

# Chapter A

## General Title Requirements

See detailed information in additional sections and chapters.

There are certain requirements common to all title transactions:

1. A DMV application form appropriate for your specific transaction.
2. The current ownership document. The five most common types of ownership documents are:
  - Manufacturer's Certificate of Origin (MCO)
  - Oregon title
  - Out-of-state title
  - Application for replacement Oregon title ([Form 515](#))
  - Operation of law documents (see [Chapter G](#))
3. A release of interest from:
  - Any previous owner (see [Chapter E](#))
  - Any previous security interest holder (see [Chapter E](#))
4. Odometer disclosure for motor vehicles (see [Chapter H](#)).
5. Title fee (see [Chapter M](#)).

If also applying for registration, submit the following in addition to the title requirements:

1. Department of Environmental Quality (DEQ) Certificate of Compliance, for certain types and model year vehicles registered in the DEQ vehicle inspection program boundaries.
2. A statement of compliance with financial responsibility laws. (Included as part of application.)
3. Registration fees. (See [Chapters K](#) and [M](#) for more information.)
4. County registration fee, if applicable. (See [Chapter K](#) for more information.)

There may be other registration requirements depending on the vehicle type or who is applying for the registration. [Chapters K](#) and [L](#) cover these requirements.

Some vehicle types are not required to be titled in Oregon, but may be optionally titled. Some vehicles may not be issued a title or registration. See [Chapter L](#).

### Requirement checklist

#### *New vehicles*

- Application for Title and Registration ([Form 226](#))
- MCO (or equivalent document)
- Release(s) of interest
- Odometer disclosure (if applicable)
- Fees
  - Title
  - Registration
  - Plate

**NOTE:** An approved car rental company may submit an application to register a vehicle through EVR without an MCO in order to be issued plates and stickers. The car rental company must be an Oregon licensed dealer and must have communicated with DMV

concerning this process. All transactions submitted by a car rental company that are not submitted through EVR must have the MCO with the transaction.

### **Out-of-state vehicles**

- Application for Title and Registration ([Form 226](#))
- Out-of-state title or equivalent documents
- Release(s) of interest
- Odometer disclosure (if applicable)
- Vehicle identification number inspection (VIN)
- Fees
  - Title
  - VIN inspection
  - Registration
  - Plate

### **Oregon vehicles**

- Application for Title and Registration ([Form 226](#))
- Oregon title or equivalent document
- Release(s) of interest
- Purchase date
- Odometer disclosure (*if applicable*)
- Fees
  - Title transfer
  - Registration

### **Oregon vehicle – replacement title only**

- Application for Replacement Title ([Form 515](#))
- Signatures of applicants
- If registered owner applying, all registered owners must sign.
- If a security interest holder is on the record, the security interest holder must sign.
- Fees
  - Replacement title

### **Oregon vehicle – replacement title & transfer**

*(May be applied for only when vehicle is not subject to federal odometer requirements, or when one registered owner will remain on the title)*

- Application for Replacement Title ([Form 515](#))
- Application for Title and Registration ([Form 226](#))
- Release(s) of interest
- Lien release (unique line stamp and signature from lenders)
- Bills of sale
- Purchase date
- Fees
  - Title transfer

## **Registration requirements**

- Application ([Form 226](#) or [Form 268](#))
- Domicile certification (on application)
- Insurance/financial responsibility certification (if applicable)
- DEQ Certification of Compliance (for certain model year vehicles in DEQ areas)
- HVUT (if motorized/55,000 lbs or more GVW)
- Fees
  - Registration
  - County registration fees (if applicable)
  - Plate (if plates issued)
  - Surcharge fees (if applicable)

## **Customer name, number, and address**

### **Individual customer number**

A customer number for an individual person is usually their Oregon Driver License (ODL) number. If the customer does not have an ODL, use their Oregon instruction permit number or their Oregon ID card number. If they have none of these, leave the field on the application blank.

Each individual customer that completes transactions with DMV has one file that contains the customer's personal data such as name and address, date of birth and other data pertaining just to that person. This file is linked to all of that person's DMV files such as driving and vehicle information.

### **Business customer number**

DMV assigns a customer number to every business, lender, etc., that appears on vehicle title records. A customer file for a business contains data such as name and address.

### **Name**

If the customer does not want to use the name currently shown on their ODL, ID card, or instruction permit, they must contact DMV and change their record to show the name they want to use. If they do not change their record prior to title issuance, the name printed on the title will not match exactly the name as it appears on the application.

There are limited exceptions to the requirement to change a name in DMV's records first, such as when the customer needs to use a different name for reasons of marriage or divorce, gender change, or for any other legal name change.

If a difference in names between the title application and DMV's records is only an initial, nickname, or change in surname order, DMV will issue the title with the name currently listed in DMV's records.

## Address

DMV maintains one record for each customer. When customers change their address with DMV, they notify us once, and then all of their records are changed. The notice to DMV may be in the form of an address change notice or when an application is submitted with a new address.

If an application shows a new address, the address for the **first** owner listed is the only one that DMV will change. DMV does not change other owners' addresses listed on the application.

When DMV processes an address change for an individual, DMV mails a sticker showing the new address to the customer to be applied to their ODL, ID, or instruction permit card.

## Completing applications

Complete the title application using the customer's Oregon driver license, ID card, instruction permit number, or customer number (for businesses) and their date of birth (for individuals). **DMV must have this information for EVERY owner shown on the application, including lenders.** If you do not list the customer number and date of birth on the application, it may slow the application process.

For a business, ask for the customer number that DMV has assigned them. If a business does not know their customer number, you may contact DMV in Salem at (503) 945-5457 for the information.

If any buyer does not have an ODL, Oregon driver permit, Oregon ID card, or Oregon assigned customer number, leave this field blank on the application and DMV will create a customer record for them and assign a number.

## Checklist for submitting transactions

These are common items found missing in transactions submitted. Please check for the following before submitting a transaction:

1. FEES	
a.	The correct fees for title, registration, plates, etc.
b.	A clear explanation of the registration fees that were collected (i.e. replacement plates, plate transfers, plate surcharges, etc.).
c.	Complete the shaded fee section on the front of the Application for Title to break down title and registration fees. Although this area says "For DMV Use Only," DMV prefers that dealers complete the fee section of the application.

**2. APPLICATION CLEARLY LISTS ALL REGISTERED OWNERS OR LESSEE/LESSORS & SECURITY INTEREST HOLDER(S)**

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a.	List the ODL/customer number for all owners. List dates of birth for individuals. If different from DMV records, provide current address of the primary registered owner or lessee listed first on application (check against their Oregon Driver License, Oregon ID Card, or Instruction Permit). Leave ODL/customer number blank when owner does not have one.
b.	If there are two signatures on the bottom of the application for title, both parties must be listed as owners on the application (joint registered owners or lessee/lessor).
c.	If one or more of the owners listed on the application are the same as on the ownership document, the current owner(s) must acknowledge and agree to the addition. If a registered owner is added or removed from a title with a security interest holder, DMV needs authorization from the security interest holder listed on the title.
d.	If the registered owner is an individual, they must provide their actual residence address. A post office box or mail service box by itself is not acceptable.
e.	Survivorship may be requested by checking a YES or NO box to indicate survivorship, when two or more new owners are listed on the application for title. <b>If neither box is checked, NO survivorship will be shown on the title.</b>

**3. COMPLETE VEHICLE DESCRIPTION (YEAR, MAKE, BODY STYLE, VIN) ON THE APPLICATION**

a.	Confirm that the VIN on the application for title matches the VIN on the vehicle and on the ownership document. If the VIN on the vehicle is different, you may need to get a more thorough VIN inspection or a corrected title or MCO depending on where the error occurs in the VIN.
b.	The plate number of a transferred Oregon plate is listed in the “new plate number” box. Information about the vehicle the plate was transferred from is in the “Remarks” section on the front or the back of the application.

**4. ALL ERRORS MADE ON THE DOCUMENTS ARE EXPLAINED**

a.	A Statement of Error or Erasure, <a href="#">Form 502</a> , must be completed and attached for name errors only.
b.	A new odometer disclosure must be obtained for errors made while recording the mileage.
c.	Other errors such as the vehicle description, VIN, or address information must be corrected. (See section titled Corrections on title applications in <a href="#">Chapter D.</a> )

**5. POWER OF ATTORNEY (POA) FORM IS COMPLETED AND ATTACHED (IF POA WAS EXERCISED IN TRANSACTION)**

a.	The VIN and the named attorney are included on the POA.
b.	The POA is exercised on the title.
c.	The POA is attached to the application.

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d.		If the POA is a secure POA (for odometer purposes), it must be allowable for the type of transaction. (See <a href="#">Chapter H</a> for more information on secure POA.)
<b>6. FORMER OWNERS HAVE RELEASED THEIR INTEREST</b>		
a.		The dealer release is included on the back of the title, on an odometer disclosure form, or on a separate bill of sale.
b.		Connecting releases for all transfers of ownership of the vehicle are included.
c.		The releases match the name(s) exactly as they appear on the title.
<b>7. VEHICLE IDENTIFICATION NUMBER (VIN) INSPECTION FORM IS COMPLETED</b>		
a.		The LEV Compliant box in the top right-hand corner of the form is completed. Instructions for the LEV Certification can be found on the back of the VIN Inspection Form.
b.		The “VEHICLE INFORMATION” section must be completed in full, including the year and make of the vehicle.
c.		The vehicle identification number must be printed clearly. There must not be alterations or crossed-out digits, and white-out must not be used.
d.		At least one box must be checked in each column of the “VIN INSPECTION” portion of the form.
e.		The inspector information portion must be fully completed, including: <ul style="list-style-type: none"> <li>• The printed name of the individual who inspected the vehicle</li> <li>• Agency or Dealership who inspected the vehicle</li> <li>• Physical address where the VIN inspection was conducted</li> <li>• Oregon dealer number</li> <li>• Date of inspection</li> <li>• Signature of inspector</li> </ul>
<b>8. DEQ PASS CERTIFICATION (IF REGISTERING VEHICLE IN A DEQ AREA)</b>		
a.		Verify customer’s residence address. Use the <a href="#">DEQ Testing Boundary Tool</a> to determine if the vehicle will be subject to DEQ
b.		Confirm that the vehicle year/type will be subject to DEQ
<b>9. THE “REMARKS” SECTION ON THE FORM 226 IS COMPLETED WITH ALL INFORMATION NOT INDICATED ANYWHERE ELSE ON THE APPLICATION</b>		
a.		There is a clear explanation of why you collected replacement plate fees. (What happened to the old plates?)
b.		You listed what vehicle the plates came from for plate transfers, including the complete VIN for the vehicle.
c.		You indicated the engine displacement (CCs) of mopeds and motorcycles; and the speed of mopeds.
d.		Write “Lemon Law Buyback” if the vehicle has been purchased by the manufacturer as per Oregon’s consumer warranty law.
e.		Note if this is a “courtesy delivery” because it is processed differently at DMV.

**10. ATTACH ALL NECESSARY FORMS SUCH AS A POA, BILLS OF SALE, LIEN SATISFATIONS, VIN INSPECTION, DEQ CERTIFICATION, & STATEMENT OF ERROR OR ERASURE**