

# PLEASE NOTE:

The following form (*Personal Delivery of Title Request*) can be used only if you come **IN PERSON** to the **General Services Counter** in the **Montpelier DMV office**.

1. This form must be completed by all owner(s) or the Lienholder.
2. Proper identification is required.
3. If the vehicle/vessel/ATV/Snowmobile has more than one owner:
  - a. ALL owners must sign this form, unless the owners are separated by "OR" on the title document.
  - b. At least one owner must be present at the General Services Counter in the Montpelier office.
4. Personal delivery of titles are limited to one title in a single day and no more than three titles in a calendar month.

Department of Motor Vehicles  
Agency of Transportation120 State Street  
Montpelier, Vermont 05603-0001  
(voice) 802.828.2000  
**dmv.vermont.gov****Titles can only be processed at the Montpelier counter**

- This form must be completed by **all** owner(s) or the Lienholder.
- Proper photo identification will be required (i.e. photo driver's license/non-driver id).
- If the vehicle/vessel/ATV/Snowmobile has more than one owner:
  - a) **ALL** owners must sign this form, unless the owners are separated by "OR" on the title document.
  - b) **At least one owner must be present** at the General Services Counter in the Montpelier office.
- Personal delivery of titles are limited to one title in a single day and no more than three titles in a calendar month.

Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Co-Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Co-Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Co-Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Relationship:  Spouses  Joint Tenants  Tenants in Common  Partners  Transfer on Death

## Vehicle/Vessel/ATV/Snowmobile Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year (yyyy): \_\_\_\_\_ VIN/HIN: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ Type of Plate: \_\_\_\_\_ Expiration Date of Plate: \_\_\_\_\_  
(i.e. car, truck, etc.)  
Current Meter Reading (no tenths): \_\_\_\_\_  Miles  Kilometers  Hours

Reason for Request: \_\_\_\_\_

I understand that if I do not return with proper identification to personally collect the title by 4:30 p.m. today, it will be mailed to the lienholder or the first owner at the address listed on the title. If there is an unsatisfied lien on the vehicle the title can only be collected by the lienholder.

**NOTE:** If personal delivery of title is being requested by the Lienholder, no owner(s) signature(s) is necessary.

Owner Signature: \_\_\_\_\_  
Co-Owner Signature: \_\_\_\_\_  
Co-Owner Signature: \_\_\_\_\_  
Co-Owner Signature: \_\_\_\_\_

Lienholder Name: \_\_\_\_\_  
Lienholder Signature: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Statements and warrant herein are certified under penalty of 23 V.S.A. § 202.**

Owner/Lessee	Vehicle is <input type="checkbox"/> Owned or <input type="checkbox"/> Leased		Email or phone			
	Name (Owner/Lessee)				License #	
	Address where you get Mail			Address where you live		
	City:	State	ZIP:	City:	State	ZIP
	If name has changed, list previous name(s):				Date of birth	

Co-Owner/Lessor	Name (Co-Owner/Lessor)				License #	
	Address where you get Mail			Address where you live		
	City	State	ZIP	City	State	ZIP
	If name has changed, list previous name(s):				Date of birth	

Spouses  
  Joint Tenants  
  Tenants In Common  
  Partners (business)  
  TOD (Transfer on Death)  
**Must Indicate Rights Of Survivorship**

Vehicle / Vessel	Plate/Registration #	Plate/Registration Expiration	Model Year	Make	Vessel Length (if boat) ft.      in.	Body/Hull Type (if boat)
	Serial Number (VIN)					
	Mileage (No Tenths)	<input type="checkbox"/> Miles <input type="checkbox"/> Km <input type="checkbox"/> Hours	I certify that the odometer reading: <input type="checkbox"/> Reflects the actual mileage, <input type="checkbox"/> Reflects the amount of mileage in excess of its mechanical limits or <input type="checkbox"/> Is NOT the actual mileage - <b>WARNING ODOMETER DISCREPANCY</b>			

Lienholder	Name					
	Address				Date of Lien	
	City:	State	ZIP:	License # (if individual)	Date of birth (if individual)	

Duplicate title will be mailed to lienholder; if no lienholder exists duplicate title will be mailed to the owner/lessor. If you wish to have the new title sent to an address other than what is listed on the title, complete the following section.

Mail to	Name					
	Address					

Declaration	I HEREBY CERTIFY that the original Certificate of Title to the motor vehicle/vessel/ATV/snowmobile described above is: <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> DESTROYED <input type="checkbox"/> MUTILATED <input type="checkbox"/> ILLEGIBLE					
	Is this a salvaged, totaled or rebuilt vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, check the appropriate box: <input type="checkbox"/> SALVAGED <input type="checkbox"/> TOTALED <input type="checkbox"/> REBUILT					

Signatures	ALL owners are required to sign for a duplicate title. THE UNDERSIGNED HEREBY applies for a duplicate Certificate of Title and certifies that the information contained herein is true and correct. These declarations are made under penalties of 23 VSA §202, §203, §2082 & §3829.					
	Signature of Current Titled Owner			Signature of Current Titled Co-Owner		Date
	Signature of Lienholder (If lien still in effect) <b>NOTE:</b> This does not constitute a lien release!					Date

This form cannot be used to add or remove liens. Use form TA-VT-19 to add liens; a lien release is needed to remove liens. This form cannot be used to add or remove names.

Any mutilated or illegible certificate MUST accompany this form. If your Title Certificate has any erasures or alterations, a Title Alteration Statement (form TA-VN-20) is required, explaining why the erasures/alterations were made. If you wish to have the new title sent to an address other than what is listed on the current title please enclose a self-addressed envelope.

Vermont titles vehicles that are 15 years old or newer based on calendar year (from 01/01/2016 through 12/31/2016, Vermont will title vehicles with model year 2002 or newer) and on request vehicles more than 25 years.

The State of Vermont does **not** issue titles for the following:

- ATV's and Snowmobiles whose model year is prior to 2004, or customer resides in a non-titling state
- Motorcycles with engine size smaller than 300 cc's
- Motor-driven cycles
- Road making appliances
- Tractors with a loaded weight of 6,099 lbs. or less
- Trailers with empty weight of 1,500 lbs or less

1. Complete ALL of the areas that apply. Should any of the required information be omitted, the application will be returned to you.

2. If any liens were shown on original title, please do one of the following:

- a. For each lien on the original title submit a lien release on the lien holder's letterhead including make, model, year, vessel length (Boat/Vessel), Vehicle/Vessel identification number, owner's name and signature of lien holder, or submit form TA-VT-08 (Lien Release).
- b. If liens are still in effect, only the lien holder may apply for a duplicate and MUST sign this application.

3. **ALL owners are required to sign for a duplicate title.** If there are more than 2 owners, additional applications need to be completed.

4. Type of Ownership is required information if the vehicle is titled in more than one name.

- **Tenants by the Entirety/Spouses (TEN ENT)** - Married couples (including Civil Unions), where ownership of property is treated as though the couple were a single legal person. Owners have a *right of survivorship*, if one owner dies, interest in the property will pass to the surviving owner avoiding probate
- **Joint Tenants (JTEN)** - Co-owners have a *right of survivorship*, if one owner dies, interest in the property will pass to the surviving owner avoiding probate
- **Tenants in Common (TEN COM)** - No *right of survivorship*, if one owner dies, interest in the property will be part of his or her estate
- **Business Partners (PTNERS)** - Owners have a *right of survivorship*, if one owner dies, interest in the property will pass to the surviving owner avoiding probate
- **Transfer on Death (TOD)** – One owner only, form TA-VT-07 required

5. **Fees**

- Vessel, ATV and Snowmobile Titles = \$22.00
- All other Titles = \$35.00
- Lien = \$11.00 each

\*Payment information is available on the website at [http://dmv.vermont.gov/fees/tax\\_title](http://dmv.vermont.gov/fees/tax_title)