



STATE OF INDIANA

Eric J. Holcomb, Governor

Peter L. Lacy, Commissioner

AFFIDAVIT OF OWNERSHIP

Vehicle Title Application Checklist

If you cannot obtain a certificate of title from the seller of your vehicle, and the vehicle is valued at \$5,000 or less, according to NADA average retail or clean retail value, you may apply for a certificate of title by completing an [Affidavit of Ownership for a Vehicle – State Form 23037](#).

Passenger, motorcycle, truck, trailer, off-road vehicle, snowmobile, RV, farm tractor, low speed, semitrailer, watercraft, and manufactured homes are all eligible for the Affidavit of Ownership process as long as the vehicle value is \$5,000 or less.

When submitting paperwork, include the following:

- [Application for Certificate of Title for a Vehicle – State Form 205](#)
- [Affidavit of Ownership for a Vehicle - State Form 23037](#)
- Bill of Sale. Must include the vehicle year, make, VIN, seller, purchaser, purchase price, and purchase date.
- A lien release is required for all vehicles where the most current title on record has a lien recorded.
- An unopened and unclaimed certified letter mailed to the seller's (and lien holder, if applicable) last known address requesting the title. If the envelope is opened, **your application will be rejected.**
- A copy of the certified letter you mailed to the seller's (and lien holder, if applicable) last known address.
- [Physical Inspection of a Vehicle or Watercraft – State Form 39530](#). Must be completed by a law enforcement officer or an employee of a BMV license branch.
- [Odometer Disclosure Statement – State Form 43230](#). All trailers and motor vehicles weighing over 16,000 pounds are exempt. Mileage will be branded as "Not Actual" unless a completed and signed odometer statement from the owner of record is provided.
- One proof of address. A driver's license or identification card may be accepted as proof if the address on the credential is correct. If the address is not correct, any document from the approved [BMV documentation list](#) that is dated within the last 60 days may be used as proof. To view the approved documentation list, click on the link provided or visit myBMV.com.
- Submit payment for the following vehicle or watercraft (as applicable) title application fees and taxes. Payable by MasterCard or Visa, check, electronic check, or money order.
 - \$15 title application fee.
 - \$30 additional administrative penalty will be assessed if the title application packet is not received within 45 days after the purchase date.
 - \$25 speed title fee. This optional fee is in addition to the \$15 title application fee. Paying the optional speed title fee ensures that the title is processed in a period of time that is substantially shorter than the normal processing period.
 - If the vehicle/watercraft is transferring ownership, include 7% sales tax of the dollar amount listed on the Bill of Sale or provide proof of sales tax paid on an [ST108 – Certificate of Gross Retail or Use Tax Paid – State Form 48842](#). If exempt from sales tax, include an [ST108E – Certificate of Gross Retail or Use Tax Exemption – State Form 48841](#).
- Vehicle color: _____ (List color on line)

For your convenience, the required forms are included with this checklist. The forms are also available at myBMV.com. Mail the completed packet to:

**Indiana Bureau of Motor Vehicles
Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

Please include this checklist with your application.



APPLICATION FOR CERTIFICATE OF TITLE FOR A VEHICLE

State Form 205 (R9 / 7-16)
Approved by State Board of Accounts, 2016
INDIANA BUREAU OF MOTOR VEHICLES

*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

To be completed by a police officer, BMV official, or BMV certified dealer signee for out-of-state titles. I hereby certify that I personally examined the following vehicle and find the identification number to be as follows.				I swear and affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction.							
Vehicle Identification Number 				I swear and affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.							
Year	Make	Model	Type	Date (mm/dd/yyyy)							
Inspector's Printed Name and Title			City								
Inspector's Signature		Badge, Branch, or Dealer Plate Number									
Transaction Number				Branch Number		Invoice Number		BMV Use Only			
Social Security Number / Federal Identification Number *				Name of Applicant				BMV Use Only			
Residence Address (number and street)						City		State	ZIP Code		
Vehicle Identification Number			Vehicle Year	Vehicle Make		Vehicle Model	Vehicle Type	Odometer			
Former Title Number			Purchase Date (mm/dd/yyyy)		Lien (Y/N)	Speed (Y/N)	Dealer Number	BMV Use Only			
Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address					Mailing Address (number and street)						
City			State		ZIP Code		BMV Use Only				
Holder of Second Lien, Mortgage, or Other Encumbrance					Mailing Address (number and street)						
City		State	ZIP Code		License Number		License Year	Forms Used	BMV Use Only		
Gross Retail and Use Tax Affidavit – I/We hereby certify that sales or use tax on this vehicle was paid as indicated below.											
Selling Price		Less Trade-In / Discount		Amount Subject to Tax		Amount of Tax		Dealer	Branch	Exempt	Exemption Code
\$		\$		\$		\$					

INSTRUCTIONS: Use the following instructions to assist with completion of the application.

Sign and date on top right signature line.

Line 1: BMV use only

Line 2: Enter the name(s) and Social Security Number or Federal Identification Number of the owner(s).

Line 3: Enter the residence address of the owner(s).

Line 4: Enter the VIN, Year, Make, Model, Odometer (if applicable), and Vehicle Type (examples include: 2S (2 door sedan), 4S (4 door sedan), CN (convertible), CP (coupe), 2W (2 door wagon), 4W (4 door wagon), VA (van), TK (truck), MC (motorcycle), TR (trailer), SE (semitrailer), TC (semi tractor), RV (recreational vehicle, including motor home and travel trailer), MH (manufactured/mobile home), AT (all-terrain), and LS (low speed).

Line 5: Enter former title number and purchase date, and indicate if there is a lien by entering Y (yes) or N (no). If a speed title is requested, enter Y (yes) and include an additional \$25 with the application.

Line 6 - 9: Indicate lienholder name(s) and mailing address. If there is no lien, and you wish to have the title mailed to an address other than your current mailing address, enter a special mailing address on lines 6 and 7. Enter dealer license information (if applicable).

Line 10: Not required to be completed. However, appropriate tax form or payment must be included with the title application.



BILL OF SALE

State Form 44237 (R3 / 8-12)
INDIANA BUREAU OF MOTOR VEHICLES

INSTRUCTIONS: 1. Complete in blue or black ink or print form.

VEHICLE OR WATERCRAFT INFORMATION													
Vehicle or Hull Identification Number													
Year		Make				Model			Registration Number (If applicable, watercraft only)				
SALE INFORMATION													
Purchase Price							Date of Sale (mm/dd/yyyy)						
Purchaser Name(s) (last, first, middle initial or company name)													
Address (number and street)													
City							State			ZIP Code			
I do hereby sell, transfer and convey all rights for the above vehicle/watercraft to the buyer in consideration of the sale payment amount. I certify that the vehicle/watercraft is not subject to any liens that are the responsibility of the seller.													
I swear or affirm that the information I have entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.													
Signature of Seller										Date (mm/dd/yyyy)			
Printed Seller Name (last, first, middle initial or company name)													
Signature of Seller										Date (mm/dd/yyyy)			
Printed Seller Name (last, first, middle initial or company name)													
I swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.													
Signature of Purchaser										Date (mm/dd/yyyy)			
Printed Purchaser Name (last, first, middle initial or company name)													
Signature of Purchaser										Date (mm/dd/yyyy)			
Printed Purchaser Name (last, first, middle initial or company name)													



ODOMETER DISCLOSURE STATEMENT

State Form 43230 (R3 / 5-13)
INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. In accordance with federal and state law, the seller of a motor vehicle must disclose the current mileage to a purchaser in writing upon transfer of ownership. The disclosure must be signed by the seller, including the printed name. If more than one person is a seller, only one seller is required to sign the written disclosure.
 2. The purchaser must sign the disclosure statement, including printed name and address, and return a copy to the seller.
 3. Complete this form in its entirety, in blue or black ink.

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines, imprisonment, or both.

I, _____ **residing at:**

Printed name(s) of Seller(s)

_____ **certify to the best of my knowledge that the**

Address of Seller(s) (number and street, city, state, and ZIP code)

odometer reading is the actual mileage of the vehicle described below unless one of the following statements is checked:

Miles (no tenths)

1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
2. I hereby certify that the odometer reading is NOT the actual mileage and should not be relied upon. **WARNING - ODOMETER DISCREPANCY.**

Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Body Type
Vehicle Identification Number (VIN)			Transfer Date (month, day, year)
I will not hold the Bureau of Motor Vehicles or the Bureau of Motor Vehicles Commission responsible for any discrepancy shown on the odometer reading. I, the undersigned, swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.			
Signature(s) of Seller(s)		Date (month, day, year)	

PURCHASER'S INFORMATION

I am aware of and acknowledge the above odometer certification made by the seller(s).

Signature(s) of Purchaser(s)	Date (month, day, year)	
Printed Name(s) of Purchaser(s)		
Address of Purchaser(s) (number and street)		
City	State	ZIP Code



PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)

Approved by State Board of Accounts, 2011

INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
 2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
 3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
 4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
 5. Dealers may not perform watercraft inspections.

OWNER INFORMATION

Name (last, first, middle initial or company name)

Address (number and street)

City

State

ZIP Code

VEHICLE OR WATERCRAFT INFORMATION

Identification Number

NONE (select if no identification number found)

Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable												

For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other (specify):

***IDACS / NCIC Check (required if form is completed by a police officer)**

Date Check Performed (mm/dd/yyyy)	Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code
Telephone Number ()	Email Address		



COLLECTION OF PAYMENT INFORMATION

State Form 56163 (7-17)
Approved by State Board of Accounts, 2017
INDIANA BUREAU OF MOTOR VEHICLES

BUREAU OF MOTOR VEHICLES
Central Office Finance
100 N. Senate Avenue, Room N440
Indianapolis, IN 46204
(888) 692-6841

- INSTRUCTIONS:**
1. Complete in blue or black ink, or print form.
 2. Enter the amount to be charged and the payment type information in Section 2. Payment may be made by Visa, MasterCard, or electronic check. If enclosing a check, money order, cashier's check, or certified check, this form is not required.
 3. Mail this form to the address that is specified on the application being submitted and for which you are making payment.
 4. This form will be destroyed immediately after payment has been processed.

SECTION 1 - ACCOUNT HOLDER INFORMATION

Name of Account Holder (first, middle, last, or company name)	Driver's License Number (DLN) or Federal Identification Number	Telephone Number	
Billing Address (number and street)	City	State	ZIP Code

SECTION 2 - PAYMENT INFORMATION

Amount to be Charged: \$ _____ . _____	Description of the service/application to which the payment is related:
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Credit Card Payment:

Type of Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card Number: _____ - _____ - _____ - _____	Expiration Date (mm/yy): ____ / ____

Electronic Check Payment:

Routing Number:
Account Number:

SECTION 4 - AFFIRMATION STATEMENT

I hereby authorize the Indiana Bureau of Motor Vehicles to charge the credit card or the electronic check information in the amount provided above.		
Signature of Account Holder / Authorized User	Printed Name	Date Signed (mm/dd/yyyy)