Buying a Vehicle in Maryland?

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

MVA
Motor Vehicle Administration
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, 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.
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.

If the title has been lost or destroyed, the vehicle owner(s) may apply for a duplicate title online at 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, ½ and ¾ 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.

- 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 if 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.

- 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 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.

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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 susbtained 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
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.
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.

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, 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
Example 3

**Bill of Sale**

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

<table>
<thead>
<tr>
<th>Please describe the vehicle being sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
</tbody>
</table>

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:

- [ ] 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.

If, 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 ____________________________

Place Seal Here

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

For more information, please call: 410-768-7000 (to speak with a customer agent).
Example 4

**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**

**ODOMETER CODES**

A. Actual Mileage  
B. Escalada Mechanical Limits  
C. Not Actual Mileage
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.

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. If the undersigned hereby certifies, 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 9B of the Annotated Code of Maryland. We also warrant title to the vehicle described and agree to defend it against all claims.

Witness My/Our Hand(s) and Seal

SIGNATURE OF SECURED PARTY

REPRESENTING FIRM OR COMPANY

PRINTED NAME

Day of      Yr.

ODOMETER READING

WARNING - ODOMETER DISCREPANCY

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:

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage.

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

Selling Price

Date of Sale

Signature of Seller(s)

Printed Name of Seller(s)

Signature of Buyer(s)

Printed Name of Buyer(s)

Assignment of Ownership

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.

Driver's License No.

Co-Buyer's Driver's License No.

FBN #

Date of Birth

If subject to a lien, indicate “NONE”

Amount of Lien

Date of Lien

Kind of Lien (Describe)

NAME OF SECURED PARTY

Address of Secured Party

New Title Tag

New Title

New title Tag

New Tag

If you are transferring tags from a vehicle that you sold to this vehicle, give the following if applicable:

New Owner's Name

New Owner's Address

New Owner's Phone

Transfer of Title

Transfer of Tags

Class of Vehicle

Tag Number

Validation Sticker Number

Name of Person to Whom You Sold the Old Vehicle

Address

Application for Title and Registration

Name of Insurance Company (Copy From Your Policy)

Policy or Binder Number

Name of Agent

Is this vehicle to be titled as joint tenants or tenants by entitle?

Joint Tenants

Tenants by Entitle

Signature of Seller(s)

Printed Name of Seller(s)

Signature of Co-Seller(s)

Printed Name of Co-Seller(s)

Signature of Authorized Agent

Printed Name of Authorized Agent

If you certify to the best of your knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage.

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 Seller(s)

Printed Name of Seller(s)

Signature of Co-Buyer(s)

Printed Name of Co-Buyer(s)

Dealer's Receiving

Signature of Authorized Agent

Printed Name of Authorized Agent

VIN of Transfer-In

State

Colt, Fee for Cross or $5.00 Fee Allow

Transfer of Title

Date of Sale

Amount of Lien

Date of Lien

Net tax permitted

Name of Secured Party

Address of Secured Party

Any alteration or erasure voids this document.
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.

<table>
<thead>
<tr>
<th>Spouse</th>
<th>Father</th>
<th>Son</th>
<th>Daughter</th>
<th>Sister</th>
<th>Grandmother</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>Stefather</td>
<td>Adopted son</td>
<td>Adopted Daughter</td>
<td>Half Sister</td>
<td>Grandchild</td>
</tr>
<tr>
<td>Stepmother</td>
<td>Father-in-law</td>
<td>Stepson</td>
<td>Stepmother</td>
<td>Brother</td>
<td>*Uncle</td>
</tr>
<tr>
<td>Mother-in-law</td>
<td>Grandfather</td>
<td>Son-in-law</td>
<td>Daughter-in-law</td>
<td>Half Brother</td>
<td>*Aunt</td>
</tr>
</tbody>
</table>

*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) is being transferred from the names of: ____________________________
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Example 7

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.

<table>
<thead>
<tr>
<th>Title Number</th>
<th>Vehicle Identification Number</th>
<th>Year</th>
<th>Make &amp; Model</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Giver's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Co-Giver’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

NAME OF SECURED PARTY

APPLICANT'S FIRST NAME MIDDLE LAST

CO-APPLICANT'S FIRST NAME MIDDLE LAST

CITY OR TOWN

COUNTY STATE ZIP CODE EMAIL ADDRESS

COUNTY STATE ZIP CODE EMAIL ADDRESS

DATE OF LIEN

APPLICANT'S STREET ADDRESS

CO-APPLICANT'S STREET ADDRESS

M O N T H  D A Y  Y E A R

M O N T H  D A Y  Y E A R

IF THIS VEHICLE IS SUBJECT TO ANY LIENS OR ENCUMBRANCES, COMPLETE THE FOLLOWING SECTION(S). ATTACH FORM VR-217 FOR ADDITIONAL LIEN FILINGS.

FULL PURCHASE PRICE

TAX 6% OF $_______________________

MD. EXCISE

IF VEHICLE RECENTLY PURCHASED MARYLAND DEALER'S CERTIFICATION DEALERS ONLY

NEW VEHICLE

USED VEHICLE

TWO-STAGE VEHICLE COMPLETE MAKES & MODELS FOR EACH YEAR

TRUCK

VAN

TRUCK TRACTOR

TRUCK TRACTOR TRAILER

TRAILER (SPECIFY LENGTH)

TRUCK CARTRIDGE # UNIT #

MODEL YEAR

MAKE OF VEHICLE

TYPE OF FUEL

# OF CYLINDERS

ENGINE NO.

ENGINE SIZE (C.C.)

TRAILER (SPECIFY LENGTH)

G.V.W.

G.V.W.

ENGINE SIZE (C.C.)

TRAILER (SPECIFY LENGTH)

G.V.W.

G.V.W.

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G.V.W.

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G.V.W.
For More Information Call
410-768-7000

To Speak to a Customer Agent

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

Internet Address
www.MVA.Maryland.gov

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

MVA
Motor Vehicle Administration

6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

Maryland Department of Transportation