vehicles, 1/2 and 3/4 ton trucks, the value is computed by the addition or subtraction for high or low mileage. Please call the MVA's Customer Service Center at 410-768-7000 to determine the vehicle's book value.
- ❑ For vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less, the tax will be the minimum excise tax \$38.40 (\$19.20 for trailers).
- ❑ If a notarized "Bill of Sale" is not presented and the purchase price of the vehicle is within \$500 of the clean retail value as shown in the National Publication of Used Car Values, MVA will accept the purchase price as completed on the title.

## Vehicle Inspection

- ❑ Used vehicles must be safety inspected before they can be registered by the MVA. The vehicle must be inspected by a licensed Maryland inspection station. An automobile dealer, service station or specialized automobile service center can all be licensed as Maryland inspection stations. A "Maryland Safety Inspection Certificate" is valid for 90 days. Make sure the vehicle identification number, engraved on a metal plate and visible through the windshield on the driver's side, matches the number entered on the "Maryland Safety Inspection Certificate", the "Certificate of Title," and any other vehicle ownership documents. Altered inspection certificates will not be accepted.
- ❑ A "Temporary Registration" is available for buyers who must have an inspection or repairs completed to register the vehicle. The temporary registration may be purchased at the MVA when titling the vehicle and is valid for 30 days from the issuance date. The registration fee will not be collected until the "Maryland Safety Inspection Certificate" is submitted and a one or two year registration plate is requested. However, the buyer will need to pay the title fees, taxes, and any lien filing fee, if applicable, and the temporary registration fee when purchasing the temporary plates.
- ❑ If a temporary registration is needed, an MVA "Temporary Inspection Waiver" (form number VR-129) must be completed.



## License Plates & Insurance

- Insurance information must be submitted to register the vehicle. The full name of the insurance company, policy or binder number, and the agent's name (if there is an agent) must be submitted. The buyer(s) signature(s) self-certifies that all of the insurance information is true and correct. The insurance coverage must be provided by a company licensed to insure vehicles in Maryland.

<b>APPLICATION FOR TITLE AND REGISTRATION</b>	Name(s) of Buyer(s) _____				
	Address of Buyers(s) _____				
	STREET ADDRESS		CITY OR TOWN		COUNTY STATE ZIP CODE
	<b>Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.</b>				
	BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	FEIN #	DATE OF BIRTH
	IF NOT SUBJECT TO A LIEN, INDICATE "NONE"		AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)
	NAME OF SECURED PARTY _____				
	I/we hereby make application for <input type="checkbox"/> New Title and Tags <input type="checkbox"/> New Title and Transfer of Tags <input type="checkbox"/> New Title Only No Tags (Check applicable blocks)		IF MOTORCYCLE, LIST ENGINE NUMBER	IF TRUCK/TRACTOR, LIST WEIGHT G.V.W. G.C.W.	
	If you are transferring tags from a vehicle that you sold, to this vehicle, give the following (if applicable)		CLASS OF VEHICLE	TAG NUMBER	VALIDATION STICKER NUMBER
	NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE _____		ADDRESS _____		
CERTIFICATION OF INSURANCE	NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY)		NAME OF AGENT		
	POLICY OR BINDER NUMBER _____				
<b>IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES?</b>					
<input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES					
<b>NOTARY NOT REQUIRED</b>					
I/we certify, under penalty of perjury that the statements made herein are true and correct to the best of my/our knowledge information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle. Witness My/Our Hand(s) And Seal					
This _____ Day of _____ 20____					
MUST BE SIGNED BY OWNER(S), OFFICER OF CORPORATION, OR PARTNER IN PARTNERSHIP					
<b>"I AM AWARE OF THE ODOMETER CERTIFICATION MADE BY THE SELLER"</b>					
SIGNATURE OF BUYER(S) _____					
PRINTED NAME OF BUYER(S) _____					
SIGNATURE OF CO-BUYER(S) _____					
PRINTED NAME OF CO-BUYER(S) _____					

- The buyer(s) must complete the "Application for Title and Registration" section on the "Maryland Certificate of Title" with the insurance information.
- If the buyer has purchased an out-of-state vehicle, an "Application for Title" (form number VR-005) will need to be completed to apply for the title. The "Application for Title" will also require the vehicle's insurance information.
- If the title has been lost or destroyed, the vehicle owner(s) may apply for a duplicate title online at [www.maryland.gov](http://www.maryland.gov) or apply at an MVA KIOSK located at MVA full and express branch locations; or apply by mail using the MVA "Application for Duplicate Certificate of Title": (form number VR-018). Duplicate titles will be mailed to the owner's address. Once the title is received, it may then be assigned to the buyer.

## Has the Vehicle Been Damaged?

### Why The Vehicle's Title History is Important

Always ask to see the title and review it carefully. You may wish to trace a used vehicle's title to obtain the vehicle's history, and to confirm ownership of the vehicle and the odometer reading.

Look for any indications that the vehicle has been salvaged which may mean that it has been extensively damaged. A salvage certificate is then issued with a "brand." Salvage certificates are branded in Maryland by the following categories.

- damage to the vehicle is greater than the market value.
- damage to the vehicle is equal to or less than the market value, (the title will not be branded).
- the vehicle is not rebuildable, not to be re-titled. PARTS ONLY.
- the vehicle has sustained flood damage.
- or the vehicle has been either stolen or abandoned.

If the vehicle you are purchasing already has a branded title, the Maryland Motor Vehicle Administration can provide you with the basic title information showing the history of the vehicle while it has been registered in Maryland. Due to our privacy laws, we will not give you the name or address of any previous owners, but will supply you with the vehicle information. To request the information, complete an MVA "Request for Motor Vehicle Administration Records" (form number DR-057) for either a non-certified or certified record. You will need to know the vehicle's title number, tag number, and vehicle identification number. An individual researching a vehicle's history would request a non-certified record, containing only the vehicle's history. If the vehicle's record is to be used for legal or court actions, a certified record is requested, containing the MVA's Administrator's seal.

If the vehicle has been salvaged and re-titled in another state it may not appear on the Maryland MVA vehicle history. The state that re-titled the vehicle would have a history of the transaction. If the vehicle is currently registered out-of-state or at some time has been registered in a different state, you will need to contact that state's department of motor vehicles to obtain the vehicle's history. Each department of motor vehicles may require a variety of vehicle information to obtain the title history. Contact them for their requirements and procedures.

There are also automobile services listed in the yellow pages or on the Internet under a search for "vehicle history" that will provide a complete vehicle history. An automobile service running a history check on the vehicle would also have a salvaged indication on it. Some companies provide the service for free, while others will charge a fee. Most of the companies require the vehicle make, model, and vehicle identification number.



## Helpful Transaction Tips

- The seller should have the “Certificate of Title” and “Security Interest Filing” (if applicable) available for the buyer to examine at the time of the transaction. The buyer should verify that the name on the title is the same as the seller’s name, the title has not been altered, and the vehicle identification number matches the one on the vehicle. The title should not contain erasures or staples that could conceal or distort information, making the title invalid.
- The title must be completed properly by both the seller and the buyer at the time of the transaction. The completed information must be clear and easy to read to ensure accuracy and to avoid future problems when the buyer registers the vehicle.
- The buyer’s name must be recorded in the “Assignment of Ownership” area on the title to complete the sale. Without this information, the title is considered “open” and will not be recognized by the MVA for registration.
- An out-of-state transaction, as well as a transaction within Maryland, will need a separate notarized MVA “Bill of Sale” (form number VR-181) signed by both the buyer and the seller if the vehicle is less than 7 model years old and is not being sold for the National Automobile Dealers Association book value.

## Donating a Vehicle to Charity

If you are donating a vehicle, the owner and the charity need to do the following:

### Owner:

- The title of the vehicle must be properly assigned to the charity. This is handled in the same manner as if you were actually selling the vehicle. Be sure to fill in the name and the address of the charity under the “Assignment of Ownership” section to properly complete transfer of ownership of the vehicle to the charity. Some charities may request that you leave the new owner information blank, but this leaves you at risk for future problems since the title would then be considered “open” by the MVA and unassigned. It may also affect your tax deduction for the donation.
- The odometer mileage must be filled in on the “Maryland Certificate of Title.”
- If the giver has financed the vehicle, the charity will need the vehicle’s “Maryland Notice of Security Interest Filing” showing the vehicle has been paid off. If that document is not available, please request a letter on the financial institution’s letterhead stating that they hold no security interest and have it signed by the financial institution’s authorized agent. The letter should also include the date of the loan’s creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make, and vehicle identification number).

- Do not leave the license plates on the vehicle. After the title is transferred, remove the license plates from the vehicle and return the plates to the MVA unless you are transferring the plates to another vehicle. You may only transfer the plates if the new vehicle is titled in the same name and the new vehicle classification is the same as the old vehicle. Keep your receipt from the MVA when you return your plates. Keep insurance coverage on the vehicle until the date the plates are returned to the MVA or transferred to the new vehicle.
- Cancel the vehicle insurance of the donated vehicle. To avoid penalty fees, cancel the vehicle insurance only after the plates have been returned to the MVA.

### Charity:

- The charity is responsible for providing the owner with a receipt for tax purposes for the donation of the vehicle. The charity, the owner, or both may determine the price or value of the vehicle.

## Giving the Vehicle as a Gift:

If the vehicle is being given as a gift, and an exemption from excise tax is being requested, the following requirements apply:

The parties involved in the transfer of the vehicle must be members of immediate family:

- Spouse
- Son or Daughter
- Adopted Son or Daughter
- Grandson or Granddaughter
- Stepson or Stepdaughter
- Mother or Father
- Stepmother or Stepfather
- Brother or Sister
- Half Brother or Half Sister
- Grandmother or Grandfather
- Son-in-Law or Daughter-in-Law
- Mother-in-Law or Father-in-Law
- Aunt or Uncle (65 years or older) to Niece or Nephew

Style \_\_\_\_\_ Vehicle Identification Number \_\_\_\_\_

If the last names do not agree, you must submit proof of the relationship. For example, a marriage certificate showing the daughter's current married name, as well as a birth certificate showing the daughter's last name prior to the marriage would prove the relationship. Please contact the MVA's Customer Service Center at 410-768-7000 if you need clarification on the types of documentation needed to prove a relationship.

- If a vehicle is being given to a niece and/or a nephew from an aunt and/or uncle, a "Certified Statement" (form number VR-299) is needed to accompany the "Gift Certification" (form number VR-103).

See Example 6 (page 21) for a sample "Gift Certification," and Example 7 (page 22) for a sample "Certified Statement."

### Certificate of Title

To give the vehicle as a gift in Maryland it must be already titled in the state of Maryland.

- To give the vehicle to one family member from another, the same information and transaction procedures are required on the "Maryland Certificate of Title." The person giving the vehicle is the "seller" and the "buyer" is the person receiving the vehicle as a gift.
- To add a name to the title, place both the current owner's name and the new name on the line for "name of buyer" in the "Assignment of Ownership" section. Complete the address line for the buyers in this, as well as the "Application for Title and Registration" section.
- It is important to remember that the current lienholder on the vehicle must approve the addition or deletion of a name on the title. A vehicle with a current lien must have a letter of permission on the lienholder's letterhead for the owner to submit to the MVA to add or delete a name on the title.
- In the purchase price section, print the word "gift" and fill in the date of the transaction.
- Fill in the odometer reading in the "Assignment of Ownership" section.

ASSIGNMENT OF OWNERSHIP	The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.					
	Name(s) of Buyer(s) _____					
	Address of Buyer(s) _____					
	STREET ADDRESS	CITY OR TOWN	COUNTY	STATE	ZIP CODE	
	I certify to the best of knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	(no tenths)	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.		SELLING PRICE _____ DATE OF SALE _____ I solemnly affirm under the penalties of perjury and upon personal knowledge the contents of the foregoing paper are true and reflects the actual selling price of the vehicle.		
	ODOMETER READING	<input type="checkbox"/> 2. The odometer reading is not the actual mileage.				
	WARNING - ODOMETER DISCREPANCY					
	SIGNATURE OF SELLER(S) _____	SIGNATURE OF CO-SELLER(S) _____				
	PRINTED NAME OF SELLER(S) _____	PRINTED NAME OF CO-SELLER(S) _____				
SIGNATURE OF BUYER(S) _____	SIGNATURE OF CO-BUYER(S) _____					
PRINTED NAME OF BUYER(S) _____	PRINTED NAME OF CO-BUYER(S) _____					



## Vehicle Inspection

- ❑ Any transfer between spouses or between parent and child are exempt from inspection if titled in Maryland. All other transactions require a Maryland Safety Inspection. An inspection is not required if the vehicle is co-owned and one of the names is being removed from the title certificate.

## Notice of Security Interest Filing

- ❑ If there is a lien showing on the face of the title and the vehicle is paid off, the receiver of the vehicle will need the “Notice of Security Interest Filing.”
- ❑ If the document is not available, please request the giver of the vehicle to obtain a letter on the financial institution’s letterhead stating that they hold no security interest and have it signed by the financial institution’s authorized agent. The letter should also include the date of the loan’s creation, the amount, the date of its release, the name and address of the debtor, and a full vehicle description (year, make and vehicle identification number).

## Excise Tax

- ❑ A vehicle that is titled in the state of Maryland and is transferred as a gift is tax exempt as long as the receiver meets the relationship requirements listed on page 10. A vehicle that is given as a “gift” to a Maryland resident from out-of-state is not tax exempt unless the vehicle was previously titled and registered in Maryland and the relationship of the individuals meets our requirements.

## Plate Transfer & Registration

- ❑ Insurance information must be submitted to register the vehicle. The full name of the insurance company, policy or binder number, and the agent’s name (if there is an agent) must be submitted. The recipient(s) signature(s) self-certifies that all of the insurance information is true and correct. The insurance coverage must be provided by a company licensed to insure vehicles in Maryland.
- ❑ The recipient of the vehicle must complete the “Application for Title and Registration” section on the “Maryland Certificate of Title” with the insurance information.



- ❑ If the recipient does not have the “Maryland Certificate of Title” for the vehicle the current owner will need to complete an MVA “Application for Duplicate Title” (form number VR-018), and then sign the vehicle over to the receiver as a gift.

<b>APPLICATION FOR TITLE AND REGISTRATION</b>	Name(s) of Buyer(s) _____				
	Address of Buyers(s) _____				
	STREET ADDRESS		CITY OR TOWN		COUNTY
	STATE				
	ZIP CODE				
	<b>Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.</b>				
	BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	FEIN #	DATE OF BIRTH
	IF NOT SUBJECT TO A LIEN, INDICATE "NONE"		AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)
	NAME OF SECURED PARTY				
	ADDRESS OF SECURED PARTY				
I/we hereby make application for <input type="checkbox"/> New Title and Tags <input type="checkbox"/> New Title and Transfer of Tags <input type="checkbox"/> New Title Only No Tags		IF MOTORCYCLE, LIST ENGINE NUMBER		IF TRUCK/TRACTOR, LIST WEIGHT G.V.W.	
If you are transferring tags from a vehicle that you sold, to this vehicle, give the following (if applicable)		CLASS OF VEHICLE	TAG NUMBER	VALIDATION STICKER NUMBER	
NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE					
ADDRESS					
CERTIFICATION OF INSURANCE	NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY)				
	POLICY OR BINDER NUMBER				
	NAME OF AGENT				
<b>IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES?</b>					
<input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES					
<b>NOTARY NOT REQUIRED</b>					
I/we certify, under penalty of perjury that the statements made herein are true and correct to the best of my/our knowledge information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle. Witness My/Our Hand(s) And Seal					
This _____ Day of _____ 20____					
<b>"I AM AWARE OF THE ODOMETER CERTIFICATION MADE BY THE SELLER"</b>					
SIGNATURE OF BUYER(S) _____					
PRINTED NAME OF BUYER(S) _____					
SIGNATURE OF CO-BUYER(S) _____					
PRINTED NAME OF CO-BUYER(S) _____					
MUST BE SIGNED BY OWNER(S), OFFICER OF CORPORATION, OR PARTNER IN PARTNERSHIP					

- ❑ Plates may be transferred between spouses, parents and children:
  - from an individual to the joint names of that individual and the individual's parent or child; or
  - from an individual to the name of a child or parent of that individual.

New plates must be purchased for all other gift transfers to family members. If you are transferring plates and less than 12 months remain in the registration year, the registration will be renewed for an additional year when the vehicle is titled. If the plates can not be transferred and are turned in with 12 or more months remaining, a refund will be mailed to you.



## Unlicensed Vehicle Dealers vs. Licensed Dealers

There is a difference between a licensed vehicle dealer and a “curbstoner.” A curbstoner is an unlicensed vehicle dealer who sells vehicles on the street or “at the curb.” Curbstoners may also advertise vehicles in the newspaper classified section or online.

### Here are a few clues to spot a possible curbstoner:

- The vehicle’s title is not in the seller’s name.
- The same phone number is listed for multiple vehicles in the newspaper or outdoor location.
- The license plates are out-of-state, issued temporarily, are dealer tags, or missing altogether.

### Licensed motor vehicle dealers:

- Must post their license at their place of business and are licensed by the type of vehicle sales they conduct.
- The motor vehicle dealer may only sell from his licensed location.
- The dealer’s salesmen must also be licensed and can only sell for the dealer listed on their sales license. Salesmen must have their licenses when conducting sales and you may ask to see it.

### Different licenses/different sales:

- Only a dealer with a new vehicle dealer’s license may sell a new car.
- A new car dealer may sell used vehicles and may sell vehicles to other dealers at wholesale prices.
- A used vehicle dealer may only sell used vehicles and may sell at wholesale prices to other dealers.
- A wholesale dealer may not sell vehicles to the general public.

## How to Obtain MVA Forms Mentioned in this Guide

The MVA forms, Bill of Sale (VR-181), Application for Certificate of Title (VR-005), Application for Duplicate Title (VR-018), Temporary Inspection Waiver (VR-129), Certified Statement (VR-299), and Maryland Application for Gift Certification (VR-103) are available on the MVA Fax on Demand System at (410) 424-3050, MVA's website [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov), at any full service branch office, by calling MVA's Customer Service Center at 410-768-7000, or by writing the MVA at: 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

### MVA Full Service Locations

HOURS: Monday-Friday, 8:30am-4:30pm

#### Allegany County

Cumberland, 13300 Winchester Road, SW

#### Anne Arundel County

Glen Burnie, 6601 Ritchie Highway

#### Annapolis

160 Harry S. Truman Parkway  
(Off Riva Road)

#### Baltimore City

5425 Reisterstown Road  
(located in the Hilltop Shopping Center)

#### Baltimore County

Essex, 1338-A Eastern Blvd.,  
Middlesex Shopping Center

#### Carroll County

Westminster, 1106 Baltimore Boulevard

#### Cecil County

Elkton, 105 Chesapeake Boulevard, Suite A

#### Charles County

Waldorf, 11 Industrial Park Drive  
(St. Charles Business Park)

#### Frederick County

Frederick, 1601 Bowman's Farm Road  
(Exit 56 off I-70)  
East Patrick Street Exit

#### Harford County

Bel Air, 501 W. MacPhail Road  
(1/2 mile south of Rt. 1)

#### Montgomery County

Gaithersburg, 15 Metropolitan Grove Road  
(off Clopper Road)

White Oak, 2131 Industrial Parkway

#### Prince George's County

Beltsville, 11760 Baltimore Avenue  
(2-1/2 miles north of the Capital Beltway)

Largo, 10251 Central Avenue  
(near Rt. 202 & 214)

#### St. Mary's County

Loveville, 27351 Point Lookout Road  
(Route 5 at Sunnyside Road)

#### Talbot County

Easton, 9148 Centreville Road

#### Washington County

Hagerstown, 18306 Col. Henry K. Douglas  
Drive  
(off Rt. 65: 1-70 Exit 29)

#### Wicomico County

Salisbury, 251 Tilghman Road

# Example 1



## MARYLAND CERTIFICATE OF TITLE

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.



C000000

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	BODY STYLE	CLASS	ODOMETER	BRAND	TITLE NUMBER
EXCEPT.	GR. VEH. WT.	GR. COMB. WT.	FEE (TAGS)	INSPECTION DATE	DATE ISSUED		
OWNER'S SOUNDSEX / DRIVER'S LICENSE NO.				CO-OWNER'S SOUNDSEX / DRIVER'S LICENSE NO.			

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)

ODOMETER CODES

- A. Actual Mileage
- B. Exceeds Mechanical Limits
- C. Not Actual Mileage

# SAMPLE

CONTROL NO.  
(This is not a Title No.)

C000000

I, THE UNDERSIGNED, HEREBY CERTIFY THAT AN APPLICATION FOR CERTIFICATE OF TITLE HAS BEEN MADE FOR THE VEHICLE DESCRIBED HEREON, PURSUANT TO THE PROVISIONS OF THE MOTOR VEHICLE LAWS OF THIS STATE, AND THE APPLICANT NAMED ON THE FACE HEREOF HAS BEEN DULY RECORDED AS THE LAWFUL OWNER OF SAID VEHICLE.

THE ADMINISTRATION WILL NOT BE RESPONSIBLE FOR FALSE OR FRAUDULENT ODOMETER STATEMENTS MADE IN THE ASSIGNMENT OF THE CERTIFICATE OF TITLE OR FOR ERRORS MADE IN RECORDING BY THE ADMINISTRATION.

NAME(S) AND ADDRESS OF SECURED PARTIES IN RECORDED ORDER

LIEN RELEASE

MVA USE ONLY

OFFICIALLY ISSUED ON THE DATE SET FORTH ABOVE



ADMINISTRATOR OF MOTOR VEHICLES

CONTROL NO.  
(This is not a Title No.)

C000000

VR-002 (03-14)

THIS TITLE CONTAINS AN EAGLE WATERMARK WHICH IS VISIBLE WHEN HELD TO LIGHT





# Example 3



**Motor Vehicle Administration**  
 6601 Ritchie Highway, N.E.  
 Glen Burnie, Maryland 21062

VR-181 (03-13)

**Bill of Sale**

If this form is used to establish the purchase price of your vehicle, a notary is required.

**Please describe the vehicle being sold**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 Body Style \_\_\_\_\_ Vehicle Identification Number \_\_\_\_\_

**I/We do hereby sell to:**

Name of buyer(s) \_\_\_\_\_  
 For the total sum of \$ \_\_\_\_\_, which has been received. This sum represents the mutually agreed upon purchase price of the vehicle, between both the buyer(s) and the seller(s). The reason the vehicle may be purchased for a price less than the fair market value is as follows.  
 \_\_\_\_\_

**To the best of my knowledge, the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:**

odometer reading \_\_\_\_\_ (no tenths)

- 1. The mileage is in excess of its mechanical limits.
- 2. The odometer reading is not the actual mileage.

**Warning- Odometer Discrepancy**

**Please notarize your sale.** A second space is provided for notarizing an additional party to the transaction who may not be present at the initial notarization. It is not necessary to require two notaries if one will suffice for all parties.

I/we certify under penalty of perjury, that the statements made are true and correct to the best of my/our knowledge, information and belief. I understand that giving a false statement(s) is a misdemeanor and subject to fines not exceeding \$500, imprisonment for not more than 2 months, or both.

This \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

Seller(s) signature(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Seller(s) printed name(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

Notary Public signature  
 \_\_\_\_\_  
 \_\_\_\_\_

Notary Public printed name  
 \_\_\_\_\_  
 \_\_\_\_\_

My Commission Expires \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

Buyer(s) signature(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Buyer(s) printed name(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_

Notary Public signature  
 \_\_\_\_\_  
 \_\_\_\_\_

Notary Public printed name  
 \_\_\_\_\_  
 \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Place Seal Here

Place Seal Here

For more information, please call: 410-768-7000 (to speak with a customer agent).  
 TTY for the hearing impaired: 1-800-492-4575. Visit our website at: [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov)

# Example 4



**MARYLAND NOTICE OF SECURITY INTEREST FILING**  
DO NOT ACCEPT THIS DOCUMENT SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.



**THIS IS NOT A TITLE**

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	BODY STYLE	CLASS	ODMETER	BRAND	TITLE NUMBER
EXCEPT	GR. VEH. WT.	GR. COMB. WT.	FEE (TAGS)	INSPECTION DATE		DATE ISSUED	
OWNER'S SOUNDINDEX / DRIVER'S LICENSE NO.				CO-OWNER'S SOUNDINDEX / DRIVER'S LICENSE NO.			
NAME(S) AND ADDRESS OF REGISTERED OWNER(S)						<p><b>ODOMETER CODES</b></p> <p>A. Actual Mileage B. Exceeds Mechanical Limits C. Not Actual Mileage</p>	

THIS IS TO CERTIFY THAT A SECURITY INTEREST HAS BEEN DULY FILED WITH THE MOTOR VEHICLE ADMINISTRATION IN THE NAME OF THE SECURED PARTY BELOW ON THE VEHICLE DESCRIBED.

**TERMINATION STATEMENT**

I, THE UNDERSIGNED, DO HEREBY RELEASE ALL RIGHTS AND INTERESTS IN THE VEHICLE DESCRIBED ABOVE.

---

SIGNATURE OF SECURED PARTY
OFFICIAL CAPACITY
DATE OF RELEASE

NAME AND ADDRESS OF SECURED PARTIES

OFFICIALLY ISSUED ON THE DATE SET FORTH

  
 ADMINISTRATOR OF MOTOR VEHICLES

VR-002 (03-14)

THIS DOCUMENT CONTAINS AN EAGLE WATERMARK WHICH IS VISIBLE WHEN HELD TO LIGHT



# Example 5

**Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.**

**IMPORTANT NOTICE:** This certificate of repossessor is to be completed by the Secured Party when the vehicle described herein has been repossessed in accordance with Comment 1 of the Annotated Code of Maryland. Upon completion of this certificate, the Secured Party may apply for a Maryland certificate of title or conveyance ownership of the vehicle to a subsequent purchaser. If applying for a Maryland title, the Secured Party must complete this form (application for title and registration). (MARYLAND MOTOR VEHICLE ADMINISTRATION - 6801 RITCHIE HIGHWAY, N.E. - GLEN BURNIE, MARYLAND 21062.)

<b>CERTIFICATION OF REPOSSESSION</b>	To be used by secured party (Lien Holder) named on the face for securing a repossessed certificate of title or for the conveyance of ownership of the vehicle to a subsequent purchaser. I/We, the undersigned, hereby certify, under penalty of perjury, that the Motor Vehicle described on the face has been repossessed because of the debtor's failure to meet the obligation in the settlement of the lien indicated on the face of this form. The lien contract covering the vehicle was executed in full compliance with article 95B of the annotated Code of Maryland. I/We also warrant title to the vehicle described and agree to defend it against all claims.															
	Witness My/Our Hand(s) and Seal _____ This _____ Day of _____ Yr _____ SIGNATURE OF SECURED PARTY _____ PRINTED NAME _____ REPRESENTING FIRM OR COMPANY _____															
<b>ASSIGNMENT OF OWNERSHIP</b>	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. ODOMETER READING _____ (no tenths) <input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING - ODOMETER DISCREPANCY</b>															
	The undersigned hereby certifies that the vehicle described in this title has been transferred to the following: Name(s) of Buyer(s) _____ Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____ I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <b>SELLING PRICE</b> _____ <input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>DATE OF SALE</b> _____ ODOMETER READING _____ (no tenths) <b>WARNING - ODOMETER DISCREPANCY</b>															
<b>APPLICATION FOR TITLE AND REGISTRATION</b>	SIGNATURE OF SELLER(S) _____ PRINTED NAME OF SELLER(S) _____ SIGNATURE OF BUYER(S) _____ PRINTED NAME OF BUYER(S) _____															
	SIGNATURE OF CO-SELLER(S) _____ PRINTED NAME OF CO-SELLER(S) _____ SIGNATURE OF CO-BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____															
<b>DEALER'S REASSIGNMENT</b>	Name(s) of Buyer(s) _____ Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____ Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.															
	<table border="1"> <tr> <td>BUYER'S DRIVER'S LICENSE NO.</td> <td>DATE OF BIRTH</td> <td>CO-BUYER'S DRIVER'S LICENSE NO.</td> <td>FEIN #</td> <td>DATE OF BIRTH</td> </tr> <tr> <td colspan="5">IF NOT SUBJECT TO A LIEN, INDICATE "NONE"</td> </tr> <tr> <td>AMOUNT OF LIEN</td> <td>DATE OF LIEN</td> <td colspan="3">KIND OF LIEN (DESCRIBE)</td> </tr> </table> NAME OF SECURED PARTY _____ ADDRESS OF SECURED PARTY _____ I/we hereby make application for <input type="checkbox"/> New Title <input type="checkbox"/> New Title and <input type="checkbox"/> New Title and <input type="checkbox"/> New Title Only (Check applicable block) and Tags <input type="checkbox"/> Transfer of Tags <input type="checkbox"/> No Tags # MOTORCYCLE, LIST ENGINE NUMBER _____ IF TRUCK/TRACTOR/TRAILER, LIST WEIGHT G.V.W. _____ If you are transferring tags from a vehicle that you sold to this vehicle, give the following (if applicable) CLASS OF VEHICLE _____ TAG NUMBER _____ VALIDATION STICKER NUMBER _____ NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE _____ ADDRESS _____ NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY) _____ CERTIFICATION OF INSURANCE POLICY OR BINDER NUMBER _____ NAME OF AGENT _____		BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	FEIN #	DATE OF BIRTH	IF NOT SUBJECT TO A LIEN, INDICATE "NONE"					AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)	
BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	FEIN #	DATE OF BIRTH												
IF NOT SUBJECT TO A LIEN, INDICATE "NONE"																
AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)														
<b>DEALER'S REASSIGNMENT</b>	IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES NOTARY NOT REQUIRED I/we certify, under penalty of perjury that the statements made herein are true and correct to the best of my/our knowledge, information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle. Witness My/Our Hand(s) And Seal _____ This _____ Day of _____ 20____															
	"I AM AWARE OF THE ODOMETER CERTIFICATION MADE BY THE SELLER" SIGNATURE OF BUYER(S) _____ PRINTED NAME OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____ CO-SIGNATURE OF PARENT, GUARDIAN OR RESPONSIBLE ADULT REQUIRED WHEN APPLICANT IS UNDER 18 YEARS OF AGE, MUST BE SIGNED BY OWNER(S), OFFICER(S) OF CORPORATION, OR PARTNER IN PARTNERSHIP.															
<b>DEALER'S REASSIGNMENT</b>	The undersigned hereby certifies that the vehicle described in this title has been transferred to the following: Name(s) of Buyer(s) _____ Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____ SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____ PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____															
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <b>DATE OF DELIVERY</b> _____ <input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING - ODOMETER DISCREPANCY</b> ODOMETER READING _____ (no tenths)															
<b>DEALER'S REASSIGNMENT</b>	SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____ PRINTED NAME OF AUTHORIZED AGENT _____ PRINTED NAME OF DEALERSHIP _____															
	<table border="1"> <tr> <td>VIN OF TRADE-IN</td> <td>STATE</td> <td>COLL. FEE 0.6% OF GROSS OR \$12 MAX. FEE ALLOW.</td> </tr> <tr> <td colspan="2">IF NOT SUBJECT TO A LIEN, INDICATE "NONE"</td> <td>TRADE IN ALLOWANCE</td> </tr> <tr> <td>AMOUNT OF LIEN</td> <td>DATE OF LIEN</td> <td>TAXABLE PRICE</td> </tr> <tr> <td colspan="2">NAME OF SECURED PARTY</td> <td>GROSS TAX COLLECTED</td> </tr> <tr> <td colspan="2"></td> <td>NET TAX REMITTED</td> </tr> </table> ADDRESS OF SECURED PARTY _____		VIN OF TRADE-IN	STATE	COLL. FEE 0.6% OF GROSS OR \$12 MAX. FEE ALLOW.	IF NOT SUBJECT TO A LIEN, INDICATE "NONE"		TRADE IN ALLOWANCE	AMOUNT OF LIEN	DATE OF LIEN	TAXABLE PRICE	NAME OF SECURED PARTY		GROSS TAX COLLECTED		
VIN OF TRADE-IN	STATE	COLL. FEE 0.6% OF GROSS OR \$12 MAX. FEE ALLOW.														
IF NOT SUBJECT TO A LIEN, INDICATE "NONE"		TRADE IN ALLOWANCE														
AMOUNT OF LIEN	DATE OF LIEN	TAXABLE PRICE														
NAME OF SECURED PARTY		GROSS TAX COLLECTED														
		NET TAX REMITTED														

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.**



## Example 6



Motor Vehicle Administration  
6601 Ritchie Highway, N.E.  
Glen Burnie, Maryland 21062

VR-103 (06-13)

**Application for Maryland Gift Certification** See reverse side for important information

If you are not a member of the immediate family as noted below, this form **cannot** be used. If the vehicle transfer qualifies as a bona fide gift, this form must be completed and submitted with the properly assigned Maryland title.

Spouse	Father	Son	Daughter	Sister	Grandmother
Mother	Stepfather	Adopted son	Adopted Daughter	Half Sister	Grandchild
Stepmother	Father-in-law	Stepson	Stepdaughter	Brother	*Uncle
Mother-in-law	Grandfather	Son-in-law	Daughter-in-law	Half Brother	*Aunt

\*For more information please see other side of page.

If last names are not the same, proof of relationship must be submitted.

To be completed by giver(s) of vehicle: \_\_\_\_\_  
Date \_\_\_\_\_

This is to certify that Title Number \_\_\_\_\_ for my/our \_\_\_\_\_  
(year/make)

Vehicle Identification Number \_\_\_\_\_

is being transferred from the names of: \_\_\_\_\_

to: \_\_\_\_\_

The relationship to me is: \_\_\_\_\_

**Federal and State law requires that you state the mileage in connection with this transaction.** Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

- Odometer Reading \_\_\_\_\_ (no tenths)  1. The mileage stated is in excess of its mechanical limits  
 2. The odometer reading is not the actual mileage.  
**Warning Odometer Discrepancy.**

I/we certify under penalty of perjury that all statements made herein are true and correct to the best of my/our knowledge, information, and belief. I/we further certify that no money or other valuable consideration is involved in this transfer. This transfer is not being made contrary to Maryland Vehicle Laws.

\_\_\_\_\_  
Signature of Giver

\_\_\_\_\_  
Signature of Co-Giver

**To be completed by recipient(s) of vehicle:** I/we certify under penalty of perjury that all statements made herein are true and correct to the best of my/our knowledge, information, and belief. I/we further certify that no money or other valuable consideration is involved in this transfer. This transfer is not being made contrary to Maryland Vehicle Laws.

\_\_\_\_\_  
Signature of Receiver

\_\_\_\_\_  
Signature of Co-Receiver

(continued on reverse)

For more information, please call: **410-768-7000** (to speak with a customer agent).  
 TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

## Example 7



Motor Vehicle Administration  
6601 Ritchie Highway, N.E.  
Glen Burnie, Maryland 21062

VR-299 (04-10)

**Gift Title Transfer from Aunt/Uncle to Niece and/or Nephew – Certified Statement**

An Aunt/Uncle who is at least 65 years of age should submit this completed form along with a completed VR-103 Application for Maryland Gift Certification when transferring ownership of a vehicle to a Niece and/or Nephew as proof of the relationship.

Title Number	Vehicle Identification Number	Year	Make & Model
--------------	-------------------------------	------	--------------

**Statement of Fact:**

(Describe how your Niece and/or Nephew is related to you.)

I/we certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge, information and belief.

Giver's Signature

Date

Co-Giver's Signature

Date

For more information, please call: **410-768-7000** (to speak with a customer agent),  
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov)

# Example 8

<b>Motor Vehicle Administration</b> 6601 Fitchie Highway, N.E. Glen Burnie, Maryland 21062		VR-005 (06-13)			
		<b>APPLICATION FOR CERTIFICATE OF TITLE</b>			
READ INSTRUCTIONS ON REVERSE SIDE					
APPLICANT'S FIRST NAME      MIDDLE      LAST			CO-APPLICANT'S FIRST NAME      MIDDLE      LAST		
APPLICANT'S SOUNDSEX/MARYLAND DRIVER'S LICENSE NO.			DATE OF BIRTH MONTH   DAY   YEAR		CO-APPLICANT'S SOUNDSEX/MARYLAND DRIVER'S LICENSE NO. / FEIN #
APPLICANT'S STREET ADDRESS      CITY OR TOWN			CO-APPLICANT'S STREET ADDRESS      CITY OR TOWN		
COUNTY	STATE	ZIP CODE	EMAIL ADDRESS		COUNTY
STATE	ZIP CODE	EMAIL ADDRESS		COUNTY	STATE
IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES					
<b>VEHICLE DESCRIPTION</b>					
<input type="checkbox"/> NEW VEHICLE    MODEL YEAR		MAKE OF VEHICLE    MODEL NO.		BODY STYLE    VEHICLE IDENTIFICATION NUMBER	
<input type="checkbox"/> USED VEHICLE					
<input type="checkbox"/> TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE		MODEL YEAR    MAKE OF VEHICLE		TYPE OF FUEL    # OF CYLINDERS    MOTOR CARRIER #    UNIT #	
<input type="checkbox"/> TRUCK    G.V.W.		<input type="checkbox"/> TRUCK TRACTOR    G.C.W.    AXLES		<input type="checkbox"/> BUS    SEATS	
		<input type="checkbox"/> MOTORCYCLE    ENGINE NO.		<input type="checkbox"/> TRAILER (SPECIFY LENGTH)    G.V.W.    TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE \$20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.					
NAME OF SECURED PARTY		STREET ADDRESS OF SECURED PARTY		KIND OF LIEN (DESCRIBE)    DATE OF LIEN	
CITY OR TOWN		STATE    ZIP CODE		AMOUNT OF LIEN    ACCOUNT NUMBER	
<b>PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE</b>					
IF VEHICLE RECENTLY PURCHASED		MARYLAND DEALER'S CERTIFICATION			DEALERS ONLY
MD. EXCISE		I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle.			CERTIFIED SELLING PRICE
TAX 6% OF \$ _____ FULL PURCHASE PRICE		Date of Delivery _____			TRADE-IN ALLOWANCE
ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)		DEALER'S NUMBER N U _____			TAXABLE PRICE
		NAME OF DEALERSHIP _____			GROSS TAX COLLECTED
		SIGNATURE OF DEALER _____ DATE _____			COLL. FEE .6% OF GROSS OR \$12 MAX. FEE ALLOW.
VIN OF TRADE-IN _____ STATE _____					NET TAX REMITTED
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/We have been resident(s) in Maryland for approximately _____ I/We last registered this vehicle in _____ and paid _____ % tax (if no tax paid, write "NONE") <input type="checkbox"/> Check here if active duty military.					
<b>APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES</b>					
I/We do hereby make application for: <input type="checkbox"/> New Tags <input type="checkbox"/> Transfer of Tags <input type="checkbox"/> Title Only    Is your motor vehicle now suspended or revoked in this or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No    Is this vehicle to be operated for short term rental? <input type="checkbox"/> Yes <input type="checkbox"/> No    If transferring plates, complete below:					
TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____ Address _____ Name of Insurance Co. _____ Policy or Binder No. _____ Agent or broker _____ Class of Tags desired _____					
Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ODOMETER READING _____ (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY.					
I/We certify that I/We have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/We certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/We certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.					
Signature of Applicant _____		Printed Name of Applicant _____			
Signature of Co-Applicant _____		Printed Name of Co-Applicant _____			
Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____					
Signature of Co-Signer _____		Relationship _____			
Soundex _____		Date of Birth _____			
For more information, please call: <b>410-768-7000</b> (to speak with a customer agent). TTY for the hearing impaired: <b>1-800-492-4575</b> . Visit our website at: <a href="http://www.MVA.Maryland.gov">www.MVA.Maryland.gov</a>					



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**To Speak to a Customer Agent**

**For the Hearing Impaired**  
**TTY 1-800-492-4575**

**Internet Address**  
**[www.MVA.Maryland.gov](http://www.MVA.Maryland.gov)**

**MVA Fax On Demand System**  
**1-410-424-3050**



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