

# MOTOR VEHICLE AND MARINECRAFT TITLING MANUAL



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## GENERAL INFORMATION

### PHONE NUMBERS TO REMEMBER

All-Terrain (ATV) Vehicle Information	573-526-3669
Dealer Title Information	573-526-3669
Dealer Registration Information	573-526-3669
Duplicate Title Information	573-526-3669
General Information	573-526-3669
Manufactured Home Title Information	573-526-3669
Marine Title Information	573-526-3669
MOZ/MOZA Number	573-526-3669
Lienholder Title Information	573-526-3669
Motor Vehicle Title Information	573-526-3669
Repossession Title Information	573-526-3669
Salvage Title Information	573-526-3669

Applications for title **may** be submitted to your local Department of Revenue license office (see your local directory for address information or visit [www.dor.mo.gov/mvdl/offloc](http://www.dor.mo.gov/mvdl/offloc) to find an office near you) or mail to the Motor Vehicle Bureau, PO Box 100, Jefferson City, Missouri 65105-0100. Applications must be accompanied by the:

- Assigned ownership document;
- State and local tax, if applicable; and
- Title fee and processing fee.

If the vehicle is purchased on an out-of-state title, identification and odometer verification (ID/OD) must to be obtained. See [Section 2](#) of this manual for more information.

To obtain forms, visit our website at: <http://dor.mo.gov/forms/>

If you need to order forms other than *Application for Missouri Title and License* ([Form 108](#)) and *Secure Power of Attorney* ([Form 5086](#)), e-mail [forms@dor.mo.gov](mailto:forms@dor.mo.gov), call (573) 526-3669, or send a written request including the business name and complete address to the following address:

Department of Revenue  
 Motor Vehicle Bureau  
 Attention: Supply Request  
 PO Box 100  
 Jefferson City, MO 65105-0100

[Form 108](#) and [Form 5086](#) may be obtained from the Missouri Auto Dealers Association (MADA) by ordering online at [www.madastore.com](http://www.madastore.com), by calling (573)761-1020, or by written request to:

**MADA Services Corporation**  
**PO Box 1309**  
**Jefferson City, MO 65102**

[Forms 5086](#) are \$2.80 per package of 25. Payment may be made by credit card or check.

## TOP TEN REASONS WHY APPLICATIONS ARE REJECTED

The following are the main reasons title applications are rejected by the Motor Vehicle Bureau. **Please be sure to complete all items on the title application.**

- Transactions that are incomplete or incorrect will be returned to the lienholder or applicant for correction.
  1. Complete name and Missouri address (no PO Box); year, make, and vehicle identification number and purchase date must be shown on the application.
  2. Descriptive notarized lien release on the lienholder's letterhead or a *Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title* ([Form 4809](#)) must be submitted (must contain the year, make, vehicle identification number, lien release date, and signature of the authorized agent).
  3. The title application was not signed by at least one owner.
  4. Original Manufacturer's Statement of Origin or assigned title was not submitted.
  5. Type or hand write all applications so each copy of the application is legible.
  6. Ensure that the correct taxes and fees are submitted with each transaction. **DO NOT SEND CASH.**
  7. Remind customers that to avoid a title penalty they must submit their application for title and pay state and local taxes within 30 days of the purchase date for motor vehicles, trailers, all-terrain vehicles, and manufactured homes or within 60 days of the purchase date for vessels (watercraft) and outboard motors.
  8. Remind customers that a properly assigned ownership document must be obtained from the seller at the time of purchase.
  9. Ensure the assignment on the surrendered certificate of title or Manufacturer's Statement of Origin is complete by including the following:
    - Signature(s) of all owners on the face of the document;
    - Signature of at least one purchaser, if applicable;
    - Odometer reading, if applicable;
    - Purchase price;
    - Date of sale; and
    - Lien date and the lienholder name and address.
  10. When submitting a *Bill of Sale/Even- Trade Bill of Sale* ([Form 1957](#)) instead of a certificate of title for a vessel (watercraft) please ensure it contains a complete description of the unit, purchase price, date of sale, and purchaser's name and address.

## FEE CHART

Title Fees	Motor Vehicle, ATV, Manufactured Homes, Trailers	Boat or Vessel	Outboard Motors
Original	\$8.50	\$7.50	\$5
Duplicate	\$8.50	\$8.50	\$8.50
Non-Negotiable	\$8.50	N/A	N/A
Corrected	\$8.50	\$7.50	\$7.50
*Repossessed	\$10	\$10	\$10
*Mechanic Lien	\$10	N/A	N/A
Salvage	\$8.50	N/A	N/A
Reconstructed	\$8.50	N/A	N/A
Motor Change	\$8.50	N/A	N/A
Special Constructed	\$8.50	N/A	N/A

\* QUICK TITLE FEE - \$5 IN ADDITION TO REGULAR TITLE FEE. Your title will be processed in three to five working days.

### Processing Fee

For each transaction processed there will be an additional:

- \$2.50 **title** processing/agent fee;
- \$3.50 **registration** processing/agent fee; and or
- \$2.50 **Notice of Lien** processing/agent fee.

### Title Penalties

- Motor vehicle, trailer, ATV, MFGHM - Purchaser has 30 days after the purchase date to apply for title. On the 31<sup>st</sup> day a \$25 penalty is assessed and \$25 for each 30-day period after that not to exceed \$200.
- Boat, vessel, or outboard motor - Purchaser has 60 days after the purchase date to apply for title. On the 61<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.
- Documented Vessel - A Missouri resident has 30 days after the date the vessel was acquired to apply for registration. On the 31<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30. A nonresident owner has 60 days after the date the vessel was acquired or brought into the state of Missouri. On the 61<sup>st</sup> day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.

### REQUEST FOR RECORDS

The Federal Drivers Privacy Protection Act (DPPA) requires the Department to restrict access to **personal information contained in all Department records**. Personal information includes:

- Name;
- Address (excluding zip code);
- Photograph;
- Driver license number;
- Social Security Number;

- Motor vehicle sales tax information;
- Date of birth;
- Height, weight, sex, and eye color; and
- Medical and disability information.

A person or entity may only access the personal information if they are exempt under the Federal DPPA or they have obtained a signed, notarized consent form from the record holder. A notarized *Request from Record Holder* ([Form 4681](#)) may be used for this purpose. **Federal law prohibits the release of the social security number and motor vehicle sales or use tax information.**

The law also prohibits states from releasing personal information for bulk distribution for surveys, marketing, or solicitation unless a signed, notarized consent form from the record holder is submitted with each request.

Entities and persons who qualify to receive personal information contained in motor vehicle and marine titling and registration records must apply to receive a Security Access Code Number from the Motor Vehicle Bureau. Exempt entities and persons who qualify must complete, sign, and submit a notarized *Request for MV/DL Record(s)/Security Access Code* ([Form 4678](#)). If you do not have a security access code and are interested in obtaining one, please request an application by contacting the Department of Revenue as noted below:

**E-mail:** [dlrecords@dor.mo.gov](mailto:dlrecords@dor.mo.gov)  
**Fax:** (573) 526-7367  
**Telephone:** (573) 751- 4300  
**Mail:** PO Box 2167  
 Jefferson City, MO 65105-2167  
**Web:** <http://dor.mo.gov/motorv/liendeal/>

No Security Access Code will be issued or authorized for bulk distribution or solicitation purposes.

Requests for copies of records from individuals other than owners or lienholders of the unit must be submitted in writing and must be accompanied by the required fee. *Request for Information* ([Form 4803](#)), tells you about each type of record search and what the applicant must submit to obtain the requested information. The form also lists the fees for each record search and explains the payment methods offered by the Motor Vehicle Bureau.

## **ACCESS DOR RECORDS ONLINE**

By accessing <http://dor.mo.gov/motorv/liendeal/> dealers, lienholders and other businesses that qualify under the Driver’s Privacy Protection Act and are approved by the Department may access the Department’s motor vehicle and marine title and lien records online. The online record search will check the Department’s title, lien, and reject file, and provide the most recent record(s) in each file. The cost is \$0.0382 per record. If there is no record on file with the Department, the \$0.0382 is waived. A \$2 office processing fee may apply if purchased at a license office. Access <http://dor.mo.gov/motorv/liendeal/> today to apply for your online account number and security access code.



## MOTOR VEHICLE AND TRAILER TITLES

### TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE OR TRAILER

[Section 301.210](#), RSMo, requires that at the time of sale of a motor vehicle or trailer, there shall pass between the parties a properly assigned certificate of title. IT IS UNLAWFUL FOR ANY PERSON OR DEALER TO “SKIP” AN ASSIGNMENT OR BE IN POSSESSION OF AN “OPEN TITLE.” An open title is a title that has the seller’s signature in the title assignment area but the purchaser’s name area is blank.

Below is a copy of [Section 301.210, RSMo](#) concerning the sale and transfer of vehicles.

**Sale and transfer of vehicles - assignment of certificate - new certificate - notice of sale to nonresident - director of revenue to keep file - other sales void - 1.** In the event of a sale or transfer of ownership of a motor vehicle or trailer for which a certificate of ownership has been issued, the holder of such certificate shall endorse on the same an assignment thereof, with warranty of title in form printed thereon, and prescribed by the Director of Revenue, with a statement of all liens or encumbrances on such motor vehicle or trailer, and deliver the same to the buyer at the time of the delivery to him of such motor vehicle or trailer; provided that, when the transfer of a motor vehicle, trailer, boat or outboard motor occurs within a corporation which holds a license to operate as a motor vehicle or boat dealer pursuant to [Sections 301.550 to 301.575](#), the provisions of subdivision (3) of subsection 6 of [Section 144.070, RSMo](#), shall not apply. **2.** The buyer shall then present such certificate, assigned as aforesaid, to the director of revenue, at the time of making application for the registration of such motor vehicle or trailer, whereupon a new certificate of ownership shall be issued to the buyer, the fee therefore being that prescribed in subsection 5 of [Section 301.190](#). **3.** If such motor vehicle or trailer is sold to a resident of another state or country, or if such motor vehicle or trailer is destroyed or dismantled, the owner thereof shall immediately notify the director of revenue. Certificates when so signed and returned to the director of revenue and all certificates shall be appropriately indexed so that at all times it will be possible for him to expeditiously trace the ownership of the motor vehicle or trailer designated therein. **4.** It shall be unlawful for any person to buy or sell in this state any motor vehicle or trailer registered under the laws of this state, unless, at the time of the delivery thereof, there shall pass between the parties such certificates of ownership with an assignment thereof, as provided in this section, and the sale of any motor vehicle or trailer registered under the laws of this state, without the assignment of such certificate of ownership, shall be fraudulent and void.

### IDENTIFICATION NUMBER AND ODOMETER READING INSPECTION (ID/OD)

In order to obtain a Missouri certificate of title for a motor vehicle previously titled in another state, the applicant must obtain a completed *Missouri Motor Vehicle Inspection Approval Certificate* to verify the vehicle identification number and odometer (ID/OD) reading from an official inspection station authorized by the Missouri State Highway Patrol. The fee for an inspection is determined by each inspection station and will not exceed \$12.

Licensed Missouri motor vehicle dealers may submit either the original or a copy of the safety and or emissions inspection certificate with the application for title in a dealership's name on a motor vehicle previously titled in another state. The dealership may retain the original safety or emissions inspection approval certificate, whichever applicable, in order to provide the ultimate purchaser of the vehicle with this inspection and prevents the dealership from having to perform two separate inspections on the same vehicle.

The requirement to obtain a *Missouri Motor Vehicle Inspection Approval Certificate* verifying the manufacturer's identification number and odometer reading applies to every individual, company, corporation, and dealership which is making application for an original "Title Only". **There is no exception to this rule.**

**TITLE ASSIGNMENT DATE MUST BE AFTER THE TITLE ISSUE DATE**


**Section 301.210, RSMo** provides that ownership of a motor vehicle or trailer legally transfers only at the time a certificate of ownership is assigned. The purchase or sale date must be **on or after** the issue date of the title. The **only exception** to this would be if an original title was assigned to the purchaser, then lost. The duplicate title issued (or original title in the dealer's name as explained on [Page 2-3](#)) may be backdated to the date of purchase listed on the original title. If the owner of a vehicle issues a bill of sale to the purchaser **without** the title, the purchaser has no legal ownership rights to the vehicle until such time as the title is assigned.

**NOTE:** See [Page 2-6](#) for exceptions.

Transactions, except those listed above, in which the sale date on the assignment of title is before the issue date of the title must be rejected for a statement signed by the purchaser, seller, and lienholder (if applicable), which indicates a purchase date on or after the issue date. Only one purchaser and seller are required to sign the statement. The new date does not have to be recorded on the back of the title. The *Date of Sale Verification* ([Form 4205](#)), may be used for this purpose. The purchase or sale date recorded on the form will be used for determining title penalties.

Similarly, the date of sale on an assignment cannot be **prior to** the date of a **previous** assignment, i.e., the first assignment cannot have a sale date of July 1, 2003, and the second assignment a sale date of June 15, 2003.

**NOTE:** If an original title is assigned to a purchaser and then is lost, the duplicate title that is issued must be backdated to the date of purchase as recorded on the original title.

 MISSOURI DEPARTMENT OF REVENUE MOTOR VEHICLE BUREAU PO BOX 100, JEFFERSON CITY MO 65105-0100 www.dor.mo.gov/mvdl <b>DATE OF SALE VERIFICATION</b>		<b>FORM 4205</b> (REV. 05-2013)	MISSOURI STATUTE 301.210 REQUIRES THE TITLE TO BE ASSIGNED ON THE DAY OF PURCHASE  QUESTIONS SHOULD BE REFERRED TO (573) 526-3669.
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER (VIN)	
ISSUE DATE INDICATED ON FACE OF TITLE (MM/DD/YYYY)		ORIGINAL SALE/PURCHASE DATE INDICATED ON ASSIGNMENT OF TITLE (MM/DD/YYYY)	
Please indicate below a sale/purchase date that was on or after the certificate of ownership (title) issue date. The seller, buyer, and lienholder(s) if applicable, must sign below. Only one buyer and seller must sign.			
NEW SALE OR PURCHASE DATE (MM/DD/YYYY) — MUST BE ON OR AFTER ISSUE DATE ON TITLE		LIENHOLDER'S SIGNATURE	
SELLER'S SIGNATURE		LIENHOLDER'S SIGNATURE	
BUYER'S SIGNATURE			

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## **OBTAINING TITLE IN A DEALERSHIP'S NAME WHEN A CUSTOMER LOSES THE ORIGINAL TITLE**

When a unit is purchased from a dealer and the purchaser loses the original assigned title, the Department will allow the selling dealer to apply for an *original* title in the dealer's name. The dealer may apply for an original title since the dealer became the legal owner of the vehicle when it was assigned to the dealer even though a title was not issued in the dealer's name. As the last legal owner prior to the assignment to a customer, the dealer would normally be able to obtain a duplicate. However, since an original title was never issued in the dealer's name, a duplicate title **cannot** be issued in the dealer's name. The following documents and fees must be submitted by the dealer to obtain an original title:

- An application for original title in the selling dealership's name;
- A photocopy of the front and back of the original title assigned to the dealer with a reassignment to the customer;
- A notarized *General Affidavit* ([Form 768](#)) may be submitted by the new owner (customer) stating that the original title was lost; and
- The appropriate title and processing/agent fee.

When the dealer receives the new original title in the dealership's name and assigns it to the purchaser, the dealer must record the **original** sale date and provide the purchaser with a **copy of the front and back of the title** that was lost to explain why the purchase date is before the issue date of the new title. Title penalty fees would apply

## **ISSUANCE OF NEW MOTOR VEHICLE AND TRAILER CERTIFICATE OF TITLE**

On July 1, 2003, the state of Missouri began issuing new certificates of title for all motor vehicles and trailers.

The face of the new motor vehicle or trailer certificate of ownership contains the same information as the previous certificate of ownership with the exception of the lien release area. This area has been removed and replaced with information regarding the title being mailed to the customer and how to release a lien.

The revised title assignment area of the new certificate of title includes space for the lien information to be recorded on the bottom of the title and new boxes have been added.

## **ASSIGNMENTS MADE IN ERROR**

### **Erroneous Assignments of Title – When New Title Is Required**

Occasionally, after the vehicle owner has already completed an assignment of title, a decision is made **NOT** to continue the sale. When this occurs, the owner of the vehicle will possess an altered or mutilated certificate of title. To correct this, the following must be done.

1. If the name of the seller (individual or dealer) who made the erroneous assignment is recorded on the face of the certificate of title, the seller must obtain a duplicate certificate of title. The seller must submit the following documents and fees to obtain a duplicate certificate of title:
  - A notarized *Application for Missouri Title and License* ([Form 108](#)) marked "duplicate";
  - The altered or mutilated certificate of title;
  - A statement signed by the seller and the individual to whom the vehicle was

erroneously assigned stating the date, the reason the sale was not completed, the assignment was made in error, and the purchaser has no interest in the vehicle;

- A statement from any lienholder recorded in the assignment of title; and
  - The required duplicate title and processing fees.
2. If the seller of the vehicle is a Missouri licensed motor vehicle dealer and is listed as purchaser in the **assignment area** on the back of the ownership document, the dealership will be required to obtain an ORIGINAL certificate of title in the name of the dealership. It is not necessary to obtain a duplicate title in the name of the person shown on the face of the title unless the title was in that dealership's name. Then the dealership would be required to make an application for duplicate title as indicated above in number 1. The dealership will be required to submit the following documents to obtain the original title:
- An *Application for Missouri Title and License* ([Form 108](#)) marked "original";
  - The altered or mutilated certificate of title;
  - A statement signed by the seller and the individual to whom the vehicle was erroneously assigned stating the date, the reason the sale was not completed, the assignment was made in error, and the purchaser has no interest in the vehicle;
  - A statement from any lienholder recorded in the assignment of title; and
  - The required original title and processing fees.

### **Correcting Errors on an Assignment of Title - When Statement is Acceptable**

On occasion, the seller, purchaser, or lienholder of a motor vehicle, trailer, all-terrain vehicle, vessel, or outboard motor makes an error while assigning an ownership document by recording the **correct** information on the wrong line, i.e., seller records his or her name on the purchaser's name line. The Department will accept the ownership document if the error is obvious and there is no indication of an attempt to defraud the state of Missouri. The error on the title assignment should not be erased, white-out, or written over, as this will be considered an alteration or mutilation of the certificate of title.

One thin line should be drawn through the incorrect information and the correct information recorded above. In addition, the seller, purchaser, or lienholder who made the error must submit a statement of correction. The statement must be prepared immediately after the error is made and should include:

- An explanation of the error made;
- The correct information;
- The year, make, and vehicle identification number; and
- The signature of the individual who made the error.

### **DUPLICATE TITLES**

Missouri law provides for the Department to issue a duplicate certificate of title to the owner of a motor vehicle, trailer, manufactured home, all-terrain vehicle, vessel (watercraft), or outboard motor who has lost the original title, or if the original title has been mutilated, stolen, or destroyed. If the original title was mutilated, the mutilated title must be surrendered.

For the Department to issue a duplicate title, the owner must submit:

- A completed, signed, and notarized *Application for Missouri Title and License* ([Form 108](#)) or a completed, signed, and notarized *Application for Watercraft or Outboard*

*Motor Title and Registration* ([Form 93](#));

**NOTE:** If the *Application for Missouri Title and License* ([Form 108](#)) or *Application for Watercraft or Outboard Motor Title and Registration* ([Form 93](#)) is **NOT** notarized, a notarized affidavit explaining the reason for requesting a duplicate title must be submitted. The affidavit must also contain the owner's name; information relative to the unit such as year, make, vehicle identification number, original title number (if available); and the current license plate number, if applicable. The *General Affidavit* ([Form 768](#)) may be used to meet this requirement.

- If an insurance company applies for duplicate title on behalf of the owner using an electronically signed *Power of Attorney* ([Form 4054](#)) or other similar form or document, the insurance company must indicate the duplicate title application is a result of a total loss. See [Section 4](#) of this manual for information regarding power of attorney.
- A title fee of \$8.50; and
- \$2.50 processing/agent fee.

If a lien was recorded on the original ownership document, the duplicate title will be mailed to the owner unless there is a "Mail-to" shown on the application. The lien will be reflected on the title unless a lien release is submitted with the duplicate title application. See [Section 6](#) of this manual for information regarding a lien release.

The application for duplicate title is not required to be signed if a notarized affidavit is attached and properly signed. On an original title issued on or after July 1, 2003, when a lienholder is recorded as a "Mail-to" the lienholder may sign the application for duplicate title. On titles issued prior to July 1, 2003, the lienholder is considered the legal holder of the title; therefore, they may sign the duplicate title application also. The agent for the lienholder should record the lienholder name, their position, and signature in the signature block on the application.

### **Mailing Duplicate Titles Issued After July 1, 2003**

- All duplicate titles showing a lien and issued on or after July 1, 2003, will be mailed to the owner named on the original Certificate of Title.
- If the application for duplicate title does not reflect a lien, but the Department's records reflect the original title had a lien, the duplicate title will be issued with lien information and mailed to the new owner unless a lien release is submitted with the application.
- If the applicant completes the "Mail-to" area of the title application, the Department will mail the duplicate title to the address listed even if there is a lienholder.
- In the event there is a second lienholder and or Subject to Future Advances (STFA) information is completed in the "**Mail-to**" area, and the owner needs the title mailed to a different address, a *Return Title Slip* (**Form 1319**), ([Exhibit A](#)), containing the "**Mail-to**" address needs to be completed.

### **BUYING AND SELLING A VEHICLE WITHOUT A TITLE**

For detailed information for dealers buying and selling a vehicle without a title, refer to [Section 10 of the Dealer Operating Manual](#).

**ODOMETER INFORMATION****ODOMETER READING REQUIRED - CERTAIN VEHICLES EXEMPT**

Missouri law requires the seller of a motor vehicle to record the mileage registered on the odometer at the time of transfer on the assignment of the certificate of title. This applies to all motor vehicles except those listed below. On these vehicles, the mileage is not required to be recorded on any ownership document. If the seller provides the odometer reading on one of these exempt vehicles, it will not be recorded on the subsequent title issued unless specifically requested by the applicant.

For all motor vehicles, including those exempt from odometer disclosure, any material fact must be disclosed to the purchaser as required by Section [407.020](#), RSMo. Refer to Section [407.531](#), RSMo for disclosure requirements when an odometer is repaired or replaced. See [Page 3-3](#), Odometer Repair.

**Exempt from Odometer Disclosure:**

- Any motor vehicle having a gross vehicle weight rating (GVWR) of more than 16,000 pounds;
  - Pick-up trucks and vans are not exempt from mileage requirements
- Any motor vehicle that is 10 years old or older;  
*Example: To determine the age of the vehicle for the 10-year exemption, take the year the vehicle was purchased by the applicant (rather than the current model year) and subtract 10. This calculation will give you the first **exempt** model year. For example, during calendar year 2014, mileage is not required on any assignment of title completed during the year (vehicles purchased in 2014) on any 2004 or older model vehicle (2014 - 10 = 2004).*
- Any motor vehicle that was sold directly by the manufacturer to any agency of the United States government, in conformity with contractual specification;
- Any motor vehicle that was transferred on a Manufacturer's Statement of Origin (MSO) from one franchised dealer to another franchised dealer.

**NOTARY REQUIREMENTS ON TITLE ASSIGNMENTS AND MILEAGE DOCUMENTATION**

Missouri Certificates of Title, Odometer Disclosure Statements, and any other documentation relating to mileage are no longer required to be notarized. This applies to all transfers of ownership that were made on or after August 28, 1989. If the transfer of ownership occurred prior to August 28, 1989 the documents must be notarized. The state of Missouri will continue to honor the notary requirements of other states.

## MILEAGE BRANDS

A mileage brand appears on all Missouri Certificates of Title issued on or after August 28, 1989.

If the seller states that to the best of his or her knowledge, the mileage disclosed on the Certificate of Title and on the Odometer Disclosure Statement, if applicable, is the actual mileage of the motor vehicle, “**ACTUAL MILEAGE**” will be printed on the face of the Missouri Certificate of Title. In this situation, the seller should not check any of the boxes on the Certificate of Title or the Odometer Disclosure Statement.

If, upon receiving an application for a certificate of title, the Director of Revenue has credible evidence that the odometer reading is materially inaccurate, i.e., previous odometer documentation exists that conflicts with the current application, an asterisk may be printed on the face of the Missouri Certificate of Title that references a statement on the face and at the bottom of the title document which reads as follows:

- **“This may not be the true and accurate mileage of this motor vehicle. Consult the documents on file with the Missouri Department of Revenue for an explanation of the inaccuracy.”**

Any person may challenge the Director’s decision to place the statement referenced on the Missouri Certificate of Title in any Missouri Circuit Court. The burden of proof shall be on the Director of Revenue in such proceedings.

### True Mileage Unknown

If the seller(s) know(s) that the true mileage of the motor vehicle is different from the mileage shown on the odometer and the difference is greater than that caused by an odometer calibration error, or that the true mileage is unknown, the seller(s) must provide a statement containing all known facts concerning the true mileage. The seller(s) must also check the appropriate box on the certificate of title and the Odometer Disclosure Statement, if applicable. In this situation, the following brand will appear on the face of the Missouri Certificate of Title and any subsequent title:

- ***“WARNING - ODOMETER DISCREPANCY. This is not the true and accurate mileage of this motor vehicle. Consult the documents on file with the Missouri Department of Revenue for an explanation of the inaccuracy.”***

### Mileage Rolled Over

If the seller(s) know(s) that a motor vehicle’s five-digit odometer reading has rolled over after registering 99,999 miles, the seller must:

1. Record the five-digit mileage figure **actually appearing on the odometer** in the mileage block on the title assignment and odometer statement, if applicable; and
2. Check the appropriate box on the Certificate of Title and the Odometer Disclosure Statement, if applicable. In this situation, the following brand will appear on the face of the Missouri Certificate of Title and any subsequent title.
  - ***“This is not the true and accurate mileage of this motor vehicle. Consult the documents on file with the Missouri Department of Revenue for an explanation of the inaccuracy. MILEAGE EXCEEDS THE MECHANICAL LIMITS.”***

If a motor vehicle is equipped with a six-digit odometer, the six-digit mileage figure must be recorded by the seller(s) on the title assignment and Odometer Disclosure Statement, if applicable.

## **OBTAINING MILEAGE FOR CORRECTED TITLES**

If an applicant is applying for a corrected title because of the mileage reading on the title, the applicant must submit:

- A statement signed by both the buyer(s) and seller(s) explaining the mileage error; or
- A new Odometer Disclosure Statement, completed in full by the buyer(s) and seller(s), if ownership of the vehicle was transferred on or after August 28, 1989.

## **ODOMETER REPAIR**

Nothing in [Sections 407.511 to 407.556 RSMo](#) shall prevent the service, repair, or replacement of an odometer, provided the mileage indicated thereon remains the same as before the service, repair, or replacement occurred.

When a repaired or replaced odometer is incapable of registering the same mileage as before the service, repair, or replacement, the odometer shall be adjusted to read zero and a notice in writing shall be attached to the left door frame of the vehicle by the owner or his agent, specifying the mileage prior to repair or replacement of the odometer and the date on which it was repaired or replaced.

To obtain a decal in order to document the required odometer replacement information, please visit one of the following links:

<http://www.watdasi.com/odometernoticestickerreplacedodometers.aspx>

<http://www.paadps.com/odometerrepairlabel.aspx>

<http://www.altsrc.com/odometer-repair-or-replacement-door-jam-stickers.aspx>

Removal or alteration of the notice required by Section [407.531.2](#), RSMo, is an infraction.

## **CRIMINAL PENALTIES FOR ODOMETER FRAUD**

Section [407.536](#), RSMo, provides that any person defacing, obscuring, or otherwise falsifying any odometer reading on any certificate of title, odometer disclosure statement, separate statement, or application for title shall be guilty of a Class D felony.

### **Section [407.516](#), RSMo, Odometer fraud, first degree, and penalty:**

1. A person commits the crime of odometer fraud in the first degree if he or she advertises for sale, sells, installs or has installed any device which causes an odometer to register any mileage other than the true mileage driven.
2. For purposes of this section, the true mileage driven is the mileage registered by the odometer with the manufacturer's designed tolerance.
3. Odometer fraud in the first degree is a class "A" misdemeanor.

### **Section [407.521](#), RSMo, Odometer fraud, second degree, and penalty:**

1. A person commits the crime of odometer fraud in the second degree if he or she, with the intent to defraud, disconnects, resets or alters the odometer of any motor vehicle with the intent to change the number of miles indicated thereon.
2. The disconnection, resetting or altering of any odometer while in the possession of the person shall be prima facie evidence of intent to defraud.
3. Odometer fraud in the second degree is a class D felony.



**Section [407.526](#), RSMo, Odometer fraud, third degree, and penalty:**

1. A person commits the crime of odometer fraud in the third degree if, with the intent to defraud, he or she operates a motor vehicle less than 10 years old on any street or highway knowing that the odometer of the motor vehicle is disconnected or not functioning.
2. Odometer fraud in the third degree is a class C misdemeanor.

**Section [407.542](#), RSMo, Attempt to commit odometer fraud in first or second degree, penalties:**

1. A person is guilty of an attempt to commit odometer fraud in the first degree or odometer fraud in the second degree when, with the purpose of committing the offense, he or she does any act which is a substantial step towards the commission of the offense. A “substantial step” is conduct which is strongly corroborative of the firmness of the actor’s purpose to complete the commission of the offense.
2. It is no defense to a prosecution under this section that the offense attempted was under the actual attendant circumstances, factually or legally impossible of commission, if such offense could have been committed had the attendant circumstances been as the actor believed them to be.
3. An attempt to commit odometer fraud in the first or second degree is a class C misdemeanor.

**Section [407.543](#), RSMo, Conspiracy to commit odometer fraud in first or second degree, penalty:**

1. A person is guilty of conspiring with another person or persons to commit odometer fraud in the first or second degree if, with the purpose of promoting or facilitating its commission, he agrees with such other person or persons that they or one or more of them will engage in conduct which constitutes such an offense.
2. The provisions of Section [564.016](#), RSMo, shall apply to this section and as is provided in that section, conspiring to commit odometer fraud in the first or second degree is a class C misdemeanor.

**ODOMETER FRAUD - COURT PROCEEDINGS**

**Section [407.544](#) RSMo, prior convictions for odometer frauds, court may increase sentence and penalties:**

Notwithstanding any provision of law to the contrary, a court may enhance the sentence for any person convicted of violating Sections [407.516](#), [407.521](#), [407.526](#), [407.536](#), [407.542](#) or [407.543](#), RSMo, who has a prior conviction for any one of the foregoing sections to a fine and to a time of imprisonment within the Department of Corrections for a term not to exceed that otherwise authorized by law for violation of a Class D felony.

## POWER OF ATTORNEY (POA)

### WHEN A SECURE POWER OF ATTORNEY CAN BE USED

A *Secure Power of Attorney* (SPOA) may be used when the vehicle title is not available for a proper assignment on the date of sale, because it is held by the lienholder or because a duplicate title is needed.

The Department has modified the [Form 5086](#) to a single-part secure document. Therefore, it is recommended that you retain a copy for your records. **The original secure document must be submitted for processing (copies will not be accepted), as the Federal government requires that the SPOA be on secure paper.** The single-part form can be ordered from the Department's website at: <http://www.dort.mo.gov/mvdl/formorder/>.

The multi-part version of this form will still be available through the Missouri Auto Dealers Association (MADA) at [www.madastore.com](http://www.madastore.com) while supplies last from the Missouri Automobile Dealers Association (MADA) by ordering online at [www.madastore.com](http://www.madastore.com), by calling (573) 761-1020, or by writing to MADA, PO Box 1309, Jefferson City, Missouri 65102. *Secure Power of Attorney* Forms ([Form 5086](#)) are \$2.80 per package of 25. Payment may be made by credit card or check.

The [Form 5086](#) may be used as follows:

1. Part A of [Form 5086](#):

- Used when the seller authorizes the purchaser to sign the first title assignment and odometer disclosure on his or her behalf when the title is held by the lienholder or a duplicate title is needed.
- The date of the POA will become the purchase date on the title assignment.
- Authorizes the purchaser to apply for a duplicate title on the seller's behalf. (**Note:** The original SPOA must be submitted for processing.)

2. Part B of [Form 5086](#):

- Authorizes the selling dealer to sign on behalf of the purchaser on the second assignment when the duplicate title is received, allowing the dealer to sell the vehicle prior to the duplicate title being issued.
- Part B can only be completed when a duplicate title must be obtained.

3. Part C of [Form 5086](#):

- Must be completed by the selling dealer once the duplicate title is received after the dealer inspects the title to ensure the mileage on the duplicate title is consistent with what was recorded on the SPOA.
- The secure, original [Form 5086](#) must be attached to the title;
- A copy of [Form 5086](#) must be submitted with a copy of the front and back of the corresponding title to the Department by the 15<sup>th</sup> of the month following the month in which the sale occurred (with the dealer's monthly sales report if the report is filed in paper format); and
- A photocopy of [Form 5086](#) must be retained in the dealership's records.

A regular POA cannot be used in conjunction with a secure POA when:

- Purchaser cannot appoint the lienholder or other third party to execute secure POA

- by giving them a regular POA.
- Seller cannot appoint the lienholder or other third party to complete *Secure POA* form.
    - The secure POA may not be used when a title is being held by a lienholder because of a "floor planning" arrangement. "Floor planning" is when a lienholder holds a title as security for financing without formally filing the lien or recording a security interest on a vehicle offered for sale by a dealer.

## **GENERAL INFORMATION REGARDING THE SECURE POWER OF ATTORNEY**

Original secure POA must be given to any subsequent purchasers with the title. Purchasers, other than dealers, should retain the duplicate copy with their records. Dealers should submit the duplicate copy of secure POA form and a copy of front and back of certificate of title with dealer's monthly sales reports. Dealers are required by federal law to let any subsequent purchasers review the secure POA that was previously completed on a vehicle. Dealers must retain a copy for their records. If original secure POA has been lost, the Department will accept a true certified copy from the dealership.

A Missouri motor vehicle dealer may buy or sell a motor vehicle when an out-of-state secure POA accompanies the title. When an out-of-state secure POA is involved, Missouri dealer must obtain the secure POA and certificate of title, but will not be required to submit copies of those documents with dealer's monthly sales report.

## **BUYING AND SELLING A VEHICLE WITHOUT A TITLE**

For detailed information for dealers buying and selling a vehicle without a title, refer to [Section 10 of the Dealer Operating Manual](#).

## **REGULAR POWER OF ATTORNEY FORM**

A regular/durable POA may be used in instances where the person holding POA is not required to complete odometer disclosure on behalf of both seller and purchaser. A regular notarized POA can be used to complete sale of a motor vehicle and *Odometer Disclosure Statement* ([Form 3019](#)).

- A regular POA cannot be used in situations where the person signing for buyer and seller is the same person or when different persons sign for buyer and seller but represent work for same entity.
- A regular POA can be used to apply for a duplicate title.
- An insurance company may submit an electronically signed Power of Attorney ([Form 4054](#)) or similar form in cases where an insurance company has paid or is paying a total loss claim for a vehicle or trailer and odometer disclosure is not required. In this instance:
  - The owner may appoint the insurance company as POA to execute the assignment of ownership transfer to the insurance company;
  - The owner may appoint the insurance company as POA for the purpose of applying for title (duplicate) on behalf of the owner;
  - The electronically signed POA does not require notarization; and
  - The electronically signed POA is not acceptable for marine transactions.

## APPLICATION FOR TITLE

### CERTIFICATE OF OWNERSHIP

Section [301.190](#), RSMo, establishes the requirements for issuing a certificate of ownership for a motor vehicle or trailer. The following provisions are included in this section of law:

1. No registration or license shall be issued for a motor vehicle or trailer unless the applicant has applied for a certificate of ownership (title). An application for certificate of title must be made within 30 days of the purchase.
2. The Director of Revenue shall use reasonable diligence in ascertaining whether the application and supporting documents are proper. If satisfied that the applicant is the lawful owner of such motor vehicle or trailer, the Director of Revenue shall issue a certificate of ownership in the manner prescribed by law.
3. The Director shall appropriately brand certificates of titles and print the most recent mileage information on the certificate.
4. The certificate of ownership shall be manufactured in a manner to prohibit, as nearly as possible, the ability to alter, counterfeit, duplicate, or forge such certificate without ready detection.
5. The titling fee for each motor vehicle or trailer shall be \$8.50, in addition to any fee(s) for registration. If application for the certificate of title is not made within 30 days after the vehicle is acquired by the applicant, a delinquency penalty fee of \$25 for the first 30 days of delinquency and increases \$25 for each 30 days of delinquency thereafter not to exceed \$200, will be assessed.
6. A processing or agent fee will be assessed on each transaction.
7. It is unlawful for any person to operate in this state a motor vehicle or trailer required to be registered under the provisions of the law unless a certificate of ownership has been issued as herein provided.
8. A *Vehicle Examination Certificate* ([Form 551](#)) or comparable out-of-state inspection must be submitted with an application for title that is accompanied by an out-of-state title if a Missouri salvage title has been issued previously on the vehicle.
9. A *Vehicle Examination Certificate* ([Form 551](#)) must be submitted with the application for an original Missouri certificate of title for any vehicle that is classified as a reconstructed motor vehicle, specially constructed motor vehicle, kit vehicle, motor change vehicle, non-USA-std motor vehicle, or other vehicle as required by the Director of Revenue.
10. Applications for motor vehicle title accompanied by an out-of-state title must also be accompanied by an inspection performed by an [official inspection station](#) that verifies the vehicles identification number and odometer reading of the vehicle.
11. Brand codes on out-of-state titles which indicate the vehicle as a kit, motor change reconstructed, specially constructed, non-USA-std vehicle will be carried forward to any subsequent Missouri certificate of title.

12. The Director of Revenue and the Superintendent of the Missouri State Highway Patrol have administrative rulemaking authority under this statute.

### **TITLE APPLICATION**

On the following page is a sample of an *Application for Missouri Title and License* ([Form 108](#)) that must be completed in order to obtain a Missouri Certificate of Title. Instructions for completing the title application are on the pages that follow.

**NOTE: DO NOT USE WHITEOUT ON AN APPLICATION FOR TITLE.**



## COMPLETION OF THE APPLICATION FOR MISSOURI TITLE AND LICENSE

### Motor Vehicle, Trailer, All-Terrain Vehicle (ATV), or Manufactured Home

**NOTE: ALL APPLICATIONS MUST BE TYPED OR WRITTEN LEGIBLY SO ALL COPIES CAN BE READ.**

To apply for a certificate of title on a motor vehicle, trailer, ATV, or manufactured home, the *Application for Missouri Title and License* ([Form 108](#)) must be completed as follows:

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
1	Transaction Type	<p>Mark the appropriate box: :</p> <ul style="list-style-type: none"> <li>• <b>Renewal/Transfer Plates</b> – Mark this box if the applicant wants to renew <u>and</u> transfer plates at the time application for title is made.</li> <li>• <b>Transfer Plates</b> – Mark this box if the applicant only wants to transfer plates at the time application for title is made.</li> <li>• <b>New Plates</b> – Mark this box if new plates are issued.</li> <li>• <b>Title Only</b> – Mark this box if the applicant only wants to title a vehicle and does not wish to register it and obtain plates.</li> </ul> <p><b>NOTE: If there is no complete change of ownership (such as adding or dropping a name) and the vehicle already displays license plates, the current license plate and expiration year must be shown on the application.</b></p>
2	Title and Notice of Lien	Check when applying for a title and filing a Notice of Lien (NOL) with no complete change of ownership.
3	License Plate Number	Enter the license plate number at the time of application for title and or license. The license plate configuration must correspond with the kind of vehicle (KOV) described on the <i>Application for Missouri Title and License</i> ( <a href="#">Form 108</a> )
4	Brand Code	<p>The transactions listed below are processed through the <b>Central Office Only</b> except prior salvage transactions that are accompanied by a certificate of title that has already been branded “prior salvage.” The applicant should submit the transaction to the Missouri Department of Revenue, PO Box 3325, Jefferson City, Missouri, 65105-3325.</p> <ul style="list-style-type: none"> <li>• A - Salvage and or Abandoned Property</li> <li>• R - Reconstructed Motor Vehicle</li> <li>• S - Specially Constructed Motor Vehicle</li> <li>• M - Motor Change Vehicle</li> <li>• N - Non USA Std</li> <li>• P - Prior Salvage</li> </ul> <p>NOTE: If applying for an original title and the transaction is accompanied by a salvage certificate of title and a <i>Vehicle Examination Certificate</i> (<a href="#">Form 551</a>) the applicant must submit the transaction to the central office, if applicable.</p>
5	DOR Use Only	<b>Reject Number</b> - This box is used by the central office to record the reject number, if applicable.
6	Top Portion of Application Form	The top portion of the application directly below the bar code is reserved for use in the <b>Central Office Only</b> . This space is used to record the control (title) number of the transaction. It is imperative that nothing be written in this space. The bar codes are used to facilitate the imaging process.
7	Title Type	Mark the appropriate box to indicate the type of title for which the applicant is applying. To ensure proper processing, the box must be marked clearly. Do not mark on or over the lines separating the title types.
8	Transfer On Death/Tenants In Common	<ul style="list-style-type: none"> <li>• Mark the “<b>Transfer on Death</b>” box if the applicant wants to name one or more beneficiaries on the title. The beneficiaries have no ownership rights until after the vehicle owner is deceased.</li> <li>• Mark the “<b>Tenants in Common</b>” box if the applicant wishes to designate a form of ownership other than joint tenancy. <ul style="list-style-type: none"> <li>◦ When ownership is <b>Tenants In Common</b> and one owner is deceased, the remaining owner’s percentage of ownership remains the same. The deceased owner’s share must transfer by Probate Court.</li> </ul> </li> </ul>

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION												
9	Owner's Name and Address	<ul style="list-style-type: none"> <li>Show the legal name(s) of the applicant(s) in the last name, first name, and middle initial sequence. <ul style="list-style-type: none"> <li>Only the first 50 characters of the owner's name (including spaces) will print on the certificate of ownership. The 50 characters will include any TOD beneficiaries that may be designated.</li> </ul> </li> <li>Record the actual street, city, state, and zip code of the applicant. Only 20 characters of the owner's street address will print on the face of the certificate of title. Record the actual city name. <i>Example: If the applicant resides in Ladue, Missouri, the application should show Ladue, not St. Louis, Missouri.</i> <ul style="list-style-type: none"> <li>The following cities may be abbreviated: <table border="0"> <tr> <td>◆ Jefferson City</td> <td>JC</td> <td>◆ North Kansas City</td> <td>NKC</td> </tr> <tr> <td>◆ St. Louis</td> <td>SL</td> <td>◆ University City</td> <td>UC</td> </tr> <tr> <td>◆ Kansas City</td> <td>KC</td> <td>◆ Springfield</td> <td>SPFD</td> </tr> </table> </li> </ul> </li> </ul>	◆ Jefferson City	JC	◆ North Kansas City	NKC	◆ St. Louis	SL	◆ University City	UC	◆ Kansas City	KC	◆ Springfield	SPFD
◆ Jefferson City	JC	◆ North Kansas City	NKC											
◆ St. Louis	SL	◆ University City	UC											
◆ Kansas City	KC	◆ Springfield	SPFD											
10	TOD Beneficiaries	Record the beneficiary's name(s) if the "Transfer on Death" block is marked.												
11	County	Enter the county name in which the applicant's address is located.												
12	Fleet Number	Record the fleet number assigned by the Department if the vehicle is to display fleet vehicle license plates.												
13	L/R Number	Record the lease/rental number assigned by the Department, if the applicant is a lease rental company claiming an "Exemption 12" (Missouri Sales Tax will not be assessed on a vehicle acquired for lease/rental by registered Missouri motor vehicle/ marinecraft leasing companies) as in the instructions for <a href="#">Line # 75</a> .												
14	Inside/Outside City Limits	Check this block if the applicant resides inside or outside the city limits												
15	Telephone Number	Record a daytime telephone number where the applicant may be reached. .												
16	DLN, SSN, or FEIN	The applicant's identification number should be entered as outlined below: <ul style="list-style-type: none"> <li>Individual Name - Enter the Driver License Number or Social Security Number.</li> <li>Business Name - Enter the Federal Employee Identification Number (FEIN).</li> </ul>												
17	Year	Show at least the last two digits of the vehicle's model year. <i>Example: For 2014 record 14.</i>												
18	Make	Enter the make of the vehicle. DO NOT show the model series. At least the first four letters of the make must be shown and must be correctly spelled. <i>Example: OLDS - Oldsmobile, BUIC - Buick, DODG - Dodge, FORD - Ford, MERC - Mercury, MERZ - Mercedes, and CHRY - Chrysler. For GEO, the make should be listed as CHEV.</i> For recreational motor vehicles, the make of the body (instead of the chassis) should be shown. Below are examples (this list is not all inclusive): <ul style="list-style-type: none"> <li>Winnebago Industries WINN</li> <li>Coachman Industries COAC</li> <li>Itaska Motor Home ITAS</li> <li>Holiday Rambler HOLI</li> <li>Pace Arrow PACE</li> <li>Mobil Traveler MOBI</li> </ul>												
19	Vehicle Identification Number	Enter the vehicle identification number correctly and completely as listed on the surrendered Manufacturer's Statement of Origin or the assigned certificate of ownership.												
20	Body Style	Enter the appropriate <u>body style</u> .												
21	Color	Enter the primary color of the vehicle in this block. The color will not appear on the certificate of ownership.												
22	Fuel	<ul style="list-style-type: none"> <li>Record the appropriate code to indicate how the vehicle is powered: <ul style="list-style-type: none"> <li>G – Gas (including Hybrid)</li> <li>D – Diesel</li> <li>E – Electric</li> <li>L – LP – Propane</li> <li>N – Natural Gas</li> <li>V – Plug-In Hybrid Electric Vehicle (PHEV)</li> <li>O – Other</li> </ul> </li> </ul> <p>If the type of fuel is E, L, N, or V, make sure the applicant applies for a special fuel decal.</p>												
23	GVWR	Check this box if the vehicle's GVWR is over 16, 000 pounds.												
24	List GVWR	Record the gross vehicle weight rating from the Manufacture's Statement of Origin for all <b>new</b> commercial motor vehicles.												
25	Mileage	When there is a change of ownership, record the mileage on the title application from the title assignment for all motor vehicles unless the vehicle is exempt. <ul style="list-style-type: none"> <li>If there is no change of ownership, record current mileage when available.</li> </ul>												
26	Code	<b>Office staff</b> will enter the appropriate mileage code in this box, if applicable.												



LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
27	Purchase Date	Enter the Month/Day/Year. <i>Example: March 04-13 or 03-04-13.</i> The purchase date and the sale date <u>must be the same</u> . <ul style="list-style-type: none"> <li>The purchase date should be the date the ownership document was assigned when a change of ownership is involved. <ul style="list-style-type: none"> <li>On non-assigned titles, i.e., change of state, adding a lien, etc., the purchase date should be carried forward from the face of the title. If there is no purchase date on the face of the title, the issue date shown on the surrendered ownership document may be entered as the purchase date.</li> </ul> </li> </ul>
28	New/Used	Mark "New" if the vehicle was purchased on a Manufacturer's Statement of Origin (MSO); otherwise, mark "Used". Check only <b>ONE</b> box.
29	Surrendered Title Number	Enter the previous title number of the vehicle being titled, if applicable. <ul style="list-style-type: none"> <li>If the vehicle is new and has never been titled, write "MSO" (Manufacturer's Statement of Origin) or "CO" (Certificate of Origin) in this block.</li> <li>If a court order is the ownership document, record "Court Order" in the block.</li> </ul>
30	State	Enter the state abbreviation from which the previous title was issued, if available.
31	Zone	Enter the appropriate zone of operation for commercial registrations only.
32	Licensed Gross Weight or Seating Capacity	Enter the licensing weight or seating capacity that corresponds to the license plate being issued, if available. <i>Example: 6,000 lbs, 12,000 lbs, etc. for commercial motor vehicles. If the vehicle is a bus, record the seating capacity.</i>
33	Kind of Vehicle (KOV)	Record the correct code as listed on the title application. The kind of vehicle must agree with the type of registration issued.
34	Cylinders	Enter the number of cylinders for all passenger vehicles as shown on the Manufactures Statement of Origin (MSO) or the assigned certificate of ownership. <ul style="list-style-type: none"> <li>"EL" if electrically powered;</li> <li>"2R", "3R", or "4R" if powered by rotary engine;</li> <li>"LS" if low speed vehicle; or</li> <li>Not applicable for hybrid vehicles.</li> </ul>
35	Horsepower	Enter the taxable horsepower for passenger vehicles only.
36	Tab Number	Enter the appropriate tab number when a new tab number is issued.
37	Expiration Month	Enter the month the registration expires.
38	Expiration Year	Enter the year the registration expires.
39	Check box if plate does not expire	Place an "X" in this box if the plates are non-expiring (i.e. historic, permanent trailer, or official plates).
40	Special	Place an "X" in this box if a personalized or special military license plate of any category is involved in the transaction.
41	Price	Enter the gross sale price of the motor vehicle, trailer, all-terrain vehicle, or manufactured home. Verify with title assignment if recorded.
42	Rebate	Enter the rebate amount, if applicable. A rebate offered by a motor vehicle dealer or manufacturer may be used as credit to reduce the amount of sales tax due by a purchaser when titling a new or used motor vehicle sold by a Missouri or out-of-state dealer. The selling dealer must complete the rebate information on the application for title before any credit will be allowed.
43	Vehicle Trade-In	Enter the total amount allowed on the trade-in vehicle, if applicable. Verify with title assignment, if recorded. If the amount has been altered, request proof of trade-in, i.e., dealer invoice.
44	Other Credits	Enter the total amount allowed on any tangible personal property that was received by the dealership as a credit or partial payment toward the purchase price of the vehicle, e.g., farm products.
45	Net Price	Enter the total net price. This is calculated by subtracting any rebate, trade-in allowance and/or other credits from the purchase price.
46	First Lien	Mark the "Yes" box if there is a lien on the vehicle, otherwise select <input checked="" type="checkbox"/> "No".
47	Security Agreement Date (First Lien)	Record the lien date, if a lien exists on the vehicle.
48	Mail to Lienholder (B)	Place an "X" in the box if the title is to be mailed to the first lienholder.
49	Lienholder's Phone Number	Record the lienholder's telephone number, if applicable.

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
50	Second Lien	Mark the "Yes" box if a second or Subject to Future Advances (STFA) must be recorded on the certificate of ownership. The box on line 54 below must also be marked if STFA
51	Mail-to Alternate Address Below	Mark this box only when the title is to be mailed to an address other than the address shown at the top of the application. In the event that there is a second lienholder and/or STFA completed in the "Mail-to" area and the owner needs the title mailed to a different address, the owner must pay the \$5 expeditious title fee and complete a <i>Return Title Slip (Form-1319)</i> ( <a href="#">Exhibit A</a> ) with the "Mail-to" address. <b>NOTE:</b> Effective July 1, 2003, titles will be mailed to the owner or designated "Mail-to" even when a lien is shown.
52	First Lien Name and Address	Enter the complete name and address of the lienholder. "As agent" may be recorded following the lienholders name. Please note that only the first 20 characters of the name will appear on the certificate of ownership
53	Second Lien/Mail To Name and Address	Enter the complete name and address of the second lienholder or mail to. Please note that only the first 20 characters of the name will appear on the certificate of ownership, so the name may be abbreviated accordingly. <b>NOTE:</b> In the event there is a second lienholder and/or subject to future advances completed in the "Mail-to" area and the owner needs the title mailed to a different address, the owner must pay the \$5 expeditious title fee and complete a return title slip with the mail to address.
54	STFA (Subject to Future Advances)	Mark this box if the "Subject to Future Advances" must be recorded on the certificate of ownership.
55	Security Agreement Date (Second Lien)	Record the lien date if there is a second lien on the vehicle.
56	First Lienholder Authorization	Required when second lien exists and the second lien box is checked. Must be signed by an authorized agent of the first lienholder.
57	Trade-In, License Transfer Other Credit	Mark the appropriate box or boxes. Mark "Trade-In" only if a vehicle was traded in to a dealership. Mark "Other Credit" when using replacement credit or farm products credit.
58	Year	Enter the year of the vehicle being traded in/other credit or the year of the vehicle from which the registration is being transferred.
59	Make	Enter the make of the vehicle being traded in/other credit or the make of the vehicle from which the registration is being transferred.
60	License Number	Enter the license plate number being transferred.
61	Expiration Year	Enter the expiration year of the license plate being transferred, when applicable.
62	Vehicle Identification Number	Enter the complete vehicle identification number of the vehicle being traded in/other credit or for the vehicle from which the registration is being transferred.
63	Horsepower	Enter the taxable horsepower if the vehicle from which the registration is being transferred is a passenger vehicle.
64	Title Number	Enter the title number of the vehicle being traded in/other credit or of the vehicle from which the registration is being transferred, if available.
65	Owner Signature	ENSURE THE APPLICATION FOR TITLE AND LICENSE IS SIGNED BY THE OWNER INDICATED AT THE TOP OF THE APPLICATION. If more than one owner's name is listed, only one signature is required. If the applicant is an officer of a company or corporation, he or she must indicate his or her official position with the company or corporation beside his or her signature. <ul style="list-style-type: none"> <li>Missouri law requires every motor vehicle owner to present a current insurance identification card, or copy thereof, or other proof of financial responsibility and to sign an affidavit certifying that the owner or the authorized agent has and will maintain financial responsibility during the registration period (does not apply to trailers and all- terrain vehicles). Signing the application meets this requirement.</li> </ul>
66	MO Dealer Number	Enter the dealer number when the vehicle described on the title application was sold by a <b>Missouri</b> dealer. If the application for title is in the name of a Missouri dealer, the purchasing dealer's number must be listed.
67	Dealership Name	Enter the selling dealership's name, if applicable.
68	City, State, and Zip Code	Enter the selling dealer's address, when applicable.
69	Telephone Number	Enter the dealer's telephone number, when applicable.

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
70	Signature of Dealer or Representative	The selling dealer or an authorized representative of the dealer must sign, when applicable. <ul style="list-style-type: none"> <li>A signature must be shown if a trade-in credit or other credit was allowed by the dealer.</li> </ul>
71	Trade-In (Yes/No)	The selling dealer or authorized representative of the dealer must check the appropriate block as listed below, when applicable: <ul style="list-style-type: none"> <li>If trade-in information is listed on the application for title and a trade-in amount is shown, the "YES" block should be checked.</li> <li>If there is no trade-in or if the credit allowed is "Other Credit" as outlined <a href="#">Line 43</a>, the "NO" block should be checked.</li> <li>If the dealer marked the "NO" block indicating no trade-in, the trade-in credit will not be allowed unless the applicant provides proof that there was an actual trade-in. Proof may be provided in the form of a statement from the selling dealer explaining the "NO" block was checked in error or a copy of the sale's invoice reflecting the trade-in credit, etc.</li> </ul>
72	Duplicate Title Only	Mark the appropriate reason the duplicate title is needed.
73	Notary Information	The application must be signed in the presence of a Notary Public if applying for a duplicate title. The Notary Public must complete the appropriate blocks.
74	Donations	The appropriate box must be marked if the applicant wishes to donate to the Blind Fund, Organ Fund or WW I Memorial Fund.
75	Exemption Code	Record exemption code if exempt from state and local taxes.
76	FHVUT (Federal Heavy Vehicle Use Tax)	Office staff will check this block when verifying the proof of payment of this tax.
77	Wgt. (Weight) of Plates Heavy Highway Vehicle Use Tax Return (Federal Form 2290)	Office staff will enter the gross vehicle weight (GVW rating). The GVW rating is determined by using the Category block shown on Schedule 1 of <a href="#">Form 2290</a> and the Category Conversion Chart.
78	Verification Codes	For office staff use. The codes stand for the following: <ul style="list-style-type: none"> <li>PP - Personal Property Tax Receipt or Statement of Non- Assessment;</li> <li>INS - Insurance;</li> <li>FEIN - Federal Employee Identification Number;</li> <li>FMCSR - Federal Motor Carrier Safety Regulations;</li> <li>SAFETY - Safety Inspection; and</li> <li>EMISSION - Emissions Inspection</li> </ul>
79	Distribution Amount	For office staff use
80	Site Code	Office staff will enter the site code number from the <a href="#">Local Sales Tax Rate Chart</a> for the corresponding local tax jurisdiction (city or county).
81	Office Validation	License offices may use this space for validating the application, comments or remarks.
82	Approve/Reject	For Central Office use only.
83	Processed By	For office staff only.
84	Mileage Date	For Central Office staff use only.
85	Surrendered Plate Number	Office staff will enter the license plate number surrendered for credit, if applicable.
86	Surrendered Plate Credit	Office staff will enter the amount of credit for a surrendered license plate, if applicable.
87	License Fee	Office staff will enter the appropriate registration fee for the license plate being issued or renewed, if applicable.
88	Reservation Fee	Office staff will enter the appropriate fee for a personalized/special plate being issued or renewed, if applicable.

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
89	Additional Horsepower/DR/DRX Fee	Office staff will enter any additional horsepower fee due, if applicable. If a DR number or a DRX number is assigned or replaced, the appropriate fee will be entered.
90	Transfer Fee	Office staff will enter \$2 if transferring a registration.
91	Failure to Transfer/Renew	If applicable, office staff will enter an \$8.50 penalty fee if an applicant elects not to transfer or renew a multi-year plate that is less than five years old.
92	Renewal Penalty	Office staff will enter a \$5 renewal penalty, if applicable.
93	Title Penalty	Office staff will enter a title penalty if the applicant fails to apply for a certificate of ownership within 30 days of purchase. The penalty fee is \$25 for each 30 days of delinquency not to exceed \$200.
94	Fund Donations	Office staff will enter the total amount due for fund donations indicated in instructions for <a href="#">Line #74</a> .
95	Title/Quick Fee	Office staff will enter the correct title fee, if applicable. Add a \$5 quick title fee, when applicable.
96	State Tax	Enter the amount of state tax due on the net price of the motor vehicle, trailer, all-terrain vehicle, or manufactured home. <b>NOTE:</b> If the unit is exempt from tax, the applicable exemption number must be shown. If an exemption is shown, enter an EX or # before the exemption number. If the title is a dealer title, regular license plates cannot be issued to the vehicle because of Exemption #3 (dealer exemption)
97	Local Tax	Enter the amount of local tax due, if applicable.
98	Subtotal	Office staff will enter the total amount due for <a href="#">Lines 87 - 97</a> .
99	Processing or Agent Fee	All offices must collect a processing or agent fee.
100	NOL Processing Fee	Office staff will record the Notice of Lien Processing fee, when applicable.
101	Total	Enter the total amount of fees due.

# CREATION AND RELEASE OF LIENS

## SECTION

# 6

### CREATION OF A LIEN

Missouri law states that for a lien to be perfected the date it is created, and to protect the creditor from the buyer's/debtor's possible bankruptcy, the notice of lien should be perfected (received by the Department) within 30 days from the date of the loan.

### PERFECTING A LIEN

- A lien is a claim on the property of another, i.e., vehicle, vessel, etc., as security for payment of a debt.
- To perfect a lien on a motor vehicle, trailer, manufactured home, boat, or outboard motor, see the chart below.
- File your lien online at: <https://dors.mo.gov/dmv/nol/loginLink.do>
- All certificates of title will be mailed to the owner named on the certificate of title unless the owner designates a "Mail-to" on the application for title or provides written authorization for other handling.

### FILING NOTICE OF LIEN ONLINE

A primary (first) lienholder can file a notice of lien use the Department's online Notice of Lien System (NOL).

- A second lienholder cannot file a notice of line using the Department' online NOL system as the second lienholder must obtain the written authorization from the first lienholder and provide the written authorization when filing their NOL.
- Information on how to obtain access and file notice of liens use the Department's online NOL system can be found at <dor.mo.gov/motorv/liendeal/>

Below is a summary of documents and fees required based on type of transaction:

TRANSACTION TYPE	REQUIRED DOCUMENTS/FEEES
<b>FILING FIRST LIEN ONLINE WITHOUT OWNERSHIP DOCUMENT</b>	<ul style="list-style-type: none"> <li>• Vehicle, Boat, Vessel, or Outboard motor:               <ul style="list-style-type: none"> <li>◦ <i>Notice of Lien or Lien Release or Authorization to Add/Remove Name From Title (Form 4809)</i>; or</li> <li>◦ Application for title (<a href="#">Form 108</a> or <a href="#">93</a>).</li> </ul> </li> <li>• \$2.50 processing fee.</li> </ul>
<b>FILING SECOND LIEN WITHOUT OWNERSHIP DOCUMENT (Cannot file online)</b>	<ul style="list-style-type: none"> <li>• Same requirements as listed above.</li> </ul>
<b>NO CHANGE OF OWNERSHIP</b>	<ul style="list-style-type: none"> <li>• Application;               <ul style="list-style-type: none"> <li>◦ Vehicle - Application for Missouri Title and License (<a href="#">Form 108</a>) with "Title and Notice of Lien" box checked; or</li> <li>◦ Vessel or OBM - Application for Missouri Boat/Vessel or Outboard Motor and Registration (<a href="#">Form 93</a>) with "Title and Notice of Lien" box checked.</li> </ul> </li> <li>• Certificate of title; and</li> <li>• <i>Notice of Lien, Lien Release, Or Authorization to Add/Remove Name From Title (Form 4809)</i>;               <ul style="list-style-type: none"> <li>◦ Lien authorization or release of the existing lien is not required if the lienholder is only updating a lien (same owners and same lienholder).</li> </ul> </li> </ul>

TRANSACTION TYPE	REQUIRED DOCUMENTS/FEEES
<p><b>NO CHANGE OF OWNERSHIP</b> <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>• Title fees: <ul style="list-style-type: none"> <li>◦ \$8.50 title fee for motor vehicles;</li> <li>◦ \$7.50 title fee for vessels; or</li> <li>◦ \$5 title fee for OBM.</li> </ul> </li> <li>• \$2.50 title processing fee; and</li> <li>• \$3.50 NOL processing fee.</li> </ul>
<p><b>CHANGE OF OWNERSHIP</b></p>	<ul style="list-style-type: none"> <li>• <i>Notice of Lien, Lien Release, Or Authorization to Add/Remove Name From Title</i> (<a href="#">Form 4809</a>); and</li> <li>• \$2.50 NOL processing fee.</li> </ul>

You may take the documents to your local license office or mail to the Motor Vehicle Bureau, PO Box 100, Jefferson City, MO 65105-0100.

## RELEASING A LIEN

On a motor vehicle, trailer, manufactured home, vessel, or outboard motor, Sections [301.640](#), [306.420](#), and [700.370](#), RSMo require the lienholder to release the lien on a separate document within **5** business days after the lien is satisfied. The release document shall be notarized. Each perfected second lienholder, if any, shall release such lien in the same manner.

- Lien releases made on or after July 1, 2003, may no longer be released on the **face** of a Missouri title, but must be released as follows:
  - If the **lienholder is an individual**, a notice of release (lien release section of [Form 4809](#)) must be completed, signed, and **notarized**. An estate executor may release the lien by submitting the above with an **original or certified copy** of the probate court order.
  - If the **lienholder is a business entity**, a completed, signed, and notarized notice of release (lien release section of [Form 4809](#)) **or a notarized** lien release on the lienholder’s letterhead listing the year, make, vehicle identification number, lien release date, lienholder name and signature, and vehicle owner’s information must be submitted; **or**
    - ◆ A faxed copy may be accepted as long as the notary information is legible.
  - If the above cannot be obtained, the **original** security agreement stamped “paid” with the official seal of the lienholder will be accepted. The seal must contain the lienholder’s business name (a stamp that only shows “paid” is not acceptable).
- Liens released prior to July 1, 2003, may be released on the face of the title or as listed above and do not have to be notarized.
- If the owner is unable to obtain a lien release, a court order instructing the director of revenue to release the lien must be submitted.
- Some states still require the lien to be released on the face of the title. For these states, Missouri will accept this method of lien release. The out-of-state title must be notarized only if that state currently requires the release to be notarized.
- To release a lien recorded on a certificate of title when the accounts/assets of the lienholder have been taken over by the FDIC due to insolvency and/or liquidation, a document from the FDIC must be submitted.
  - The document from the FDIC must grant power of attorney to the receiver of the account and list the names of the insolvent lienholder and the lienholder that took over the account. If the power of attorney references an “asset pool” only, rather than the name of the insolvent lienholder, a separate document listing the insolvent lienholder is required.

## NOTICE OF LIEN OR RELEASE FORM ([FORM 4809](#))

### INSTRUCTIONS FOR COMPLETING A NOTICE OF LIEN OR LIEN RELEASE FORM ([Form 4809](#))

To file a lien, complete the following using the *Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title* ([Form 4809](#)).

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
1	<b>*FOR DOR USE ONLY</b>	Office staff should validate this area for the appropriate processing or agent fee.
2	<b>Owner's Name</b>	Enter the owner's name exactly as shown on the title application (to release a lien, only one name is required if multiple names are shown on the title). <ul style="list-style-type: none"> <li>• <b>Street Address</b> - Enter the owner's street address'</li> <li>• <b>County</b> - Enter the county in which the owner resides.</li> <li>• <b>City, State, and Zip Code</b> - Enter the owner's city, state and zip code.</li> </ul>
3	<b>DLN, SSN or FEIN Number</b>	Enter the Driver License Number (DLN), Social Security Number (SSN), or Federal Employee Identification Number (FEIN) of the first owner.
4	<b>Type of Unit</b>	Check the appropriate block to indicate motor vehicle, ATV, trailer, manufactured home, vessel, or outboard motor.
5	<b>Year</b>	Enter the two-digit year, make, and identification number. <ul style="list-style-type: none"> <li>• <b>Make</b> - Enter the wake of the unit, i.e., Ford.</li> <li>• <b>Identification Number</b> - Enter the identification number of the motor vehicle, ATV, manufactured home, trailer, vessel, or outboard motor.</li> </ul>
6	<b>Purchase Date</b>	Enter the purchase date of the unit.
7	<b>Previous Title Number</b>	Enter the previous title number, if available.
8	<b>Net Price</b>	Enter the net price of the unit after any trade-in credit or rebate.
9	<b>First Lienholder's Name/Address</b>	Enter the name and address of the first lienholder.
10	<b>FDIC or Lienholder ID Number</b>	Enter the Federal Deposit Insurance Corporation (FDIC) number or other identification number of the lienholder.
11	<b>Lien Date</b>	Enter the date of the security agreement (lien date) for the first lienholder
12	<b>Subject to Future Advances (First Lienholder)</b>	Mark this block if applicable.
13	<b>Loan or Unit Number</b>	Record the loan or unit number provided by the first lienholder.
14	<b>First Lienholder Authorization</b>	To add a second lien, the first lienholder's authorized agent must sign.
15	<b>Second Lienholder's Name/Address</b>	Enter the name and address of the second lienholder, if applicable.
16	<b>FDIC or Lienholder ID Number</b>	Enter the Federal Deposit Insurance Corporation (FDIC) or identification number of the second lienholder, if applicable.
17	<b>Second Lien Date</b>	Enter the date of the security agreement (lien date) for the second lienholder, if applicable.
18	<b>Loan or Unit Number</b>	Record the loan or unit number provided by the second lienholder.
19	<b>Lienholder Authorization</b>	Check the box and complete owner information only if adding or removing name from the title.
20	<b>Lien Release</b>	Check this box to release a lien.
21	<b>Lienholder's Name as Shown on Title</b>	Enter the name of the lienholder that is releasing the lien as it appears on the face of the title.
22	<b>Printed Name of Lienholder's Agent</b>	Print the name of the lienholder's agent that is releasing the lien.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
23	Signature of Lienholder's Agent	The authorized agent of the lienholder must sign.
24	Lien Creation Date	Enter the lien creation date
25	Release Date	Record the date the lien is released.
26	Notary Public Information	This section must be completed by a notary public.

MISSOURI DEPARTMENT OF REVENUE  
MOTOR VEHICLE BUREAU  
PO BOX 3355, JEFFERSON CITY MO 65105-3355 573-526-3669 www.dor.mo.gov/mvdl

FORM 4809 (REV. 08-2014)

FOR DOR USE ONLY. REJECT NUMBER

**NOTICE OF LIEN, LIEN RELEASE, OR AUTHORIZATION TO ADD/REMOVE NAME FROM TITLE**

TYPE ALL APPLICATIONS. IF NOT TYPED, ATTACH COPY OF TITLE.

FOR DOR USE ONLY **1**

NOTICE OF LIEN (NO NOTARY REQUIRED) IS THIS A CHANGE OF OWNERSHIP?  YES  NO

**OWNER INFORMATION**

OWNER'S NAME (LAST, FIRST, MIDDLE) AS SHOWN ON TITLE APPLICATION (ONLY FIRST 50 CHARACTERS WILL PRINT ON TITLE) **2**

STREET ADDRESS **2** COUNTY **3**

CITY, STATE, AND ZIP CODE **3** DLN OR FEIN **3**

**UNIT DESCRIPTION**

ASSEMBLY  TRUCK  ATV  TRAILER  MANUFACTURED HOME  RV  BUS  BOAT/VESSEL **4**

OUTBOARD MOTOR (EXCLUDING TROLLING MOTOR)  MOTORCYCLE  TRICYCLE

YEAR **5** MAKE **6** VIN/HIN NUMBER **7**

PURCHASE DATE **6** PREVIOUS TITLE NUMBER **7** NET PRICE (AFTER TRADE-IN) **8**

**FIRST LIENHOLDER INFORMATION**

LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION **9** FDIC OR LIENHOLDER ID NUMBER **1**

STREET ADDRESS **9** CITY, STATE, AND ZIP CODE **1**

LIEN DATE **1** SUBJECT TO FUTURE ADVANCES?  YES  NO **1** LOAN OR UNIT NUMBER **1**

FIRST LIENHOLDER AUTHORIZES A SECOND LIEN BY SIGNING BELOW **1**

**SECOND LIENHOLDER INFORMATION**

LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION **1** FDIC OR LIENHOLDER ID NUMBER **1**

STREET ADDRESS **5** CITY, STATE, AND ZIP CODE **6**

LIEN DATE **1** LOAN OR UNIT NUMBER **1**

LIENHOLDER AUTHORIZATION FOR OWNERS TO ADD/REMOVE NAME FOR TITLE. (NO NOTARY REQUIRED)

**ADD/REMOVE NAME FROM TITLE**

OWNER'S NAME (LAST, FIRST, MIDDLE) AS SHOWN ON TITLE APPLICATION **1** PRINT NAME BEING ADDED OR REMOVED  ADD  REMOVE **9**

STREET ADDRESS **9** CITY, STATE, AND ZIP CODE **9**

COUNTY **9** TITLE NUMBER **9** PRINTED NAME OF LIENHOLDER'S AGENT **9** SIGNATURE OF LIENHOLDER'S AGENT **9**

YEAR **9** MAKE **9** VIN/HIN NUMBER **9**

LIEN RELEASE—ATTACH TO TITLE (NOTARY REQUIRED) **2**

**ANY PERSON WHO KNOWINGLY AND INTENTIONALLY SUBMITS A SEPARATE DOCUMENT RELEASING A LIEN OF ANOTHER WITHOUT THE AUTHORITY TO DO SO SHALL BE GUILTY OF A CLASS C FELONY. (301 AND 302 RSMO)**

**LIEN RELEASE NOTARY INFORMATION**

LIENHOLDER'S NAME AS SHOWN ON TITLE **2** PRINTED NAME OF LIENHOLDER'S AGENT **2** SIGNATURE OF LIENHOLDER'S AGENT **2**

NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL STATE COUNTY (OR CITY OF ST. LOUIS) LIEN CREATION DATE **24** RELEASE DATE **25**

SUBSCRIBED AND SWORN BEFORE ME THIS DAY OF NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

A \$2.50 processing fee must be submitted with each Notice of Lien.

**THE ORIGINAL DOCUMENT MUST BE SUBMITTED. It is recommended that you retain a copy for your records.**

DDR-4809 (08-2014)



**INSTRUCTIONS FOR COMPLETING A NOTICE OF LIEN FORM (FORM 108)**

<b>LINE</b>	<b>FORM SECTION</b>	<b>INSTRUCTIONS FOR COMPLETION</b>
1	<b>Title and Notice of Lien</b>	Mark when adding a lien when there is no change of ownership.
2	<b>Owner's Name and Address</b>	Enter the name, street address, city, state, and ZIP of the owner.
3	<b>County</b>	Enter the county name in which the applicant's address is located.
4	<b>DLN, SSN, or FEIN Number</b>	The applicant's identification number should be entered as outlined below: <ul style="list-style-type: none"> <li>• Individual Name - Enter the DLN or SSN.</li> <li>• Business Name - Enter the Federal Employee Identification Number (FEIN).</li> </ul>
5	<b>Price</b>	Enter the gross sale price of the motor vehicle, trailer, ATV, or MFGHM.
6	<b>Year</b>	Enter the last two digits of the vehicle's model year, example: 11
7	<b>Make</b>	Enter the make of the vehicle. (i.e., Ford, Chevrolet)
8	<b>Vehicle Identification Number (VIN)</b>	Enter the VIN correctly and completely as listed on the surrendered Manufacturer's Statement of Origin or the assigned certificate of ownership.
9	<b>Purchase Date</b>	Enter the purchase date of the unit as mm/dd/yy.
10	<b>Surrendered Title Number</b>	Enter the previous title number of the vehicle being titled, if available.
11	<b>Kind of Vehicle (KOV)</b>	Record the correct code as listed on the title application.
12	<b>Net Price</b>	Enter the net price of the unit after any trade-in credit or rebate has been deducted.
13	<b>First Lien</b>	Mark the appropriate box to record a first lienholder.
14	<b>Security Agreement Date</b>	Record the first lien date.
15	<b>Lienholder's Phone Number</b>	Record the lienholder's phone number.
16	<b>First Lien</b>	Record the first lienholder's name and complete address.
17	<b>Second Lien</b>	Mark the "Yes" box if a second lien is to be recorded on the certificate of ownership.
18	<b>Mail-to Alternate Address Below</b>	Mark this box only when the title is to be mailed to an address other than the address shown at the top of the application.
19	<b>Subject to Future Advances (STFA)</b>	Mark this box if the unit is subject to future advances.
20	<b>Security Agreement Date</b>	Record the second lien date.
21	<b>First Lienholder Authorization</b>	To add a second lien, the first lienholder's authorized agent must sign.
22	<b>Office Validation</b>	This space is used by state offices to validate the transaction for the \$2.50 processing fee.



TRANS TYPE	ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH.
<input type="checkbox"/> RENEWAL/TRANSFER PLATES	DOR USE ONLY — REJECT NUMBER
<input type="checkbox"/> TRANSFER PLATES	
<input type="checkbox"/> NEW PLATES	LICENSE PLATE NO
<input type="checkbox"/> TITLE ONLY	BRAND CODE



MISSOURI DEPARTMENT OF REVENUE  
APPLICATION FOR MISSOURI TITLE AND LICENSE

TITLE AND NOTICE OF LIEN  
(No complete change of ownership) 1

ORIGINAL (1) <input type="checkbox"/>	DUPLICATE (2) <input type="checkbox"/>	NON-NEGOT. (3) <input type="checkbox"/>	PRIOR SALVAGE <input type="checkbox"/>	CORRECTED (5) <input type="checkbox"/>	MECHANIC LIEN (6) <input type="checkbox"/>	SALVAGE (9) <input type="checkbox"/>	DUP. SALVAGE (0) <input type="checkbox"/>	JUNK (A) <input type="checkbox"/>	DUP. JUNK (B) <input type="checkbox"/>	<input type="checkbox"/> TRANSFER ON DEATH (TOD)	<input type="checkbox"/> TENANTS IN COMMON	
OWNER'S NAME - LAST, FIRST, MIDDLE (ONLY FIRST 50 POSITIONS WILL PRINT ON TITLE) INCLUDING TOD								TOD BENEFICIARIES, IF APPLICABLE				
STREET ADDRESS (MUST BE A PHYSICAL ADDRESS - CANNOT BE A PO BOX OR RURAL ROUTE) 2								COUNTY 3	FLEET NUMBER	L/R NUMBER		
CITY				STATE	ZIP CODE			<input type="checkbox"/> IN CITY LIMITS	<input type="checkbox"/> OUTSIDE CITY LIMITS	TELEPHONE NUMBER ( )		
E-MAIL								DLN OR FEIN NUMBER 4		PRICE \$ 5		
YEAR 6	MAKE 7	VEHICLE IDENTIFICATION NUMBER (IF TYPING, DISREGARD BLOCK CONSTRAINTS) 8					BODY STYLE	REBATE \$				
COLOR	FUEL	G - GAS D - DIESEL E - ELECTRIC	L - LP - PROPANE N - NATURAL O - OTHER	GWR OVER 16,000 LBS <input type="checkbox"/> YES	IF NEW, LIST GWR	MILEAGE	CODE	PURCHASE DATE 9	VEHICLE TRADE-IN \$			
KIND OF VEHICLE P - PASSENGER M - MOTORCYCLE T - TRUCK C - TRICYCLE D - TRAILER R - REC. VEHICLE B - BUS A - ATV		<input type="checkbox"/> NEW <input type="checkbox"/> USED (MSO) (TITLE)	SURRENDERED TITLE NO. 10		STATE	ZONE	B - BEYOND LOCAL L - LOCAL S - SHUTTLE F - FARM T - TRANSIT	GR. WT. OR SEATING CAPACITY	OTHER CREDIT \$			
REG. NO. 11	CYL.	H.P.	TAB NUMBER	EXP. MO.	EXP. YR.	CHECK BOX IF PLATE DOES NOT EXPIRE <input type="checkbox"/>	SPECIAL P	NET PRICE \$ 12				
FIRST LIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 13		SECURITY AGREEMENT DATE 14	MAIL TO LIENHOLDER (B) <input type="checkbox"/>	LIENHOLDER'S PHONE NO. ( ) 15	SECOND LIEN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 17	MAIL TO ALTERNATE ADDRESS BELOW. DO NOT USE SECOND LIEN OR SUBJECT TO FUTURE ADVANCES. 18			SECURITY AGREEMENT DATE			
1 FIRST LIEN				2 SECOND LIEN/MAIL TO				19 <input type="checkbox"/> STFA		20		
STREET ADDRESS, R.R. OR P.O. BOX NUMBER 16						STREET ADDRESS, R.R. OR P.O. BOX NUMBER						
CITY			STATE	ZIP CODE			CITY			STATE	ZIP CODE	
TRADE-IN TRANSFER <input type="checkbox"/> TRADE-IN <input type="checkbox"/> LICENSE TRANSFER <input type="checkbox"/> OTHER CREDIT		YEAR	MAKE	LICENSE NUMBER	EXP. YEAR	FIRST LIENHOLDER AUTHORIZES SECOND LIEN BY SIGNING HERE: 21						
VEHICLE IDENTIFICATION NUMBER				H.P.	TITLE NUMBER							
OWNER SIGNATURE If this motor vehicle is registered at the time application for title is made, my signature shall certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license, or operate on the streets or highways. You must present your insurance card or other acceptable proof of financial responsibility. Any false affidavit is a crime under Section 575.050 of Missouri law.						SIGNATURE OF ONE OWNER REQUIRED "I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE." DATE						
DEALER INFO. MO DEALER NUMBER		DEALERSHIP NAME			CITY, STATE, ZIP CODE			TELEPHONE NUMBER ( )				
"I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE."					SIGNATURE OF DEALER OR REPRESENTATIVE			TRADE-IN <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
DUPLICATE TITLE ONLY - COMPLETE REASON AND NOTARIZE. NOTARY INFORMATION APPLIES TO APPLICANT'S SIGNATURE. <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED (ATTACH MUTILATED TITLE) <input type="checkbox"/> NEVER RECEIVED - LOST IN MAIL						DONATIONS <input type="checkbox"/> \$1 BLIND FUND <input type="checkbox"/> \$1 ORGAN FUND <input type="checkbox"/> \$10 WWI MEMORIAL FUND			FUND DONATIONS \$			
NOTARY - DUPLICATE TITLE ONLY NOTARY PUBLIC EMBOSSEMENT OR BLACK RUBBER STAMP SEAL		STATE	COUNTY (OR CITY OF ST. LOUIS)			IF EXEMPT FROM STATE OR LOCAL TAXES, ENTER EXEMPTION CODE HERE:						
SUBSCRIBED AND SWORN BEFORE ME, THIS		DAY OF			MY COMMISSION EXPIRES							
NOTARY PUBLIC SIGNATURE		NOTARY PUBLIC NAME (TYPED OR PRINTED)			FOR OFFICE USE ONLY <input type="checkbox"/> FHVUT <input type="checkbox"/> WGT. OF PLATES FORM 2250							
OFFICE VALIDATION		22			<input type="checkbox"/> APPROVE <input type="checkbox"/> REJECT		PP <input type="checkbox"/> INS <input type="checkbox"/> FEIN <input checked="" type="checkbox"/> SAFETY <input checked="" type="checkbox"/> EMISSION	DIST. AMT. \$	SITE CODE			
PROCESSED BY		MILEAGE DATE			SURRENDERED PLATE NUMBER			SUBTOTAL \$				
		SURRENDERED PLATE CREDIT						PROCESSING OR AGENT FEE \$				
								NOL PROCESSING FEE \$				
								TOTAL \$				

TITLE WITHIN THIRTY DAYS TO AVOID PENALTY

DOR-106 (07-2013)

## **NAME CHANGE – NO CHANGE OF OWNERSHIP**

On occasion, the owner listed on the face of a certificate of title may change his or her name because of marriage, divorce, adoption, personal reasons, etc. To reflect this change on the certificate of title, the owner must submit a completed *Application for Missouri Title and License* ([Form 108](#)), the outstanding certificate of title in his or her name, and one of the documents listed below. Because there is no change of ownership, the certificate of title is not required to be assigned.

- A copy of the marriage certificate or newspaper clipping when a name change occurs because of marriage;
- A copy of the divorce decree that specifically states the individual's name was restored to its previous state when a divorce occurs and the former wife changes her name to her previous (maiden) name;
- Authorized adoption papers issued through the Circuit Court, Juvenile Division, indicating a change of name when an individual is adopted and a name change occurs; or
- A certified document from the Circuit Court Division when an individual elects to have his or her name changed because of personal reasons. The order from the court must state the name the individual formerly used and the full name currently being used by the individual.

## **ADDING OR DELETING NAMES**

To add or delete a name on a certificate of title, the following must be submitted:

- All copies of the completed *Application for Missouri Title and License* ([Form 108](#)), or *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form 93](#)) with the title type marked as "ORIGINAL;"
- The properly assigned certificate of title;
  - The lien is not required to be released in this case, but must be shown on the application for title.
- The appropriate title and processing fee; and
- Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title.

In most cases, the license plates currently being used on the vehicle may remain on the vehicle. Please contact your local Department of Revenue license office for complete instructions.

## **ADDING OR DELETING NAMES AFTER TITLE ASSIGNED BUT PRIOR TO ISSUANCE OF A NEW TITLE**

- On occasion, the purchaser of a newly acquired motor vehicle or trailer will request the Department to add or delete another individual's name to or from the ownership document at the time an application for title is submitted to a license office.
- Adding or deleting an owner name from the title does not affect a perfected lienholder's security interest, the lienholder's ability to obtain a repossession title, or the lienholder's rights in bankruptcy.
- When a name is being deleted, a statement must be submitted by the individual whose name is being deleted.
- Upon presentation of the required documents and fees, an individual's name may be added or deleted on an application for title.

House Bill 269, which went into effect August 28, 2009, requires Authorization from Lienholder when adding or dropping a name from a title.

(Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title) signed by a lienholder or a statement on a lienholder's letterhead for authorization. Use *Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title* ([Form 4809](#)) signed by a lienholder or a statement on a lienholder's letterhead for authorization.

### **LIENHOLDER IS NO LONGER IN BUSINESS**

A copy of a certificate of title with the lien released is not acceptable proof for releasing a lien at the time application is made for a duplicate title unless the lienholder shown is no longer in business. A statement from the Secretary of State's Office, the Federal Deposit Insurance Corporation (FDIC), or Federal Savings and Loan Association stating the lienholder is no longer in business must be submitted with the copy of the certificate of title showing the lien released.

### **General Information**

On occasion, a lienholder will release the lien on a vehicle before the original certificate of title reflecting the lien issues in the owner's name. This usually happens when the applicant fails to pay his or her taxes in a timely manner. In this situation, the lien may be released after the taxes are paid by submitting one of the lien release documents referenced on Page [6-2](#). If the vehicle was purchased for less than \$6,000 and six years has elapsed since the creation of the lien, a lien release may not be required as outlined below.

### **WHEN A LIEN RELEASE IS NOT REQUIRED**

Section [301.640.3](#), RSMo, provides that if the purchase price of a motor vehicle or trailer did not exceed \$6,000 at the time of purchase, a lien shown on the certificate of title shall be considered satisfied within six years from the date the lien was originally perfected. In this case, the lien does not have to be released by the lienholder. These provisions do not apply in the following situations:

- If the lienholder was a bank, credit union, savings and loan, or other depository institution, or a motor vehicle financing company whose net worth exceeds one-hundred million dollars (i.e. GMAC, Ford Motor Credit).
  - The liens that do qualify under this provision are those made by dealers, individuals, and other entities not excluded above.
- If the certificate of title has "Subject to Future Advances" recorded in the second lienholder area of the title; or
- If the lien has been re-perfected since the original date of perfection or a new lien has been perfected on the title.

**EXAMPLE:** *Mike Smith purchased a motor vehicle on June 27, 2004, from a dealer for \$5,500. The dealer financed the vehicle. When the title issued on July 20, 2011, it was mailed to the dealer showing the lien. On August 28, 2011, Mr. Smith applies for a duplicate title to the vehicle. Because the purchase price of the vehicle was less than \$6,000 and at least six years had passed since the lien was perfected, Mr. Smith may obtain a clear title without submitting a lien release from the dealer.*

## TITLES ISSUED WITHOUT LIENHOLDER INFORMATION

If a notice of lien is received from the lienholder within 30 days of the creation of lien date and the Department has issued a title that does not reflect the lien, the Department will:

- Recall the incorrect title; and
- Issue a new title with the correct lien information shown.

It is important that the lienholder promptly files the notice of lien to keep occurrences of titles being issued without the correct lien information shown to a minimum.

## LIENS MAY SECURE FUTURE ADVANCES

Sections [301.600.3](#), [306.400.4](#), and [700.350.3](#), RSMo provide that liens on motor vehicles, trailers, manufactured homes and marinecraft (boats and motors) may secure future advances if certain procedures are followed. For example, a lienholder may file a notice of lien on a vehicle with the Department and later allow the vehicle owner to refinance his or her vehicle, borrow additional money or extend his or her line of credit under the original security agreement. The lienholder does not have to “update” or re-perfect the lien by filing another notice of lien with the Department on the same vehicle. The lien already shown on the certificate of ownership will secure any future loan made against the vehicle as long as the loan is an extension or addendum to the original loan agreement.

For a lien on a motor vehicle, trailer, marinecraft, or manufactured home to secure future advances, the following requirements apply:

- The security agreement evidencing indebtedness must clearly state the fact that a lien may secure future advances. The Department is not required to witness the agreement.
- The lienholder must check the “STFA” block on the notice of lien form. The applicant must check the second lien block and the “STFA” block on the title application.
  - When the corresponding certificate of title issues, “Subject to Future Advances” will appear in the second lienholder area on the face of the certificate of title.
- “Subject to Future Advances” may not be recorded on any application for title or lien perfection or the subsequent certificate of title issued if a second lienholder is shown.
- If the original lien has already been released on the certificate of title, the lienholder would have to file another notice of lien on the vehicle, as the provisions to secure future advances would be terminated.

## General Information

Lienholders may note the fact that a lien secures future advances on any application for an original title or notice of lien on a motor vehicle, trailer, manufactured home, boat, or motor. This includes applications for title involving a change of ownership, updating or adding a lien, or changing a name.

## REPOSSESSION TITLE

### New Requirements Effective August 28, 2006

All Department of Revenue **license** offices can accept repo title applications for motor vehicles, trailers, ATVs, manufactured homes, boats/vessels, outboard motors. These applications may still be submitted to the Motor Vehicle Bureau, PO Box 2076, Jefferson City, MO 65105-2076.

To obtain a repossession title, the lienholder must submit the following documents and fees.

### **Repossession Titling Requirements**

#### **Motor vehicles, trailers, ATV's, or manufactured homes boats, vessels and outboard motors:**

- *Application/Affidavit for Missouri Repossession Title* ([Form 5005](#)).

#### **All units:**

- A copy of the Notice of Lien (NOL) receipt or the original title reflecting the lienholder;
- \$10 title fee or \$15 quick title fee (if applicable); and
- \$2.50 processing fee.

Before making application, the lienholder must provide 10 days written notice to the owner and any other lienholders by first class mail; postage prepaid, of their intent to file for a repossession title, or must obtain the written consent from all parties to repossess the unit. Lienholders may access the Department's records online to ensure they have notified all interested parties of record. Applications for online access can be obtained at <http://www.dor.mo.gov/mvdl/motorv/liendeal/>.

# MISCELLANEOUS TITLING INFORMATION

## SECTION

# 7

### VEHICLE IDENTIFICATION NUMBER AND ODOMETER VERIFICATION REQUIRED WITH OUT-OF- STATE TITLES

[Section 301.190, RSMo](#), provides that when an application is made for a Missouri certificate of title for a motor vehicle previously registered or titled in a state other than Missouri (or for a prior salvage vehicle being retained by the owner as provided in [Section 301.020, RSMo](#)), the application shall be accompanied by a current inspection form certified by an authorized official inspection station. The inspection shall certify that the manufacturer's identification number for the vehicle has been inspected, that it is correctly displayed on the vehicle and shall certify the reading shown on the odometer at the time of inspection. The inspection must accompany the title application. If the vehicle is being registered, a current safety and emissions inspection (if applicable) must be submitted.

[Sections 301.679, 301.681, 306.458, 306.461, and 700.630, RSMo](#) provide that the purchaser of a motor vehicle, trailer, manufactured home, vessel (watercraft), or outboard motor may elect certain forms of ownership or may designate a beneficiary in case of death. These choices must be made at the time application for title is made as outlined below.

### TENANTS IN COMMON and TRANSFER ON DEATH

#### Tenants In Common (T/C)

Missouri law presumes that where more than one owner is shown on the title application, the motor vehicle, manufactured home, trailer, vessel (watercraft), or outboard motor will be held in joint tenancy unless otherwise specified. This means if one of the owners dies, the surviving owner(s) receives the unit upon proof of death. Persons who own the motor vehicle, trailer, manufactured home, vessel (watercraft) or outboard motor as joint tenants may also designate beneficiaries.

If motor vehicle, trailer, manufactured home, vessel (watercraft), or outboard motor owners do not want their ownership as joint tenancy, they may designate the unit be held as "tenants in common." This means each owner owns an equal share of the unit and if one dies, the other owner(s) will still only own his or her share, while the deceased owner's share must transfer by Probate Court. **NO BENEFICIARIES MAY BE NAMED BY OWNERS AS TENANTS IN COMMON.** To designate ownership as tenants in common, the "T/C" block must be marked on the title application. The title will print with the "T/C" brand code.

#### Transfer on Death (TOD)

The owner(s) of a motor vehicle, trailer, manufactured home, vessel (watercraft), or outboard motor may designate one or more beneficiaries to receive the unit upon the death of all listed owners.

The beneficiaries hold no ownership rights in the unit while the owner(s) is alive, but becomes the owner/co-owner of the unit after the original owner's death. If more than one person owns the unit, the beneficiaries do not become the owner until all listed owners have died.

To designate beneficiaries, the beneficiaries name(s) must appear to the right of the owner(s) name(s) in the space provided for TOD beneficiaries and the "TOD" block must be marked. One or more beneficiaries can be named. The letters "TOD" and the beneficiaries name(s) do not have to appear on the title assignment.

For the beneficiaries to obtain title to a motor vehicle, trailer, manufactured home, vessel (watercraft), or outboard motor, the beneficiaries must submit a completed and signed application for title, proof of death of all owners, the existing certificate of title designating the TOD beneficiary and the appropriate title and processing/agent fee.

**NOTE:** The beneficiaries may assign the title without first applying for a title in their name(s). The beneficiaries must provide the purchaser proof of death of the owner(s) on the face of the title, and the properly assigned title.

## **TITLE PENALTY INFORMATION**

### **Motor Vehicle, Trailer, All-Terrain Vehicle (ATV) and Manufactured Homes (MFGHM)**

Missouri law requires that applications for a certificate of title for a motor vehicle, trailer, manufactured home, or an ATV must be made within 30 days from the date of purchase.

If the purchaser does not apply for a certificate of title and pay all applicable taxes and fees within 30 days from the date of purchase, a delinquent title penalty fee of \$25 for each 30 days of delinquency, not to exceed \$200, will be imposed. Title penalties will be assessed on all manufactured homes purchased after December 18, 1983.

Title penalties will not be assessed when a dealer and purchaser complete a *Motor Vehicle Dealer Agreement to Sell Without Title* ([Form 5620](#)).

### **Vessel (Watercraft) and Outboard Motor**

Missouri law requires that application for a certificate of title be made within 60 days after a vessel (watercraft) or outboard motor is purchased. (See Section 8 for units that must be titled.)

If the purchaser does not apply for a certificate of title and pay all applicable taxes and fees within 60 days from the date of purchase, a delinquent title penalty fee will be imposed as follows:

- 61 days to 90 days \$10
- 91 days to 120 days \$20
- 121 days and over \$30
- \$30 is the maximum amount of penalty for a vessel (watercraft) or outboard motor.

All title penalties will be calculated based on the date of sale. The date of sale is the date on which a Manufacturer's Statement of Origin or certificate of ownership is assigned by the seller to the purchaser.



## **TRADE-INS, REPLACEMENT VEHICLE, TOTAL LOSS TAX CREDITS, REBATES AND DISCOUNTS**

Missouri law allows certain tax credits on the purchase of a motor vehicle, trailer, vessel (watercraft), or outboard motor as outlined below:

### **Trade-In Credit**

Any article of tangible personal property can be claimed as a trade-in allowance to a registered dealer; however, the amount allowed for the article traded in cannot exceed the true value of the article. When a motor vehicle, trailer, watercraft, or outboard motor is being used as a trade-in **tax** credit, the owner listed on the title for the unit being traded is not required to be the same as the owner of the unit being purchased. Real property (land) does not qualify for a trade-in allowance

Effective December 12, 2011 the dealer must:

- Record the purchase price, actual trade-in amount or “None” if there is no trade-in, and the net price on the title assignment; and
- Provide the purchaser with one of the following, and advise the purchaser to submit the copy with their title application to the local license office:
  - A copy of the front and back of the title assigned from the owner to the dealer for the trade-in; or
  - A copy of the *Secure Power of Attorney* ([Form 5086](#)) for the trade-in vehicle if the title is held by the lienholder or a duplicate title is needed.

*Example: An individual may purchase two vehicles from a dealer and trade in only one vehicle. The trade-in allowance for the one vehicle may be divided and credit applied to the purchase price of each vehicle provided the total trade-in allowance for the vehicle does not exceed the actual trade-in value. Similarly, an individual can trade in more than one vehicle.*

### **Replacement Vehicle Credit**

The seller of a motor vehicle, trailer, vessel (watercraft), or outboard motor who purchases or contracts to purchase a subsequent unit may receive a tax credit if the subsequent unit is purchased or contracted to purchase within **180** days before or after the date the original unit is sold. The actual sale price of the unit will be deducted from the purchase price of the new unit for the purposes of calculating state and local taxes, if applicable. The applicant must submit a bill of sale or notice of sale with the application for title to receive the tax credit.

The bill of sale or notice of sale is not required to be notarized to receive the vehicle sales tax credit.

The law DOES NOT restrict the tax credit to “exact or like” replacement units, i.e., a motor vehicle for a motor vehicle, trailer for trailer, etc. Accordingly, an individual can sell a boat and buy a motor vehicle or trailer or vice versa and still qualify for the tax credit. The unit being purchased or contracted to purchase must be titled in at least one of the owners’ names as the unit being replaced (or sold) to qualify for a tax credit.

Effective December 12, 2011, new Missouri residents **MUST** submit **original** proof of ownership from their previous state of residence (i.e., original registration receipt or certified title record from the other state) before allowing the vehicle to be used as a 180-day tax credit.

Individuals, who sell a unit in their personal name, may not use the tax allowance toward the purchase of a vehicle titled to their trust.

### **Total Loss Credit**

The purchaser of a motor vehicle, trailer, vessel (watercraft), or outboard motor may

deduct the amount of a total loss claim settlement received from an insurance company plus the owner's deductible from the purchase price of another like unit that is purchased or contracted to purchase after the total loss occurs, but within **180** days before or after the date of the total loss claim settlement.

The applicant must present a notarized statement from the insurance company indicating the year, make, and identification number of the "total loss" unit, the date the insurance company pays the settlement, the amount of the insurance settlement, and the amount of the insurance deductible, if applicable. If the insurance agent certifies that the information in the statement is true and accurate, the form does not have to be notarized.

The total loss statement can be in anyone's name; however, at least one of the owners of the total loss vehicle must be the same on the application for title on the newly acquired vehicle. ***Example: John and Jane Smith have a vehicle titled in their name that is declared a total loss. Brenda Smith insured the vehicle and receives a certified total loss claim from the insurance company. As long as John or Jane's name is listed as an owner or co-owner on the new vehicle, the total loss credit in Brenda's name may be used.***

In addition, the owner of a motor vehicle, trailer, vessel (watercraft), or outboard motor, that was replaced because of theft or casualty loss, who does not have insurance coverage on the unit, may receive a tax credit on the fair market value of the unit being replaced. The applicant must present the original or copy of the accident report completed by law enforcement agent showing the year, make, and identification number of the total loss vehicle, and the date of accident or loss accompanied by two appraisals listing the fair market value of the total loss vehicle.

The fair market value of the unit is determined on the pre-wrecked condition of the vehicle based on the Kelly Blue Book, NADA Used Car Guide, Abos Blue Book, or the average of two appraisals from licensed motor vehicle or boat dealers. The fair market value is deducted from the purchase price of the replacement unit. The replacement unit must be purchased or contracted to purchase within 180 days after the date of loss as certified by a law enforcement agency on the accident report.

To receive a tax credit on a total loss vehicle, the vehicle being replaced must be a like unit, i.e., a motor vehicle must be replaced by a motor vehicle, a trailer replaced by a trailer, etc.

### **Rebates**

Rebates are offered by motor vehicle dealers or manufacturers to be used as a credit to reduce the amount of sales tax due by a purchaser when titling a new or used motor vehicle sold by a Missouri or out-of-state dealer. The selling dealer must complete all rebate information on the application for title before any credit will be allowed.

**The Department of Revenue has the authority to request additional documentation from the applicant anytime the purchase price of a vehicle is questionable.**

### **Farm Products (I.E. Grain, Livestock, etc.) Used as Trade-in Tax Credit**

Section 144.025, RSMo, provides that, "Any purchaser of a motor vehicle or trailer used for agricultural use by the purchaser shall be allowed to use as an allowance to offset the sales and use tax liability towards the purchase of the motor vehicle or trailer any grain or livestock produced or raised by the purchaser."

The Department will allow a sales tax credit when grain or livestock raised or produced by the purchaser is traded for a vehicle purchased from a dealer for agricultural use. To receive this credit, the grain or livestock must be traded to the dealer within one week of the actual purchase date of the vehicle and the criteria below must be met.

- The vehicle being purchased must be used for agricultural use.
- The purchaser of the vehicle must have either raised or produced the agricultural product.
- The purchaser must submit a *Bill of Transfer (Farm Products Only)* ([Form 4606](#)), in which the purchaser certifies the information noted above.

**Note:** *If the grain is stored at a grain elevator, a separate receipt from the grain company showing the dealership has title to the grain must accompany the bill of transfer. A statement or invoice from a grain company in the name of "CASH SALE" is not acceptable. A check made payable directly to the dealership by the grain company is not acceptable without the receipt from the grain elevator company showing the grain transferring to the dealership.*

If the dealership physically accepts delivery of the agricultural product from the vehicle purchaser, a statement on the dealership's letterhead showing this information may be submitted in lieu of the *Bill of Transfer (Farm Products Only)* ([Form 4606](#)).

### **MOTOR VEHICLES OR MARINECRAFT ACQUIRED BY GIFT**

A gift statement must be submitted when a motor vehicle, trailer, all-terrain vehicle, vessel (watercraft), or outboard motor is acquired by gift for the recipient to be exempt from sales tax. This statement must be signed by the donor(s) and indicate the complete description of the unit. **The donor must have paid taxes on the motor vehicle, trailer, all-terrain vehicle, vessel (watercraft), or outboard motor for the recipient of the unit to be tax exempt.**

### **FINANCIAL RESPONSIBILITY (VEHICLE INSURANCE)**

[Section 303.026, RSMo](#) requires motor vehicle owners, including motor vehicle dealers, to maintain financial responsibility for each motor vehicle registered and operated on the streets or highways. This includes vehicles held for resale.

Financial responsibility may be one of the following:

- A motor vehicle liability insurance policy;
- A self-insurance certificate issued by the Missouri Department of Revenue;
- A surety bond, cash deposit or other type of securities filed with the Department; or
- A real estate bond filed with the Department.

**NOTE:** *For additional information regarding methods of proof of financial responsibility please contact the Missouri Department of Revenue, Driver and Vehicle Services Bureau, PO Box 200, Jefferson City, Missouri 65105-0200 or call (573) 751-4600 or your insurance agent or company.*

No motor vehicle owner will be issued registration for a motor vehicle unless the owner, or their authorized agent, signs a statement provided by the Department at the time of registration that certifies that he or she has, and will maintain, financial responsibility during the period of registration, for each motor vehicle that is owned, licensed or operated on the streets or highways of Missouri. The applicant must also show proof of financial responsibility at the time of registration by presenting his or her insurance card (a copy is acceptable) or other proof of financial responsibility.

## **Penalties for Failure to Maintain Financial Responsibility**

If the Department determines that you are at fault for damages or personal injuries in an accident, and do not have proof that you have made restitution for the damages or personal injuries in the accident, your driving or registration privileges will be suspended for one year.

If the Department finds that you do not have liability insurance on your vehicle or the vehicle you are operating, your driver license and vehicle registration will be suspended as follows:

- First Offense - Lose driver license and plates (eligible for reinstatement immediately), \$20 reinstatement fee, and three years filing of proof of financial responsibility;
- Second Offense - 90-day suspension of driver license and plates, \$200 reinstatement fee, and three years filing of proof of financial responsibility; and
- Third Offense - One year suspension of driver license and plates, \$400 reinstatement fee, and three years filing of proof of financial responsibility.

## **ALL TERRAIN VEHICLES (ATV)**

Missouri law provides that it shall be unlawful for any person to own an all-terrain vehicle in this state unless a Missouri certificate of title has been issued.

An individual who purchases a used all-terrain vehicle after August 28, 2014, which was previously defined as a utility or a recreational off-highway vehicle, may present a notarized bill of sale as evidence of lawful ownership when a title has not been previously issued.

For the purposes of transferring ownership, titling, perfecting liens, and collecting taxes, fees, and other charges, all-terrain vehicles are treated the same as a motor vehicle.

## **UTILITY AND RECREATIONAL OFF-HIGHWAY VEHICLES**

A "Utility vehicle" is "any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty inches but no more than sixty-seven inches in width, with an unladen dry weight of two thousand pounds or less, traveling on four or six wheels, to be used primarily for landscaping, lawn care, or maintenance purposes."

A "Recreational Off-Highway vehicle" is any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty inches but no more than sixty-seven inches in width, with an unladen dry weight of two thousand pounds or less, traveling on four or more non-highway tires and which may have access to ATV trails.

- Utility and recreational off-highway vehicles do not meet the definition of a motor vehicle or ATV, and will not be titled and registered. Ownership of utility and recreational off-highway vehicles is transferred through a bill of sale negotiated between the buyer and seller.
- Utility and recreational off-highway vehicles cannot be operated upon the highways of this state unless they are: Owned and operated by governmental entity for official use, Operated for agricultural or industrial on-premise purposes, or Operated by handicapped persons for short distances on secondary roads.
- The operator must have a valid driver license, but does not have to be motorcycle qualified.
- Cities or counties are allowed to issue special permits for utility vehicles to be used on county roads within the county or on highways within the city to licensed drivers for a fee of \$15. The fee is to be kept by such city/county.

- Ownership of utility vehicles is transferred through a bill of sale negotiated between the buyer and seller.
- The seller of a utility vehicle is responsible for collecting and remitting all applicable state and local tax on new utility vehicles.
  - ✦ Utility vehicle owners may qualify for a “farm use” tax exemption.

### **ATV Equipment Requirements, Restrictions, and Regulations Regarding Where an ATV may be Operated**

For information regarding equipment requirements and restrictions/regulations regarding operation of an ATV, please refer to the Missouri Revised Statutes, [Sections 307.198](#) and [304.013](#).

### **Titling Requirements for Dirt Bikes**

If a vehicle does not meet the definition of an all-terrain vehicle, a motorcycle, motor-tricycle, or a motorized bicycle, **it is considered a “Dirt Bike” and must be titled**. A 1982 Missouri Supreme Court decision ruled that for the purposes of collecting sales tax, a dirt bike is a motor vehicle. Therefore, it is subject to the tax provided by [Section 144.070, RSMo](#). However, a dirt bike may not be registered for highway use, unless it is modified to meet all safety requirements and pass a safety inspection. For additional information on titling requirements for dirt bikes, please call (573) 526-3669.

### **Perfecting Liens**

Liens created on all-terrain vehicles should be perfected by filing a notice of lien as explained in [Section 6](#).

### **Taxes**

The Department will collect all applicable state and local taxes at the time of application.

## **MANUFACTURED HOMES**

Missouri law [700.320](#), RSMo provides that the owner of any new or used manufactured home must apply to the director of revenue for a certificate of title within 30 days of purchase. This excludes registered manufactured home dealers and purchasers who convert the manufactured home to real property.

### **Titling a Manufactured Home**

To title a manufactured home, the owner or purchaser must submit an application for Missouri title, the appropriate ownership document, and all required fees.

- A Manufacturer’s Statement of Origin on all NEW manufactured homes; or
- A certificate of title or a descriptive bill of sale on all USED manufactured homes.

**NOTE:** A bill of sale may only be used if the purchaser/seller is from a non-titling state or if a Missouri seller provides the purchaser with a statement from the seller’s county assessor stating the manufactured home was previously assessed as real estate.

### **Tax Information**

#### **New Units:**

**Missouri Dealers:** When a Missouri dealer fails to collect tax, state and local sales tax will be assessed on 60% of the purchase price and collected at the time of titling or affixing with the Department.

- Local sales tax is based on the seller’s address. Refer to the [Local Sales Tax Chart](#).

**Out-of-State Dealers:** State Compensating Sales tax is assessed on 60% of the purchase price.

- Local option use tax is due based on the address where the manufactured home is first delivered in Missouri (only if applicable). Refer to [Local Option Use Tax Chart](#).
- If the dealer collects tax at a rate greater than Missouri's sales tax rate (4.225%) plus the local option use tax, tax is not due.

### **Used Units:**

No sales or use tax is due pursuant to [Section 144.044, RSMo](#).

### **Title Penalties Assessed on Manufactured Homes**

A title penalty will be assessed on any manufactured home not titled within 30 days after the date of purchase. A delinquent title penalty fee of \$25 for each 30 days of delinquency, not to exceed \$200, will be imposed.

### **Identification Number for a Manufactured Home**

Owners of manufactured homes that do not have an identification number should contact the Public Service Commission, Manufactured Housing and Modular Unit Program at 1-800-819-3180 or visit their web site at <http://psc.mo.gov/manufactured-housing/> to obtain information on how to get an inspection of the home by the Public Service Commission. The Department of Revenue has limited authority to issue an identification number on homes manufactured prior to 1976. If the Public Service Commission inspection report indicates the home was manufactured prior to 1976 contact the Department of Revenue for more information on how to issue an identification number. Homes manufactured in 1976 or after cannot be issued an identification number by the Department of Revenue.

## **ABANDONED MANUFACTURED HOMES**

### **Landowner to Secure Lien on Abandoned MFGHM**

Section [700.526 RSMo](#) allows the owner of the real property to secure a lien on an abandoned MFGHM.

- The lien shall be for unpaid rent against the MFGHM.
- Landowner must provide a written notice to the manufactured homeowner and any lienholder of record. *Manufactured Home Lien Notification* ([Form 5328](#)) must be mailed to the manufactured homeowner and lienholder by CERTIFIED MAIL;
- Obtaining owner and or lienholder information;
  - Subscribe to on line inquiry for frequent record searches at <http://dor.mo.gov/motorv/liendeal/nol/index.php>.
- One time record search - *Request for Motor Vehicle/Driver License Records/Personal Information* ([Form 5091](#)).
- Thirty days after mailing the notice ([Form 5328](#)) to the homeowner and lienholder by CERTIFIED MAIL:
- Complete an application for *Application for Manufactured Home Lien Title*, ([Form 5329](#)) and submit to Motor Vehicle Bureau, P.O. Box 100, Jefferson City, MO 65105-0100, with:
  - A copy of the 30 day notice [Form 5328](#) which was previously mailed by certified mail to the manufactured homeowner and lienholder;
  - A copy of the certified mail receipt;
  - Copies of the envelope showing the addresses and postal markings indicating the notices were not forwarded or addresses unknown;
  - A copy of the rental contract negotiated between the real property owner and the manufactured homeowner;

- A copy of any judgment of dismissal if the manufactured homeowner or lienholder filed a petition to contest the lien; and
- An \$11 title fee.
- Upon receipt of all acceptable documentation, the landowner will be issued a lien title.
- With the lien title the landowner must:
  - Begin proceedings to sell the MFGHM within 30 days;
  - The sale of the MFGHM shall only be held after giving the owner at least 20 days notice;
  - The notice must be substantially contain the following information:

**NOTICE**

**Notice is hereby given that on (insert date), sale will be held at (insert place), to sell the following manufactured home to enforce a lien existing under the laws of the state of Missouri for real estate rental, unless the manufactured home is redeemed prior to the date of sale.**

**Name of Owner:**

**Amount of Lien:**

**Description of Manufactured Home:**

**Manufactured Home Serial Number:**

**Name of Lienholder:**

### **NOTICE TO HOMEOWNER**

- Notice to the home owner shall be given by one of the following methods:
  - Personal delivery;
  - Registered mail with return receipt requested; or
  - By publishing the notice not less than twice in a newspaper of general circulation in the county in which the MFGHM is to be sold. The publication of such notice shall not be less than 20 days prior to the date of the sale. See Section [700.527.10](#) for additional details if no newspaper is published in the county.
- The proceeds from the sale are to be distributed in the following order:
  - To the satisfaction of the real property owner for past-due rent and reimbursement of actual and necessary expenses incurred in obtaining the lien and lien title (including attorney fees);
  - The excess, if any, shall be paid to the home owner; and
  - If the homeowner cannot be located, the excess shall be deposited with the county treasurer in the county where the home was sold.

### **BONDED VEHICLE TITLE**

[Section 301.192, RSMo](#) provides for the issuance of a certificate of title for a bonded vehicle if the following requirements are met:

- The motor vehicle or trailer is at least seven years old or older;

- The value of the vehicle does not exceed \$3,000; and
- No record of any prior application for title on the motor vehicle or trailer exists in the records of the Department, or the records of the Department reflect incomplete or conflicting documentation of ownership.

To obtain a title for a bonded vehicle, the owner of the vehicle must complete an *Application for Missouri Title and License* ([Form 108](#)), and submit it to the Motor Vehicle Bureau with the following:

- A statement explaining how the bonded vehicle was acquired and the reasons a valid certificate of ownership cannot be furnished;
- All evidence of ownership in the applicant's possession;
- Title verification from the state in which the vehicle was previously titled or registered, if known, (applies only if no Missouri title record exists);
- A notarized lien release from any lienholders of record;
- A Vehicle Examination Certificate ([Form 551](#)) completed by the Missouri State Highway Patrol or the St. Louis City or County Auto Theft Unit;
- An *Odometer Disclosure Statement* ([Form 3019](#)) certifying the motor vehicle odometer reading unless the vehicle is exempt by law;
- A surety bond or a suitable financial security agreement equal to two times the value of the vehicle. [Exhibit C](#) may be used for this purpose; and
- The applicable title and processing fees and state and local taxes, if applicable, based on the value of the vehicle.

**NOTE:** *State and local taxes, if applicable, will be based on the value of the vehicle as disclosed in the surety bond.*

Thirty days after receipt of the application, supporting documents, and applicable fees, the director of revenue shall issue a new title branded with the words "BONDED VEHICLE."

If the vehicle meets the above requirements, the purchaser of the vehicle may file a surety bond, see [Exhibit C](#), equal to two times the value of the vehicle at the time the vehicle was obtained as determined by the Kelly Blue Book, NADA Used Car Guide, or two appraisals from motor vehicle dealers licensed by the Department. The bond must be for a minimum of \$100 and will expire after three years unless the Department has been notified of pending action taken against the bond.

## REPOSSESSED PLACARDS

Section [301.144](#), RSMo provides that repossessed placards may be issued to insurance companies, finance companies, banks or trust companies who repossess motor vehicles or trailers. The repossessed placard must be displayed on the rear of the motor vehicle or trailer and shall only be used for demonstration purposes. The original owner's license plates cannot be used to operate the vehicle.

To obtain a repossessed placard, you must submit:

- An *Application for Repossessed Placards* ([Form 2510](#)) completed and signed.
- The application must indicate the legal business name of the applicant. (A repossessed placard will not be issued in an individual's name.)
- The complete business address must be shown.
- The applicant must sign the application and indicate his or her official position in the company.
- A signed statement certifying Missouri financial responsibility.



- A check or money order made payable to the Department of Revenue for the \$50 original placard fee and \$10.50 for each additional placard requested.

### **Replacement Repossessed Placards**

If a repossessed placard is lost, stolen, mutilated, or destroyed, the holder may apply for a replacement repossessed placard and pay the required replacement fee of \$8.50 per placard. The *Application for Repossessed Placards* ([Form 2510](#)) must be completed as follows:

In addition to all owner information, the reason for replacement repossession placard(s) must be shown.

- The placard number(s) to be replaced must be shown.
- The applicant's signature must be properly notarized. The notary information must contain the date notarized, date commission expires, notary's signature, and seal impression.
- An Application for Repossessed Placards or repossessed replacement placards must be sent to Motor Vehicle Bureau, Dealers Licensing Section, PO Box 43, Jefferson City, Missouri 65105-0043. Allow two weeks for delivery of the repossessed/replacement placards.

## MARINE/WATERCRAFT

**OUTBOARD MOTORS, VESSELS AND WATERCRAFT REQUIRED TO BE TITLED**

Missouri law requires all **motorized** vessels (watercrafts) and outboard motors to be titled and registered. This includes jet skis, motorized water bikes, or any vessels over 12 feet in length powered by sail alone or combination of sail and machinery. Trolling motors and electric outboard motors are **NOT** titled or registered in the state of Missouri.

Any vessel (watercraft) regardless of length, which is propelled solely by paddles or oars, is not required to be titled and registered. Vessels documented by the United States Coast Guard must be registered.

The owner of a vessel (watercraft) or outboard motor must submit an application for title and registration within 60 days after the unit is purchased or brought into this state or be subject to title penalties. A penalty fee of \$10 will be assessed on the 61<sup>st</sup> day and for each 30 days of delinquency after that, not to exceed a total of \$30.

To perfect a lien on a vessel (watercraft) or outboard motor, see [Section 6](#) of this manual.

**DOCUMENTS AND FEES REQUIRED TO TITLE AND/OR REGISTER VESSELS AND OUTBOARD MOTORS FOR MISSOURI RESIDENTS**

To title and register a vessel (watercraft) or outboard motor, the following documents and fees must be submitted:

- *Application for Missouri Boat/Vessel or Outboard Motor Registration and Title* ([Form 93](#));
- **One** of the following ownership documents:
  - Manufacturer's Statement of Origin (MSO); or
  - Certificate of Title;

For units purchased **on or after August 28, 2008**, the following is acceptable proof of ownership **ONLY** if a Missouri title has not been issued or the unit was purchased from a state that doesn't title outboard motors:

- Application for title certified by a licensed Missouri boat dealer;
- Bill of Sale (BOS) - Missouri resident sellers must obtain a Missouri title before selling the unit unless it was exempt from titling; or
- *Boat/Vessel and/or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) when:
  - Previous state does not title and no BOS exists; or
  - No ownership document is available (excludes the above two situations) or the boat or vessel is homemade – **must be processed by the central office only**.
- *A Boat/Vessel Registration Number* (Form-2691-1 ([B-1](#)), 2691-2, ([B-2](#)) or [2691-3](#)) ([B-3](#)), if applicable.
  - When processing a Missouri Title for a vessel that was previously documented through the United States Coast Guard, a Letter of Deletion is required.

**NOTE:** Motor vehicle dealers may sell five or less vessels each year without being required to be licensed as a boat dealer.

➤ **Motor Vehicle Bureau, PO Box 100, Jefferson City, Missouri 65105-0100** unless it is being used for watercrafts or outboard motors that are purchased from an out-of-state individual or dealer and that state does not title and or register **or** if an individual is moving to Missouri and the previous state did not title and or register watercrafts or outboard motors. In these cases, field offices can accept the completed [Form 798](#).

- Inspection verifying the hull identification number if it is missing or is less than 12 digits. See Hull Identification Number Issues section listed on [Page 8-4](#).
- Paid personal property tax receipt or a statement of non-assessment from the county (or city of St. Louis) collector or assessor for the previous year.
  - If registering the vessel, a paid personal property tax receipt (original or copy) or statement of non-assessment from the owner's **county** (or city of St. Louis) **of residence**.
  - If the owner is an out-of-state resident or a **corporation, or the vessel is a houseboat or cabin cruiser**, the tax receipt must be from the county where the vessel is **located**.
  - The receipt must have a description of the type and total number of vessels. If the boat or vessel is not listed on the tax receipt ("boat" is acceptable), the following must be submitted:
    - ◆ Corrected tax receipt (manual correction requires county seal); **or**
    - ◆ Letter (on county letterhead or with county seal) signed by authorized representative reflecting tax paid for boat or vessel.
- Title fee of \$7.50-plus an additional \$5 expeditious fee, if applicable;
- Appropriate processing fee; and
- Registration fee:

Vessel up to 16 feet in length	\$25
16 feet but less than 26 fee	\$55
26 feet but less than 40 feet	\$100
40 feet and over	\$150

- State and local taxes, if applicable;
- Title penalty, if applicable. Penalty is calculated after 60 days from date of purchase or date vessel was brought into Missouri.

61 days to 90 days	\$10
91 days to 120 days	\$20
121 days and over	\$30
<b>NOTE:</b> \$30 is the maximum amount of penalty	

## DOCUMENTS AND FEES REQUIRED TO TITLE AND REGISTER VESSELS AND OUTBOARD MOTORS FROM OTHER STATES

In addition to all Missouri resident requirements, out-of-state residents operating the vessel for more than 60 consecutive days in Missouri need the following items (see exception for obtaining an “MO number” listed on [Page 8-10](#)):

- The application must indicate the owner’s out-of-state address and the Missouri city or county where the vessel is being housed, stored, or operated.
- Taxes are assessed based on the Missouri address where the vessel is housed. If taxes were paid in another state, proof of payment must be submitted. If the vessel was registered and operated in that state for **more than 90 days**, no additional sales tax is due. If the owner did not operate the vessel in another state for at least 90 days, the office should ensure the applicant paid taxes equivalent to the rate charged in Missouri or additional taxes should be collected.
  - Exception for obtaining an “MO number”. If the out-of-state resident previously registered the vessel in their state of residence and wants to continue to operate it in their home state and Missouri, the applicant may retain the out-of-state registration number. In this case, the office should not issue a registration MO number but should collect the registration fee and issue a decal. To obtain a registration only, the out-of-state applicant would need the following documents and fees:
    - *Application for Watercraft/Outboard Motor Registration and Replacement Decal (Form 2686)* marked “Registration Only”;
    - A copy of the out-of-state title in the applicant’s name;
    - *Registration* fee as listed above; and
    - Appropriate processing fees.

## TOP TEN REASONS WHY TITLE APPLICATIONS ARE REJECTED

***Please be sure to complete all items on the title application. Listed below are the main reasons title applications are rejected by the Motor Vehicle Bureau:***

1. The application was not signed;
2. The Original Manufacturer’s Statement of Origin or assigned title was not submitted;
3. The Missouri address and county where the vessel is housed was not recorded;
4. A descriptive notarized lien release on the lienholder’s letterhead or *Notice of Lien, Lien Release or Authorization to Add/Remove Name From Title (Form 4809)* was not submitted (must contain the year, make, vehicle identification number, lien release date, and signature of the authorized agent);
5. When submitting a bill of sale instead of a certificate of title for a vessel (watercraft), the bill of sale did not contain a complete description of the unit, purchase price, date of sale, and purchaser’s name and address;
6. The horsepower was not recorded on the application;
7. The boat type was not recorded;
8. The boat color was not recorded;
9. The vessel did not contain a 12-digit hull identification number. See [page 8-4](#) for more information; and
10. The assignment on the surrendered certificate of ownership or Manufacturer’s Statement of Origin was not completed by including the following:
  - The signature(s) of all owners on the face of the document;

- The purchase price;
- The date of sale; and
- The lien date and the lienholder name and address.
  - Transactions that are incomplete or incorrect will be returned to the lienholder or applicant for correction.

### **NAME CHANGE – NO CHANGE OF OWNERSHIP**

On occasion, the owner listed on the face of a certificate of title may change his or her name because of marriage, divorce, adoption, personal reasons, etc. To reflect this change on the title, the owner must submit a completed *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration (Form 93)*, the outstanding title in his or her name, and one of the documents listed below. Because there is no change of ownership, the title is not required to be assigned.

- A copy of the marriage certificate or newspaper clipping when a name change occurs because of marriage;
- A copy of the divorce decree that specifically states the individual’s name was restored to its previous state when a divorce occurs and the former wife changes her name to her previous (maiden) name; or
- Authorized adoption papers issued through the Circuit Court, Juvenile Division, indicating a change of name when an individual is adopted and a name change occurs;
- A certified document from the Circuit Court Division when an individual elects to have his or her name changed because of personal reasons. The order from the court must state the name the individual formerly used and the full name currently being used by the individual.

### **HULL IDENTIFICATION NUMBER**

All 1975 and newer model vessels must contain a 12-character hull identification number (HIN). If the vessel does not have a 12-character HIN, DOR will issue a new identification number. If a vessel was manufactured in 1975 or later and the ownership document indicates the vessel’s identification number is less than 12 characters, the applicant must submit a *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection (Form 798)*. For 1985 and newer model vessels, the Missouri State Water Patrol, Missouri State Highway Patrol, or the Missouri Conservation Commission must complete the inspection. If the inspection indicates an “MO number” (i.e., MO1234AB) as the vessel’s identification number, the applicant must apply for an MOZ/MOZA number regardless of the year of the vessel.

### **TITLE APPLICATION - MARINE**

On the following page is a sample *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration (Form 93)* that must be completed to obtain a Missouri certificate of title on a vessel (watercraft) or outboard motor. Instructions for completing the title application are on the pages that follow.

**NOTE: DO NOT USE WHITE-OUT** on an application for title. If an error is made, draw one thin line through the incorrect information and then record the correct information



## COMPLETION OF THE APPLICATION FOR MISSOURI BOAT/VESSEL OR OUTBOARD MOTOR TITLE AND REGISTRATION

### Watercraft (Vessel) or Outboard Motor

To apply for a certificate of title and or registration on a watercraft or outboard motor, the *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)) must be completed as follows:

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
1	<b>Transaction Type</b>	Mark the appropriate box. The type of unit and type of transaction box must be marked.
2	<b>DOR USE ONLY- Reject Number</b>	This box is used by the central office to record the reject number, if applicable
3	<b>Top Portion</b>	The top portion of the application is reserved for use in the Central Office ONLY. This space is used to record the control (title) number of the transaction. It is imperative that nothing be written in this space.
4	<b>Title and Notice of Lien</b>	Check when applying for a title and filing a Notice of Lien (NOL) with no complete change of ownership. NOTE: Lienholder Authorization is required to add or remove a name from a title. <i>Notice of Lien, Lien Release, or Authorization to Add/Remove Name</i> ( <a href="#">Form 4809</a> ) may be used.
5	<b>Title Type</b>	Mark the appropriate box to indicate the type of title for which the applicant is applying. To ensure proper processing of the title application transaction, the box must be marked clearly. Do not mark on or over the lines separating the title types.
6	<b>Transfer on Death (TOD)/Tenants in Common</b>	<ul style="list-style-type: none"> <li>• Mark the <b>Transfer on Death</b> box if the applicant wants to name one or more beneficiaries on the title. The beneficiaries have no ownership rights until after the unit's owner is deceased.</li> <li>• Mark the <b>Tenants in Common</b> box if the applicant wishes to designate a form of ownership other than joint tenancy. When ownership is by tenants in common and one owner is deceased, the remaining owner's percentage of ownership remains the same. The deceased owner's share must transfer by Probate Court.</li> </ul>
7	<b>Owner's Name and Address</b>	<p>Show the legal name(s) of the applicant(s) in last name, first name, and middle initial sequence. All names must be legible and must be recorded in the proper sequence.</p> <ul style="list-style-type: none"> <li>• Only 38 characters of the owner's name will print on the face of the certificate of ownership, including any TOD beneficiaries.</li> </ul> <p>Show the street address, city, state, and ZIP code of the applicant. Record the actual city name. <i>Example: If the applicant resides in Ladue, Missouri, the application should show Ladue, not St. Louis, Missouri.</i></p> <ul style="list-style-type: none"> <li>• The following cities may be abbreviated: <ul style="list-style-type: none"> <li>○ Jefferson City – <b>JC</b></li> <li>○ St. Louis – <b>SL</b></li> <li>○ Kansas City – <b>KC</b></li> <li>○ North Kansas City – <b>NKC</b></li> <li>○ University City – <b>UC</b></li> <li>○ Springfield – <b>SPFD</b></li> </ul> </li> <li>• Out-of-state residents operating the boat or vessel for more than 60 consecutive days in Missouri are required to register the unit. The application must indicate their out-of-state address and record the Missouri city or county where the boat or vessel is being housed, stored or operated on <a href="#">Line 74</a>.</li> </ul>
8	<b>Transfer on Death Beneficiaries</b>	Record the beneficiaries' name(s) if the Transfer on Death box is marked.
9	<b>County</b>	Enter the county name in which the owner's address is located.
10	<b>In City Limits</b>	Check this block if the applicant resides inside the city limits.
11	<b>Outside City Limits</b>	Check this block if the applicant resides outside the city limits.
12	<b>Lease/Rental (L/R) Number</b>	Record the lease/rental number assigned by the Department, if the applicant is a leasing/rental company.
13	<b>DLN/FEIN</b>	<p>The applicant's identification number should be entered as outlined below:</p> <ul style="list-style-type: none"> <li>• For an individual, record the driver license number (DLN); or</li> <li>• For a business, record the federal employee identification number (FEIN).</li> </ul> <p>NOTE: If more than one name is shown in the Owner block, obtain the Driver License Number of the owner who signed the title application.</p>
14	<b>DOB</b>	Record the applicant's date of birth.
15	<b>Telephone Number</b>	Record a daytime telephone number where the applicant can be reached.
16	<b>Year MFD</b>	<ul style="list-style-type: none"> <li>• Record the model year or program year of the unit. For a new outboard motor, if the model year or program year is <b>NOT</b> shown on the MSO, record the year of manufacture as follows:</li> </ul>

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
16	Year MFD (continued)	<ul style="list-style-type: none"> <li>o If the month of manufacture indicates January through June, record the year of manufacture. <i>Example: Manufacture date is 06/2012, record 2012.</i></li> <li>o If the month of manufacture indicates July through December, record the <b>calendar year immediately following</b> the year of manufacture. <i>Example: Manufacture date is 07/2012, record 2013.</i></li> </ul>
17	Model Year-New	<ul style="list-style-type: none"> <li>• Required for outboard motors only. "Model Year-New" is the year the dealer received the outboard motor from the manufacturer. Verify "Model Year-New" with one of the following documents: <ul style="list-style-type: none"> <li>o MSO;</li> <li>o Dealer certified application;</li> <li>o Original dealer invoice; or</li> <li>o Dealer signed statement.</li> </ul> </li> </ul>
18	Make	Enter the make of the unit. DO NOT record the model series.
19	Manufacturer's Hull Identification Number (HIN)	Record the boat, vessel, or outboard motor identification number as reflected on the certificate of title, MSO, or ownership document.
20	Model Number	Record the model number of the unit.
21	Horsepower	Enter the horsepower for all outboard motors. If the horsepower of the outboard motor is 7 1/2, enter "7.5."
22	Color	Enter the appropriate color code for the unit. If the unit has two colors, record three letters of the pre-dominant color first, followed by three letters of the secondary color. The colors should be separated by a slash (/). <i>Example: RED/WHI.</i> (See <a href="#">Exhibit D</a> ).
23	Length	Record the length of the boat or vessel in feet and inches.
24	Material	Enter the appropriate code (see <a href="#">Exhibit D</a> ) for the material of the vessel (watercraft).
25	Boat Type	Enter the appropriate code (see <a href="#">Exhibit D</a> ) for the type of vessel (watercraft) being title and registered.
26	Engine Drive Type	Enter the appropriate code (see <a href="#">Exhibit D</a> ). If the vessel (watercraft) is powered by an inboard, sterndrive, or pod drive motor, enter the horsepower of the motor in the "HP" block.
27	Type of Propulsion	Enter the appropriate code (see <a href="#">Exhibit D</a> ) for the type of propulsion.
28	New	Mark this box if the unit is purchased on a MSO or a new unit purchased from a dealer or retailer when no MSO exists.
29	Used MO	Mark this box if the unit is purchased on a Missouri certificate of title or from a Missouri seller when no certificate of title exists.
30	Used Out-of-State	Mark this box if the unit is purchased on an out-of-state certificate of title or other out-of-state ownership document.
31	Surrendered Title Number	Record if the surrendered title was a Missouri title.
32	State	Record the state that corresponds with the ownership document.
33	Fuel Type	Record the Fuel Type
34	Previous Owner's Last Name	Record the first four letters of the last name of the owner on the face of the Missouri title. If it was purchased from an out-of-state dealer or individual, leave blank.
35	Boat/Vessel License I.D. (MO) Number	Record the Missouri Registration Number from the previous Missouri title. If the vessel or watercraft has never been registered or the type of use changes, a new "MO NUMBER" will be issued.
36	Type of Use	<ul style="list-style-type: none"> <li>• Check the appropriate box: <ul style="list-style-type: none"> <li>o PLEASURE – Any watercraft (vessel) that the owner uses for recreational purposes.</li> <li>o RENT/LEASE – Any watercraft (or vessel) which the owner rents or leases to another person, firm, or corporation for a fee.</li> <li>o COMMERCIAL FISHING – Any watercraft (vessel) that commercially engages in the catching, taking, or harvesting of fish which, either in whole or in part, is intended to enter commerce through sale, barter, or trade.</li> <li>o CHARTER FISHING – Any watercraft (vessel) carrying a passenger(s) for hire who is (are) engaged in recreational fishing.</li> <li>o COMMERCIAL PASSENGER CARRYING – Any watercraft (vessel) that commercially engages in the transport of passengers.</li> <li>o COMMERCIAL OTHER – Any watercraft (vessel) that the owner uses for business purposes.</li> <li>o DEALER OR MANUFACTURER DEMONSTRATION – Any watercraft (vessel) that is owned by a dealer or manufacturer and used solely for demonstration purposes.</li> </ul> </li> </ul>
37	Boat/Vessel/ Outboard Motor Decal Number	The number of the decal issued to the watercraft (vessel) or outboard motor will be entered.
38	Expiration Year	The year the watercraft (vessel) decal expires will be entered. For outboard motors, "N/A" will be entered.
39	First Lien	<ul style="list-style-type: none"> <li>• Mark "Yes" if a lien exists on the unit; or</li> <li>• Mark "No" if a lien does not exist on the unit.</li> </ul>



LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
40	<b>Security Agreement Date (First Lien)</b>	Record the lien date, if applicable.
41	<b>Mail to Lienholder</b>	Mark this box if the title is to be mailed to the first lienholder.
42	<b>Lienholder's Telephone Number</b>	Record the lienholder's telephone number, if applicable.
43	<b>Second Lien</b>	<ul style="list-style-type: none"> <li>• Mark "Yes" if a second lien or Subject to Future Advances (STFA) must be recorded on the certificate of ownership; or</li> <li>• Mark "No" if a second lien or STFA does not exist.</li> </ul>
44	<b>Mail To Alternate Address Below</b>	Mark this box only when the title is to be mailed to an address other than the address shown at the top of the application. In the event the owner needs the title mailed to a different address and there is a second lienholder and or subject to future advances is recorded in the "mail to" area and the owner must pay the \$5 expeditious title fee and complete a return title slip with the "mail to" address.
45	<b>First Lien Name and Address</b>	Enter the complete name and address of the lienholder. Please note that only the first 20 characters will appear on the certificate of ownership, so the name may be abbreviated accordingly.
46	<b>Second Lienholder or Mail To Name and Address</b>	Enter the complete name and address of the second lienholder or mail to. Please note that only the first 20 characters will appear on the certificate of ownership, so the name may be abbreviated accordingly.
47	<b>Subject to Future Advances (STFA)</b>	Mark this box if STFA must be recorded on the certificate of ownership.
48	<b>Security Agreement Date (Second Lien)</b>	Record the second lien date on the unit, if applicable.
49	<b>Purchase Date</b>	Enter the Month/Day/Year. Example: March 03-13 or 03-03-13. The purchase date and the sale date must be the same. The purchase date should be the date the ownership document was assigned when a change of ownership is involved. On non-assigned titles, i.e., change of state, adding a lien, etc., the purchase date should be carried forward from the face of the title. If there is no purchase date on the face of the title, the issue date shown on the surrendered ownership document may be entered as the purchase date.
50	<b>Price</b>	Enter the gross sale price of the unit.
51	<b>Rebate</b>	Enter the rebate amount, if applicable. If this amount has been altered, proof of the rebate, i.e., the dealer invoice will be required.
52	<b>Trade-In</b>	Enter the total amount allowed on the trade-in, if applicable. If this amount has been altered, proof of the trade-in, i.e., the dealer invoice will be required.
53	<b>Other Credits</b>	Enter the total amount allowed on any tangible personal property that was received by the dealer- ship as a credit or partial payment towards the purchase price of the unit. If the purchaser is allowed a replacement unit or total loss tax credit, the office should enter the total amount allowed. The office will verify the applicant owned the unit being used as a replacement tax credit.
54	<b>Net Price</b>	Enter the total net price. This is calculated by subtracting any rebate, trade-in allowance, and/or other credits from the purchase price. Verify with title assignment, if recorded.
55	<b>Trade-In</b>	Mark "Trade-In" only if a unit was traded in to a dealership. Do not mark for replacement tax credits.
56	<b>Year</b>	Enter the year of the unit being traded in.
57	<b>Make</b>	Enter the make of the unit being traded in.
58	<b>Title Number</b>	Enter the title number of the unit being traded in, if available.
59	<b>Manufacturer's I.D. Number</b>	Enter the complete manufacturer's identification number of the unit being traded in.
60	<b>Signature of Owner</b>	If more than one owner's name is listed, only one signature is required. If the applicant is an officer of a company or corporation, he or she must indicate his or her official position with the company or corporation beside his or her signature.
61	<b>MO Boat Dealer Number</b>	Ensure the dealer number is entered when the unit described on the title application was sold by a <b>Missouri</b> dealer. If the application for title is in the name of a Missouri dealer, enter the purchasing dealer's number on the application. If there is no ownership document attached, this section must be completed.
62	<b>Boat Dealer Name</b>	The selling dealer must enter the dealership's name, if applicable.
63	<b>City, State, and Zip Code</b>	The selling dealer's address must be entered, if applicable.
64	<b>Telephone Number</b>	The selling dealer's telephone number must be entered, if applicable.
65	<b>Signature of Dealer or Representative</b>	Ensure the dealer, or an authorized representative of the dealer, signs the application, when applicable

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
66	Trade-In (Yes/No)	The selling dealer or authorized representative of the dealer must check the appropriate block as listed below, when applicable: <ul style="list-style-type: none"> <li>• If trade-in information is listed on the application for title and a trade-in amount is shown, the "YES" block should be checked.</li> <li>• If there is no trade-in or if the credit allowed is "Other Credit" as outlined in Line #51, the "NO" block should be checked.</li> </ul>
67	Duplicate Title Only	Mark the applicable reason for the duplicate title.
68	Notary Information	Ensure the application is signed in the presence of a Notary Public is applying for a duplicate title. The Notary Public must complete the appropriate blocks.
69	License Office Validation	This space must legibly show the registration number and the total amount of taxes, penalties, and fees paid as well as the validation machine number.
70	Approve/Reject	For Central Office use only.
71	Site Code	The site code number will be entered from the <a href="#">Local Tax Rate Chart</a> for the corresponding local tax jurisdiction (city or county).
72	Processed By	For office use only.
73	PP	This box must be marked if presenting proof of personal property taxes or a statement of non-assessment.
74	Missouri City or County Where the Unit is Housed	Record the location where the unit is housed. For out-of-state residents, record the city or county where the unit is housed, stored, or operated in Missouri.
75	Registration Fee	<ul style="list-style-type: none"> <li>• Record the appropriate registration fee. <ul style="list-style-type: none"> <li>○ Boat or vessel registration fee is based on the length as follows: <ul style="list-style-type: none"> <li>◆ Under 16 ft. = \$25</li> <li>◆ 16 ft. - less than 26 ft. = \$55</li> <li>◆ 26 ft. - less than 40 ft. = \$100</li> <li>◆ 40 ft. and over = \$150 <ul style="list-style-type: none"> <li>◇ <b>Effective August 28, 2008</b>, vessels at least 16 feet in length, but less than 28 feet in length, that are homemade, constructed of wood, and have a beam of five feet or less, will be charged a registration fee of \$55.</li> </ul> </li> </ul> </li> <li>○ Outboard motor registration fee = \$2.</li> </ul> </li> </ul>
76	MOZ/MOZA Replacement Number Fee	The office will record the \$7.50 fee if a replacement identification number is issued.
77	Title Penalty	The office will record the title penalty fee, if applicable. There is no penalty when application is made within 60 days of purchase. The maximum delinquency penalty is \$30. <ul style="list-style-type: none"> <li>○ Application made 61<sup>st</sup> day - 90<sup>th</sup> day = \$10</li> <li>○ Application made 91<sup>st</sup> day - 120<sup>th</sup> day = \$20</li> <li>○ Application made 121<sup>st</sup> day or after = \$30</li> </ul>
78	Title/Quick Fee	<ul style="list-style-type: none"> <li>• The office will record the appropriate title fee listed below. Add an additional \$5 quick fee, when applicable. <ul style="list-style-type: none"> <li>○ Boat/vessel = \$7.50</li> <li>○ Outboard motor = \$5</li> <li>○ Quick title = \$5 (optional)</li> </ul> </li> </ul>
79	State Tax	The office will enter the amount of state tax on the net price of the unit.
80	Local Tax	The office will enter the amount of local tax due, if applicable.
81	Processing or Agent Fee	All offices must collect a processing or agent fee.
82	NOL Processing Fee	The office will collect an NOL processing fee, when applicable.
83	Total	The office will enter the total amount of taxes, penalties and fees due.

## COLLECTION OF TAXES ON VESSELS (WATERCRAFT) AND OUTBOARD MOTORS

- Any vessel (watercraft) or outboard motor purchased after April 1, 1986, is subject to title penalties, sales and local taxes, if applicable, and appropriate title and registration fees
- A licensed Missouri boat dealer is **NOT** responsible for the collection of taxes on the sale of a vessel (watercraft) and an outboard motor. The Department is responsible for the collection of these taxes on any vessel (watercraft) or outboard motor required to be titled and registered.
- Vendors, including licensed boat dealers, must collect and remit tax to the Department of Revenue, Tax Administration Bureau, on sales of a watercraft propelled solely by paddle or oars (regardless of length), sailboards, or on sailboats less than 12 feet in length and powered by sail alone, since these units are not required to be titled and registered under [Chapter 306](#). Vendors who are not licensed boat dealers must also collect taxes on the sale of outboard motors.

**Example 1:** *Individual A purchases a vessel (watercraft) or outboard motor from a licensed boat dealer. The individual is required to title the vessel (watercraft) or outboard motor with the Department. The purchaser of the vessel (watercraft) or outboard motor must pay sales tax on the purchase price of the vessel (watercraft) or outboard motor to the Department.*

**Example 2:** *Individual B purchases a canoe from a boat dealer. Because the canoe is a vessel (watercraft) that is not required to be titled under [Chapter 306](#), RSMo, the boat dealer is required to collect and remit the sales tax on the gross receipt of the sale of the canoe.*

The owner of a vessel (watercraft) or outboard motor titled in another state or country for less than 90 days must submit proof of sales tax payment to that state/country. If the taxes paid are equivalent to the state tax rate of 4.225 percent and local tax rate, additional taxes will **not** be assessed.

The owner of a vessel (watercraft) or outboard motor purchased from a registered boat dealer or individual must submit state sales tax in the amount of 4.225 percent and local tax, if applicable, calculated on the net price of the vessel (watercraft) or outboard motor. Local tax varies depending upon the applicant's Missouri address.

## OUTBOARD MOTOR REGISTRATION

All outboard motors must be registered at the time of titling and are issued an outboard motor decal. One decal is issued for each outboard motor for a \$2 fee. There is no requirement to renew a decal until ownership of the outboard motor changes. An ownership change includes adding or deleting a name on the certificate of title.

## MISSOURI VESSEL (WATERCRAFT) REGISTRATION (MO) NUMBER

All vessels (watercraft) that are required to be titled must display a Missouri boat registration number unless specifically exempted by law. The registration number is commonly referred to as the "MO number." A *Boat/Vessel Registration Number* (Form-2691), [Exhibit B](#), must be completed prior to issuance of a Missouri boat registration number. The white portion of the application must be attached as a supporting document to the *Application for Missouri Watercraft or Outboard Motor Registration and Title*. The "MO number" must be affixed to the vessel (watercraft).

If the vessel (watercraft) currently has a “MO number,” this number must remain assigned to the vessel (watercraft). **ONLY WHEN THE “TYPE OF USE” HAS BEEN CHANGED WILL A NEW MISSOURI BOAT IDENTIFICATION NUMBER IS ISSUED.**

### **VESSEL (WATERCRAFT) REGISTRATION DECAL**

In addition to displaying a registration number, the vessel (watercraft) must display a registration decal. The vessel (watercraft) registration (decal) fee is based on the length of the vessel (watercraft) and is valid for a period of **three** years. The decals are always issued as a set of two and must be affixed to both sides of the bow of the vessel (watercraft). The decal expires on June 30 of the appropriate year. The decal fees are as follows:

Vessel (watercraft) under 16 feet in length.....	\$25
Vessel (watercraft) 16 feet in length but less than 26 feet.....	\$55
Vessel (watercraft) 26 feet in length but less than 40 feet.....	\$100
Vessel (watercraft) 40 feet in length and over.....	\$150

### **VESSEL (WATERCRAFT) IDENTIFICATION NUMBER**

Section [306.030.2](#), RSMo provides that every new vessel (watercraft) sold in this state after January 1, 1970, shall have die stamped on or within three feet of the transom or stern a factory number or serial number.

Federal regulations require the hull identification number (HIN) for vessel (watercraft) manufactured after November 1, 1972, to contain 12 characters. The Missouri State Water Patrol has advised the Motor Vehicle Bureau that some vessels (watercraft) are manufactured one or two years ahead of their actual model year. Consequently, there may be 1973 and 1974 model vessels (watercraft) that were actually manufactured prior to November 1972, and therefore, exempt from regulations which require a 12-character identification number.

If a vessel (watercraft) with a model year of 1975 or newer does not have a 12-character factory number or serial number, the owner must make application to the Department for the issuance of a new identification number plate to be affixed to the vessel (watercraft). Upon application, the Department may authorize the issuance of one metal identification plate, which will serve as the identification number of the vessel (watercraft).

Before selling a vessel (watercraft), the vessel’s (watercraft’s) identification number or the factory hull identification number (HIN) must meet the following criteria:

- Contain no spaces or dashes;
- First and second characters must be alpha characters;
- Model years older than 1975 may have less than 12 characters; and
- Model year of 1986 or newer, the 9th character must contain one of the alpha characters “A” thru “L” and the 11th and 12th digits must correspond with the model year recorded on the title application.

The following information explains what must be done for vessels (watercraft) that do not meet the above requirements.

Before issuance of any metal identification plate, the applicant is required to have the vessel (watercraft) inspected by a law enforcement agency approved by the Department for that purpose. The inspection will determine either the true and complete identification number of the vessel (watercraft) or that no such identification number exists. The inspecting officer must complete the Inspection Verification - Law Enforcement Agency/Agent section of a *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)).

- If the owner of the vessel (watercraft) declares the vessel (watercraft) is "HOMEMADE," a *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) must be completed by a member of the Missouri State Water Patrol, Missouri State Highway Patrol, or the Missouri Conservation Commission.
- If the owner of the vessel (watercraft) declares that the vessel (watercraft) is a "MANUFACTURED" unit, the *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) must be completed by an authorized law enforcement agency, e.g., Missouri State Water Patrol or Missouri State Highway Patrol, Sheriff, Police Officer, etc., except all 1985 and newer model vessels (watercraft) must be inspected by a member of the Missouri State Water Patrol, Missouri State Highway Patrol, or the Missouri Conservation Commission.
- If the public number assigned by the manufacturer is destroyed, removed, covered, altered, or defaced, but the confidential number assigned by the manufacturer can be located, a replacement vessel (watercraft) identification number plate must be issued.

An "MOZA" number plate will be issued to a MANUFACTURED vessel (watercraft) when the manufacturer's assigned identification number cannot be determined and the confidential number is missing. An "MOZ" number plate will be issued to a HOMEMADE vessel (watercraft).

All documents (including an application for title) and applicable fees may be submitted to the nearest branch or agent office or mailed to the Department of Revenue, Motor Vehicle Bureau, PO Box 100, Jefferson City, Missouri 65105-0100. In addition to the title fee, processing fee, registration fee, taxes, and title penalty fee (if applicable), the applicant will be required to pay \$7.50 for the metal identification plate.

**NOTE:** *Applications involving issuance of a "MOZA" number for a manufactured vessel (watercraft) may be submitted to any Department of Revenue office. All other applications involving issuance of a new or replacement identification number must be submitted **directly** to the Motor Vehicle Bureau Central Office at the address listed above.*

After the identification plate is issued, **MSHP** must affix the identification plate on or within three feet of the transom or stem of the vessel (watercraft).

## **OUTBOARD MOTOR IDENTIFICATION NUMBER**

If an original, manufacturer's, or other distinguishing number on any outboard motor has been destroyed, removed, covered, altered, defaced, or is otherwise nonexistent, the director of revenue will issue a new or replacement identification number plate as required by [Section 306.031 RSMo](#).

The applicant must submit the *Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed in full and signed to the Motor Vehicle Bureau Central Office, PO Box 100, Jefferson City, Missouri 65105-0100 with the following:

- An *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)), if the applicant is applying for a new identification number plate.

**NOTE:** *If the applicant already has a certificate of title in his or her name and a replacement identification number plate is being obtained, it is not necessary to submit a title application, as a new title will not be issued*

- *Inspection* ([Form 798](#)). If the unit is homemade, please explain all related facts and use the [Form 798](#);
- An appropriate ownership documentation
- The appropriate fees, i.e., title fee, processing fee, \$7.50 number plate fee, taxes, title penalty, and registration fee, if applicable.

The owner or owner's designee must securely fasten the identification number plate immediately to the outside of the outboard motor close to the area where the original manufacturer's identification number plate would typically appear.

## DOCUMENTED VESSELS

Most commercial vessels of five or more net tons which are used on the navigable waters of the United States must be documented. A recreational vessel of five or more net tons may be documented at the option of the owner. A Certificate of Documentation is issued by the Coast Guard. For more information, contact the United States Coast Guard at the following address or phone number.

National Documentation Center  
2039 Stonewall Jackson Drive  
Falling Waters, WV 25419-9502  
Telephone (800) 799-8362 or (304) 271-2400

In order to document a vessel, the owner must comply with all federal requirements and submit an application for documentation and the appropriate documents and fees to the United States Coast Guard. Section [306.016](#), RSMo requires the owner of any vessel documented by the United States Coast Guard to apply for a documented vessel certificate of registration and pay a registration fee based on the length of the vessel and, if applicable, pay an "in-lieu" watercraft tax.

To comply with this law, the applicant must submit the following to the Motor Vehicle Bureau:

- A properly completed and signed *Application for Documented Vessel Certificate of Registration* ([Form 4398](#));
- A copy of the Certificate of Documentation issued by the United States Coast Guard;

**NOTE:** If the vessel was documented by the previous owner, the applicant must provide proof that the United States Coast Guard documentation is in the new owner's name.

- One of the following proof of ownership documents:
  - The original title or Manufacturer's Statement of Origin; **or**
  - A certified copy of the "ABSTRACT OF TITLE" in the new owner's name, if the vessel was documented by the seller with the U.S. Coast Guard; and the Missouri documented vessel certificate of registration properly assigned by the seller to the new owner, if applicable.

- Paid personal property tax receipt or a statement of non-assessment from the county (or city of St. Louis) collector or assessor for the previous year.
  - A corrected tax receipt (if manually corrected, it must contain the county seal); or
  - A letter from the county collector (on letterhead or containing the county seal) reflecting payment of taxes
- A \$7.50 certification fee
- \$6 processing fee represents a \$2.50 certificate fee and a \$3.50 registration fee;
- A registration fee based on the length of the vessel; Length of Vessel
  - Vessel (watercraft) under 16 feet in length.....\$25
  - Vessel (watercraft) 16 feet in length but less than 26 feet.....\$55
  - Vessel (watercraft) 26 feet in length but less than 40 feet.....\$100
  - Vessel (watercraft) 40 feet in length and over.....\$150

**Note: A Homemade vessel that is at least 16 feet but less than 28 feet in length, made out of wood, and has a beam of five feet or less will result in a \$55 registration plus \$3.50 processing fee.**

- The “in-lieu” watercraft tax based on the purchase price of the vessel or proof that applicable taxes have been paid (trade-in credit is NOT allowed):

Purchase Price of Watercraft	Tax Due
Less than \$15,000	\$500
\$15,001 - \$30,000	\$650
\$30,001 - \$50,000	\$1,000
\$50,001 - \$100,000	\$1,400
\$100,001 - \$150,000	\$2,000
\$150,001 - \$200,000	\$3,000
\$200,001 - \$250,000	\$4,000
\$250,001 - \$300,000	\$5,000

Purchase Price of Watercraft	Tax Due
\$300,001 - \$350,000	\$5,500
\$350,001 - \$400,000	\$6,000
\$400,001 - \$450,000	\$6,500
\$450,001 - \$500,000	\$7,500
\$500,001 - \$550,000	\$8,500
\$550,001 - \$650,000	\$9,500
\$650,001 - \$750,000	\$10,500
\$750,001 and above	Add an additional \$1,500 for each \$100,000 increment

- The penalty fee, if applicable, is \$10 for each 30-day period beyond the registration due date up to a maximum of \$30.

Upon receipt of the above documents and fees, the Motor Vehicle Bureau will issue the following:

- Documented vessel certificate of registration;
- Validated application receipt; and
- Set of registration decals.

Listed below are important facts to remember about documented vessels:

- The state of Missouri cannot issue a certificate of title to a documented vessel;
- The registration decal must be displayed in a clearly visible location on each side of the forward half of the vessel; and
- The documented vessel registration must be renewed every three years.

It may take longer than 30 days for the Certificate of Documentation to be issued by the United States Coast Guard. **However, the owner of the vessel is required by state**

**law to make application to the Motor Vehicle Bureau for a certificate of registration and pay the in-lieu tax within 30 days of purchasing the vessel in order to avoid a penalty.** Therefore, the owner must submit the requirements outlined above and on the previous page (with the exception of Item 2) with a bill of sale and \$5 temporary registration fee. A temporary registration will be issued for a period of 60 days. A permanent certificate of registration will not be issued until the Motor Vehicle Bureau receives a copy of the Certificate of Documentation. An owner cannot operate a vessel until a temporary or permanent registration is obtained.



## LEASE RENTAL COMPANIES

### WHO MUST REGISTER

Section [144.010.1\(5\)](#), RSMo defines a motor vehicle leasing company as a company obtaining a permit from the director of revenue to operate as a motor vehicle leasing company.

A lease/rental company must register with the Department and obtain a LEASE/RENTAL PERMIT if the company chooses to collect and remit all applicable taxes on the amount charged for each rental or lease agreement while the motor vehicle, trailer, vessel (watercraft), or outboard motor is domiciled in this state instead of paying the taxes due at the time of titling the units. If the lease/rental company elects to pay taxes at the time of titling, a permit is not required.

A LEASE/RENTAL COMPANY THAT ELECTS TO COLLECT TAXES ON THE LEASE/RENTAL PROCEEDS MUST EXERCISE THIS TAX OPTION ON ALL UNITS PURCHASED FOR LEASE/RENTAL PURPOSES.

### REGISTRATION REQUIREMENTS

Any company or corporation wanting to operate as a motor vehicle/ marinecraft leasing company must submit the following to:

Department of Revenue  
Motor Vehicle – Lease Rental  
PO Box 100  
Jefferson City, Missouri 65105-0100

- *Application for Permit to Operate As a Motor Vehicle/ Marinecraft Leasing Company (Form 901)*. The application must be completed and signed by one of the owners listed on the application. There is no fee to obtain a permit to operate as a lease/rental company. The application must list the principal name of the lease/rental company and, if applicable, the names of all the divisions; and
- A copy of the Missouri Sales Tax License. The Sales Tax License must be in the name of the motor vehicle/ marinecraft leasing company. A Sales Tax License can be obtained from the Missouri Department of Revenue at the following address:

Business Tax Bureau  
Central Registration  
PO Box 3300  
Jefferson City, MO 65105-3300  
(573) 751-2836 or 751-5860

All companies and corporations doing business in the state of Missouri, with the exception of national and state charter banks and federal credit unions, must be registered with the Missouri Secretary of State's Office. If a company or corporation is not currently registered, it should contact the Missouri Secretary of State's Office at the following address:

Secretary of State Office  
Corporation Division  
James C Kirkpatrick State Office Building 600  
West Main Street  
Jefferson City, MO 65102  
(573) 751-4153

The Registration/Charter number provided by the Secretary of State's Office must be recorded in box number five (5) on the *Application for Permit to Operate As a Motor Vehicle/Marinecraft Leasing Company* ([Form 901](#)).

### **Registering as a Corporate Division**

[Section 144.070, RSMo](#) permits a corporation to have one or more of its divisions be separately authorized by the director of revenue to operate as a leasing company, provided the corporation:

- Has filed a written consent with the director authorizing any of its divisions to apply for such authority by completing Section B of the *Application For Permit To Operate As A Motor Vehicle/Marinecraft Leasing Company* ([Form 901](#));
- Is authorized to do business in Missouri;
- Has agreed to treat any sale of a motor vehicle, trailer, vessel (watercraft) or outboard motor from one of its divisions to another of its divisions as a sale at retail within the meaning of Subdivision (9) of Subsection 1 of Section [144.010](#);
- Has registered each of the divisions doing business in Missouri as a leasing company under the fictitious name provisions of Sections [417.200 to 417.230](#), RSMo; and
- Operates each of its divisions on a basis separate from each of its other divisions.

## **LEASE RENTAL PERMITS**

### **Permits Expire On December 31 Each Year**

Upon receipt and approval of an application for a lease/rental permit and the required documents, the Department will mail the lease/rental permit directly to the applicant. This permit expires on December 31 every two years, at which time the permit must be renewed. Renewal applications must be filed with the Motor Vehicle Bureau no later than December 31 of the year of expiration in order to be registered for the next registration period.

If a lease/rental company fails to receive a renewal application, it is the responsibility of the company to contact the Department of Revenue, Motor Vehicle Bureau, to obtain the necessary forms to renew the permit before the expiration date. Failure to receive a renewal notice does not excuse failure to renew.

A lease/rental company that acquires a motor vehicle, trailer, vessel (watercraft), or outboard motor **prior to** obtaining or renewing a permit from the director of revenue to operate as a lease/rental company must pay all applicable taxes at the time of titling and registering.

### **CANCELLATION OR DENIAL OF A LEASE RENTAL COMPANY REGISTRATION**

The Director of Revenue may deny an application for or recall any permit to operate as a lease/rental company if he or she finds the applicant:

- Fraudulently completed the application for registration;
- No longer holds a valid Missouri Sales Tax License; or

- No longer is properly registered with the Missouri Secretary of State's Office.

A lease/rental company registered with the director of revenue pursuant to Section [144.070](#), RSMo that ceases to operate as a lease/rental company in accordance with the law and/or the rules and regulations established by the director of revenue, must notify the director of revenue within 10 days of ending the operation.

### **DEALERS LICENSED AS A LEASE RENTAL COMPANY**

When a lease/rental company is also licensed as a motor vehicle dealer, the businesses must operate as two separate entities for titling and record-keeping requirements. For example, a dealership may title a motor vehicle in the dealership's name and claim a sales tax exemption (Exemption 3) because the vehicle was purchased for resale. However, if the dealer later decides to lease the vehicle, an assignment must be made and a new title obtained transferring ownership from the dealership name to the lease/rental company name. The new title will reflect a sales tax exemption (Exemption 12) indicating the vehicle was purchased for lease/rental purposes. This transfer/sale must be reported on the dealer's monthly sales report to the Motor Vehicle Bureau. To avoid confusion, **the dealership and lease/rental company should be registered under two different names**, i.e., "John's Auto Sales" for the dealership and "John's Auto Leasing" for the lease/rental company. One sales tax license is sufficient if the lease/rental company is also registered as a dealer.

**NOTE:** Vehicles titled in the name of the lease/rental company may not display dealer license plates.

### **OBTAINING AN ORIGINAL TITLE**

#### **Titling a Leased Motor Vehicle, Trailer, Vessel (Watercraft), or Outboard Motor**

After an applicant is approved to operate as a motor vehicle/marinecraft lease/rental company, all applications for title on motor vehicles, trailers, vessels (watercraft), or outboard motors must be submitted in the name and address of the motor vehicle/marinecraft lease/rental company as it appears on the PERMIT TO OPERATE AS A MOTOR VEHICLE/ MARINECRAFT LEASING COMPANY. The lease/rental company may also show an "in care of" in the owner's name area of the title application when long-term leases are involved, i.e., Johnson Leasing Inc. % James Smith.

#### **Please note:**

- A lease/rental company must record a "Mail-to" on the application for title if the title is to be mailed to an address other than the applicant's address listed at the top of the application.
- The application for title must be signed by an authorized officer/employee of the company. The signature of the applicant certifies that financial responsibility will be maintained on the vehicle.
- If the application is signed by the lessee, a notarized power of attorney from the motor vehicle/marinecraft lease/rental company authorizing the individual to sign the application must be submitted.
- The lease/rental permit number must be shown in the remarks section of the application or in the designated lease/rental block on the application.
- Application for title on motor vehicles and trailers must be made within 30 days of the purchase date. Application for title on vessels (watercraft) and outboard motors must be made within 60 days of the purchase date.

- The law requires that sales tax on the rental receipts **or purchase price** (depending on the sales tax option the leasing company selected) for leases of 60 days or more must be based on the lessee's address.
- When a lessee has opted to purchase a vehicle at the end of their lease, the following must be submitted:
  - Application for Title and License (Form 108); and
  - Assigned title;
  - \$8.50 title fee;
  - \$2.50 processing fee; and
  - State and local taxes (if applicable).
- To allow offices to identify the remaining taxable amount, the lessee must also submit one of the following:
  - A gift statement (exempt from taxes); or
  - If there is a remaining balance:
    - ◆ A copy of the lease agreement showing the remaining taxable balance; or
    - ◆ A notarized bill of sale, indicating the purchase price.

The application for title must be accompanied by:

- A properly assigned certificate of title or Manufacturer's Statement of Origin;
- An *Odometer Disclosure Statement* ([Form 3019](#)), if applicable. See [Section 3](#) of this manual for odometer requirements;
- An inspection verifying the motor vehicle identification number and odometer reading (ID/OD Inspection), if the certificate of ownership is an out-of-state title;
- Applicable title and processing fees;
- Appropriate processing/agent fee; and
- A title penalty, if applicable. The title penalty for motor vehicles and trailers is \$25 for each 30-day period after the purchase date, not to exceed a total of \$200. The title penalty for vessels (watercraft) and outboard motors is \$10 after 60 days from the purchase date, then \$10 for each 30-day period, not to exceed a total of \$30.

## REGISTERING A LEASED MOTOR VEHICLE OR TRAILER

If the lease/rental company wants to register the leased vehicle, the following is required **in addition to** the requirements for titling:

- Original personal property tax receipt or statement of non- assessment for the previous year in the leasing company's name. Leasing companies must provide the lessee of a vehicle or trailer with an original paid personal property tax receipt or a legible copy of the tax receipt certified by the county collector's/assessor's office **unless a railroad company is the lessee**. Railroad companies are required to report all personal property (owned or leased) to the county collector's/assessor's office; therefore, when a railroad company is the lessee, the Department will accept a paid personal property tax receipt or statement of non-assessment **in the railroad company's name**. See example 2 listed below. In accordance with [Section 137.095, RSMo](#) the tax receipt/non-assessment must be issued in the county in which the vehicle is based or garaged. When the address of the lessee is shown on the application for title, the tax receipt must be issued by the county in which the lessee resides.

*EXAMPLE 1: Johnson Leasing Company is located in Gasconade County and leases a vehicle to Jack Jones in Cole County. If the vehicle is titled to Johnson Leasing Co., c/o Jack Jones, the title application should list the Cole County residence of the applicant.*

*A paid personal property tax receipt must be submitted in the name of Johnson Leasing Company issued by the Cole County Collector. A tax receipt issued in the lessee's name is not acceptable.*

*EXAMPLE 2: Smith Leasing Company located in Cole County leases a vehicle to Reading Railroad in Callaway County. If the vehicle is titled to Smith Leasing Co. c/o Reading Railroads, a paid personal property tax receipt may be submitted in the name of Reading Railroads issued by the Callaway County Collector. In this case, a receipt issued in the lessee's name **is acceptable**.*

- A Missouri vehicle safety inspection certificate not more than 60 days old, if applicable (see Section 10 for exempt vehicles);
- An emissions inspection, for motor vehicles and commercial motor vehicles with a GVWR of 8,500 pounds or less, if applicable. This is required only if the applicant indicates an address within the City of St. Louis, St. Louis County, St. Charles County, Jefferson County, or Franklin County.

**NOTE:** Owners of motor vehicles registered in an area subject to emissions inspection requirements but which are based and will be operated outside an emissions area for at least 12 months must present a waiver from Department of Natural Resources at the time of registration.

- Proof of financial responsibility such as:
  - A current original insurance ID card containing name, address of insured, policy #, effective date of policy, and description of vehicle;
  - A motor vehicle liability insurance policy or insurance binder (temp policy);
  - A self-insured ID card; or
    - Financial responsibility ID card listing the insured person's name and vehicle description.
- Appropriate registration and processing/agent fees.

### **OBTAINING A NON-NEGOTIABLE REGISTRATION**

For long-term leases, lease/rental companies may elect to require lessees to obtain a non-negotiable registration in the lessee's name for registration purposes only. The non-negotiable registration is not acceptable for transferring ownership and does not relieve the lease/rental company of its obligation to apply for an original title in the lease/rental company's name.

Missouri law provides that any person, firm, corporation or association which, as the result of entering into a lease agreement containing a "right to purchase" clause, is considered the owner of a motor vehicle or trailer for the purpose of registering the unit. The lessee of a vehicle under a lease/purchase agreement as described above may make application for a non-negotiable certificate of registration.

To obtain a non-negotiable certificate of registration on a leased vehicle, the lessee must submit the following:

- A completed and signed *Application for Missouri Title and/ or License* ([Form 108](#)) in **the name of the lessee**, with the title type block marked "NON-NEGOTIABLE.";

**NOTE:** The lease/rental company's name should not be listed in the owner's name block.

A copy of the front and back of the certificate of title in the lease/rental company's name or a copy of the validated pink receipt indicating that the lease/rental company has applied for title in its name;

- A copy of the lease agreement containing a "right to purchase" clause, signed by

both the lessor and the lessee;

- A Missouri motor vehicle safety inspection completed within 60 days of the date of application, if applicable (see [Section 10](#) for exempt vehicles);

**NOTE:** This does not apply to trailers.

- An emissions inspection, for motor vehicles and commercial motor vehicles with a gross vehicle weight rating (GVWR) of 8,500 pounds or less, if applicable. This is required only when the applicant indicates an address within the City of St. Louis, St. Louis County, St. Charles County, Jefferson County, or Franklin County.
- An original, paid personal property tax receipt or statement of non-assessment in the **lessee's name**;
- Proof of financial responsibility such as:
  - A current original insurance ID card containing name, address of insured, policy #, effective date of policy, and description of vehicle;
  - A motor vehicle liability insurance policy or insurance binder (temp policy);
  - Self-insured ID card; or
  - Financial responsibility ID card listing the insured person's name and vehicle description.
- An \$8.50 non-negotiable registration fee; and
- Appropriate license, transfer, and processing/agent fees.

# DEALERS

## SECTION

# 10

### SELLING NEW MOTOR VEHICLES

#### Requirements

Dealers selling new motor vehicles must be franchised with the manufacturer to sell each particular make. The dealer must submit a copy of the franchise agreement(s) with the dealer's application for registration. If the dealer enters into additional franchise agreement(s) during the year, copies of the agreement(s) must be immediately filed with Motor Vehicle Bureau, Dealer Licensing Section, PO Box 43, Jefferson City, Missouri 65105-0043.

Manufacturers of motor vehicles must issue franchise agreements to the dealers authorized to sell their makes of motor vehicles. The manufacturer must supply a Manufacturer's Statement of Origin (MSO) for each vehicle or vehicle body manufactured. A dealer should contact the Federal Department of Transportation for questions regarding assignment of vehicle identification numbers by calling (202) 366-5302 or by fax at (202) 493-0073.

#### Restrictions

When a dealer is listed as the purchaser on the Manufacturer's Statement of Origin for a vehicle they are not franchised to sell, the transaction is deemed a first sale of the vehicle. A non-franchised dealer cannot transfer ownership on the Manufacturer's Statement of Origin, the dealer must apply for a Missouri title in the dealership's name and pay appropriate title fee. The vehicle is then deemed a **used** vehicle; it is unlawful for any dealer to hold forth, offer for sale, advertise or sell such a motor vehicle as a **new** motor vehicle. This does not apply to new manufactured homes or trailers. The Motor Vehicle Bureau performs a daily computer check to detect violations. Violations of [Section 301.568, RSMo](#), could result in the suspension of the dealer's license.

#### DEALERS REQUIRED TO HAVE PROOF OF OWNERSHIP ([301.200 RSMo](#))

All dealers must have proof of ownership on all motor vehicle or trailers in their possession or proof that the dealer has applied for a certificate of ownership or that a prior lien has been satisfied by the dealer. Proof of ownership must be maintained at the licensed dealership location for inspection by appropriate law enforcement officials or authorized or designated employees. Proof of ownership includes:

- MSO or certificate of title properly assigned to the dealer; or
- Descriptive bill of sale or auto auction invoice or receipt indicating the year, make, and identification number of the vehicle and the dealer as purchaser.

## **DUPLICATE MANUFACTURER'S STATEMENT OF ORIGIN (MSO)**

Some manufacturers do not issue a duplicate Manufacturer's Statement of Origin once the original has been assigned and delivered to a retail customer. Instead, the manufacturer furnishes a statement to the selling dealer certifying the vehicle was sold to the dealership.

The manufacturer's statement will be accepted in lieu of a duplicate Manufacturer's Statement of Origin. The selling dealer could complete a *Reassignment of Ownership by Registered Dealer* ([Form 2447](#)) or provide a copy of the front and back of the original assigned MSO and attach it to the manufacturer's statement. These two documents will serve as proof of ownership and proper odometer disclosure for title applicant.

## **TITLING IN DEALERSHIP'S NAME WHEN ORIGINAL IS LOST**

When a unit is purchased from a dealer and the purchaser loses the original assigned title, the Department will allow selling dealer to apply for an ***original*** title in the dealer's name. The following documents and fees must be submitted to obtain an original dealer title:

- A signed and completed application for title ([Form 108](#)) in the dealer's name;
- Photocopy (front and back) of the lost, stolen, or mutilated title or MSO (showing assignment to the purchaser);
- A notarized *General Affidavit* ([Form 768](#)) signed by the purchaser, which states the original title was lost, stolen, or mutilated; and
- Applicable titling and processing fees.

Once the original title has been issued to the dealer, the dealer must:

- Assign the new title to the purchaser;
- Record the original sale date; and
- Provided the purchaser with a copy of the front and back of the lost title (to explain why the purchase date is prior to the issue date of the new title).

The purchaser must pay the title penalty fee, if applicable, based on the original purchase date. Title penalty fees would apply.

## **REASSIGNMENT OF OWNERSHIP BY A REGISTERED DEALER (RIDERS) ([301.200](#), RSMo)**

A *Reassignment of Ownership by Registered Dealer* ([Form 2447](#)) is a secure document issued by the Director of Revenue in accordance with [Section 301.200 RSMo](#), provides registered Missouri dealers (not out-of-state dealers) one additional assignment as an extension of the ownership document. See [12 CSR 10-23.434](#) for information regarding who may use a rider form and when a rider form may be used.

Riders may be used with a Missouri certificate of title, Manufacturer's Statement of Origin, or an out-of-state certificate of title. Only one ***original*** rider may be used with each transaction. Applicants must retain a photocopy of Form-2447 for their records. A MISSOURI DEALER MAY NOT ATTACH A RIDER TO A MISSOURI OR OUT-OF-STATE SALVAGE TITLE.

Riders are issued at no cost in books of 50. Riders may be obtained by calling (573) 526-3669, Option 7, e-mailing <mailto:dealerlic@dor.mo.gov>, or by submitting a written request to Missouri Department of Revenue, Motor Vehicle Bureau, Dealer Licensing



Section, PO Box 43, Jefferson City, Missouri 65105-0043. When contacting the Department, be sure to include the following:

- Dealership name and address;
- Dealer license number; and
- Quantity of books requested.

### **Completing the Rider**

All fields on the rider must be completed. In the purchaser(s) and seller(s) name blocks, **one purchaser and all sellers must physically hand print their names.** The dealer must legibly hand print the name of the dealership, agent's name and their title/position in the company when the dealer is purchaser or seller. One purchaser and all sellers must also sign the form in the designated areas. The **original [Form 2447](#)** must be submitted, but the dealer must retain a photocopy for their records.

### **LICENSE PLATES — 30-DAY TRANSFER ALLOWED**

The buyer of a newly acquired motor vehicle/trailer may attach the license plates from their motor vehicle/trailer\* that is being sold or traded to the newly acquired motor vehicle/trailer. This transfer is legal for only 30 days. After that time, the buyer must legally transfer the plates and pay a \$2 transfer fee. The buyer may transfer the license plates only if vehicle acquired is of the same vehicle category as vehicle being replaced, i.e., passenger plates may not be displayed on a commercial motor vehicle.

**\*A permanent trailer license plate is non-transferrable, even temporarily.**

### **TEMPORARY PERMITS**

**[Section 301.140 RSMo](#)** permits the Department to issue temporary permits to vehicle purchasers. This permit authorizes a purchaser to operate a motor vehicle/ trailer for a period of 30 **days** from date of purchase of the motor vehicle/trailer. Motor vehicle dealers who have filed a \$100,000 surety bond or irrevocable letter of credit may be authorized to issue a 90 temporary permit for motor vehicles sold without a title pursuant to Section 301.213 RSMo. See Section 2, Buying and Selling a Motor Vehicle Without Title. Motor vehicle or trailers displaying a temporary permit can be operated empty, loaded or with mounted equipment. Only individuals who have no registration plate(s) available for transfer may purchase permits.

A dealer:

- May not issue a temporary permit on a motor vehicle owned by the dealership for leasing/rental purposes;
- May charge no more than \$5 for each permit issued; and
- A **franchised dealer** may transfer or sell any un-issued temporary permits remaining in the dealer's inventory at the time the dealership is sold to a purchasing dealer. The seller must notify Motor Vehicle Bureau in writing of such fact, including the control number of each temporary permit that was transferred.
  1. For information on obtaining a Salvage Permit (single trip) refer to [Section 11](#) of this manual.

### **Documents/Fees Required to Obtain Temporary Permits**

#### **30 Day Permit**

Licensed motor vehicle dealers must go online at: <http://custompoint.rrd.com/DOR> and complete the *Application for Online Dealer's Temporary Registration Permit Processing [Form 5459](#)*. Once the form is received we will process the information and a confirmation e-mail will be sent to

the e-mail address provided on the form, stating you have been registered to process temporary registration permits.

Licensed motor vehicle dealers must purchase temporary permit stock from the authorized producer for \$1.20 per permit. To order permits access the following website: <http://custompoint.rrd.com/DOR>.

**90-Day Permit – Applies only to vehicles sold without a Missouri title pursuant to Section 301.213 RSMo.**

A 90-day permit cannot be issued on a vehicle which is not currently titled in Missouri.

In addition to the requirements for issuing 30-day permits, a licensed motor vehicle dealer may sell a motor vehicle without a title and issue a 90-day temporary permit to the purchaser when the dealer:

- Has filed a \$100,000 surety bond or irrevocable letter of credit with the Department of Revenue;
  - *The Temporary Registration Permit Application (TRPA) system will determine if the proper bond/letter of credit requirement has been met prior to allowing a licensed motor vehicle dealer to issue a 90-day permit.*
- Has completed a *Motor Vehicle Dealer Written Agreement to Sell Without Title (Form 5620)* with the vehicle purchaser;
- Has provided the purchaser with the following:
  - *A copy of the a Motor Vehicle Dealer Written Agreement to Sell Without Title (Form 5620);*
  - A notarized lien release for any lien perfected on the vehicle by a previous owner's lienholder;
  - A copy of the contract for the sale of the vehicle;
  - A copy of the duplicate title application dealer is obtaining on behalf of the previous owner to assign to the new purchaser;
  - A copy of the secure power of attorney from the previous owner to the dealer;
  - Proof or other evidence from the Department of Revenue confirming that no outstanding child support liens exist upon the vehicle at the time of sale;
  - Proof or other evidence from the Department of Revenue confirming that all applicable state sales tax has been satisfied on the sale of the vehicle to the previous owner; and
  - An application for title in the purchaser's name.

For detailed information for dealers buying and selling a vehicle without a title, refer to Section 10 of the Dealer Operating Manual.

For an applicant to purchase a temporary permit from the selling dealer, the following must be submitted:

- Vehicle safety/emissions inspection not more than 60 days old, if applicable. Dealer must record the complete motor vehicle inspection certificate number on the temporary permit record; and
  - Safety or emissions inspections are not required for motor vehicles sold on a Manufacturer's Statement of Origin.
- Individual must provide proof of insurance in order to purchase permit from dealer.
- \$5 permit fee.

## **Responsibility of the Buyer**

Temporary permits must be affixed to the rear of vehicle where a standard license plate is displayed. They are not valid upon the issuance of proper registration plates for the motor vehicle or trailer. The purchaser must sign the permit in ink.

## **Responsibility of the Dealer**

The dealer may sell ONLY one permit to a buyer of a vehicle for which no license plates are available for transfer. The dealer must record the following on permit issued: dealer's number; dealership name; year; make; vehicle identification number; and dates of issuance and expiration.

These records will be kept for inspection by the appropriate officers as defined in Section [301.564, RSMo](#), dealer must also record the number of temporary permits issued in the appropriate column on dealer's monthly sales report, except for temporary permits issued for courtesy delivery vehicles.

- If the permit is issued pursuant to a courtesy delivery arrangement, the dealer issuing the permit must record "COURTESY DELIVERY" on the corresponding permit and on permit record within the permit booklet

## **VEHICLE SAFETY INSPECTION**

[Section 307.350, RSMo](#), allows for a two-year (biennial) safety inspection. Safety inspections must be performed by authorized inspection stations regulated by the Missouri State Highway Patrol. An inspection must be performed at seller's expense before the sale of a motor vehicle. The following types of vehicles are not required to be inspected for registration purposes:

- New motor vehicles (Manufacturer's Statement of Origin) purchased during the model year of the vehicle and the first five years following the model year of manufacture even when there is a change of ownership.
- OMVs with a registration that expires in an even calendar year;
- EMVs with a registration that expires in an odd calendar year;
- Motor vehicles engaged in interstate commerce and registered with the Missouri Motor Carriers Service;
- Motor vehicles with historic license plates;
- Street rod and custom vehicles;
- Low speed vehicles and all trailers;
- Motor vehicles sold for junk, salvage, and rebuilding;
- Motor vehicles sold from dealer to dealer or sold at public auction; and
- Motor vehicles registered for 26,000 pounds or above and registered for a period of less than 12 months.

## **RESCINDED SALES**

[Section 144.071, RSMo](#), permits a purchaser of a motor vehicle, trailer, vessel (watercraft), or outboard motor who rescinds the sale to receive a full refund of all state and local taxes paid on purchase price of the unit. Purchaser must return the unit to seller within 60 days of purchase to receive a refund of the purchase price. **Related titling, processing, and registration fees will not be refunded.** Legislation allows a vehicle owner to surrender the license plate(s) and receive credit for time remaining towards purchase of another license plate(s) regardless of the type of license (i.e.,

passenger, truck or trailer). To receive a refund of applicable taxes, purchaser must submit:

- A *Motor Vehicle Refund Request Application* ([Form 426](#)) completed and signed;
- The original receipt showing payment of taxes;
- Attachment signed by the seller and the purchaser, stating date the vehicle/trailer/vessel/motor was returned, year, make, vehicle identification number, the facts/reason for the rescinded sale and amount of purchase price refunded; and
- A descriptive notarized lien release/non-interest statement from any lienholder shown. The statement must include the purchaser's name and the year, make, and identification number of the unit
  - Each claim for a rescinded sale refund must be made within one year after payment of the tax on which the refund is claimed.

### **When Seller Must Apply for Title on a Rescinded Sale**

When a certificate of title is assigned to a purchaser and sale is rescinded, the assigned certificate of title is considered mutilated.

### **Non-Dealer as Seller**

If seller is not a dealer, they must apply for a duplicate title by submitting the following:

- Application for duplicate title;
- Original assigned title
- Statements signed by purchaser, seller, and if applicable, lienholder acknowledging that the sale has been rescinded;
- Appropriate title fee; and
- Appropriate processing/agent fee.

### **Dealer as Seller**

If a licensed dealer assigned a title to someone who later rescinds the sale, the dealer must apply for an original title. If the unit was sold on a Manufactured Statement of Origin (MSO), the dealer can reassign the MSO to the new purchaser. Dealer must submit:

- Application for original title;
- Original assigned title
- Statements signed by purchaser, seller, and if applicable, lienholder acknowledging that the sale has been rescinded;
- Appropriate title fee; and
- Appropriate processing/agent fee.
  - If a certificate of title has already been issued in the name of the purchaser who wants to rescind the sale, the purchaser must properly assign the title to the seller and provide seller with appropriate statements rescinding the sale. If original seller is not a dealer, he or she must apply for title within 30 days to avoid a title penalty.

## **CONSIGNMENT SALES**

When a dealer sells any unit on consignment for an individual, they must adhere to one of the following procedures:

- Individual must assign ownership document to the dealer. **The dealer can then demonstrate the unit using their dealer license plates or placards.** Dealer can assign the ownership document to purchaser and make a proper odometer disclosure as in any other sale the dealer makes, if applicable.
- Individual must provide the dealer a copy of ownership document and written authorization to offer the unit for sale. **Dealer cannot use dealer license plates or placards on the unit. Dealer must use the owner's current registration.** If an accident occurs, owner of the unit, **not the dealer**, may be held financially responsible. When actual sale takes place, owner must assign ownership document directly to the purchaser and provide an odometer disclosure, if applicable.

## **INFORMATION FOR AUCTIONS AND DEALERS SELLING AT AUCTIONS**

If an auctioneer is conducting business with both buyer and seller present, the seller must assign title directly to buyer. The seller must list purchaser's name in the assignment area. The seller may not leave purchaser's name blank, as this constitutes an open title. The seller must disclose mileage to the buyer, except on an exempt vehicle. The auctioneer becomes a transferor (seller) if they buy a vehicle and later auctions it. If auctioneer is acting as consignee for a seller who is not present, the seller must execute a regular power of attorney authorizing auctioneer to make the disclosure.

- If a dealer brings a motor vehicle to an auction, but is not present at time of sale, the following must be followed:
  - If a title is involved, seller should give the auction a power of attorney and title document;
  - Representative of the auction should complete title assignment on behalf of the seller. The purchaser(s) must print and sign their name(s) in the designated area for odometer disclosure, if applicable;
  - The representative of the auction cannot sign as seller and purchaser for the same transaction; and
  - When reporting the sale on dealer's monthly report, dealer must list the actual purchaser not the auto auction.

### **Auctions-Records Required**

Auction companies are required to record and maintain in their files for five years:

- The name(s) of the seller(s) and purchaser(s),
- Vehicle identification number; and
- Odometer reading on date the auction took possession of the unit.

If the auction sells more than six cars within a 12-month period as a transferor (seller) or transferee (purchaser), the auction must retain a copy of every odometer disclosure statement they issue and receive.

## **MISCELLANEOUS INFORMATION**

### **Sales to Minors**

The legal age at which a person becomes competent to enter into a contract in Missouri is 18 years old. Although an individual purchasing a vehicle does not have to be 18 years old to own a vehicle, a contract to purchase a vehicle signed by anyone younger than 18 years old is invalid and may be voided. A minor may release themselves from the sales contract, return the vehicle, and recover the vehicle purchase price paid, even though the vehicle has been used and deteriorated in value.

**MISSOURI SALVAGE BUSINESS REGISTRATION  
AND TITLING REQUIREMENTS FOR REBUILT,  
RECONSTRUCTED, SPECIALTY CONSTRUCTED,  
SALVAGE, JUNK, MOTOR CHANGE, NON-USA-STD,  
AND KIT MOTOR VEHICLES**

**SECTION**

**11**

**WHO MUST REGISTER**

[Section 301.218, RSMo](#) requires any person who conducts the business of a used parts dealer, salvage dealer and dismantler, body shop, re-builder, or scrap processor to be registered as a salvage business licensee **unless** such activities are incidental to the sale, repair, rebuilding, or servicing of vehicles by a registered Missouri motor vehicle **franchised** dealer. A business that sells only used tires is not required to obtain a salvage business license. The definitions for these businesses are as follows:

<b>DEFINITIONS</b>	
<b>USED PARTS DEALER</b>	A business that buys and sells used motor vehicle parts or accessories. This definition does not include businesses that sell only new, remanufactured, or rebuilt parts or those who make isolated sales of used parts at a swap meet lasting less than three days.
<b>SALVAGE DEALER OR DISMANTLER</b>	A business that dismantles used motor vehicles for the sale of the parts thereof, and buys and sells used motor vehicle parts and accessories. A salvage dealer or dismantler may sell used parts and is not required to register as a used parts dealer.

A Missouri Retail Sales Tax Number is required unless a statement is submitted stating the business sells parts on a **wholesale basis only**.

<b>DEFINITIONS</b>	
<b>BODY SHOP</b>	A business that repairs physical damage on motor vehicles that are not owned by the shop or its officers or employees by mending, straightening, replacing body parts, or painting.
<b>REBUILDER</b>	A business that rebuilds or repairs four or more motor vehicles in a calendar year that are owned by the rebuilder, but does not include common or contract carriers of persons or property.
<b>SCRAP PROCESSOR</b>	A business that, through the use of fixed or mobile equipment, flattens, crushes, or otherwise accepts motor vehicles and vehicle parts for processing or transportation to a shredder or scrap metal operator for recycling.

**SALVAGE BUSINESS LICENSE REQUIREMENTS**

The Department will issue a Salvage Business License Certificate of Registration to all salvage business license applicants upon approval of their application. [Section 301.223, RSMo](#) requires that this license be displayed at all times. All salvage business registrations expire June 30 every two years. It is unlawful for anyone to operate as a salvage business licensee who is not registered as such.

**NOTE:** If you did not receive your certificate of registration for the current registration period, or the certificate is incorrect, please contact the Motor Vehicle Bureau immediately.

## **Registration Requirements**

Any person who wishes to register as a salvage business must submit the following to the Motor Vehicle Bureau, Dealer Licensing Section, PO Box 43, Jefferson City, MO 65105.

- Completed *Application for Missouri Salvage Business License (Form 1879)* signed by an owner, partner or corporate officer listed on the application;
- [Section 301.221, RSMo](#) also requires all salvage business license applicants to be of good moral character. The Missouri State Highway Patrol will conduct a criminal record check of all owners, partners, or principal officers (if a corporation) listed on the application to determine good moral character. Owners, partners, or principal officers that are out-of-state residents must obtain and submit a current criminal background record check from their State Police, State Highway Patrol, or State Bureau of Investigation.
- A check or money order made payable to the Missouri Department of Revenue in the amount of \$130 for **each** salvage business activity marked on the application. This fee is not prorated. If registering as both a used parts dealer and a salvage dealer and dismantler, only one \$130 fee and a copy of the Missouri Retail Sales Tax License **must** be submitted. If registering as a salvage dealer and dismantler **only**, a \$130 fee and a statement stating the business will not sell parts at retail must be submitted:

<b>SALVAGE BUSINESS LICENSE FEE SCHEDULE</b>	
<b>One license or A and B together (Section 7 of the application)</b>	
JULY 1 - SEPTEMBER 30	\$130 = 22 - 24 months
OCTOBER 1 - DECEMBER 31	\$113.75 = 19 - 21 months
JANUARY 1 - MARCH 31	\$97.50 = 16 - 18 months
APRIL 1 - JUNE 30	\$81.25 = 13 - 15 months
<b>Two licenses (Section 7 of the application)</b>	
JULY 1 - SEPTEMBER 30	\$260 = 22 - 24 months
OCTOBER 1 - DECEMBER 31	\$227.50 = 19 - 21 months
JANUARY 1 - MARCH 31	\$195 = 16 - 18 months
APRIL 1 - JUNE 30	\$162.50 = 13 - 15 months
<b>Three licenses (Section 7 of the application)</b>	
JULY 1 - SEPTEMBER 30	\$390 = 22 - 24 months
OCTOBER 1 - DECEMBER 31	\$341.25 = 19 - 21 months
JANUARY 1 - MARCH 31	\$292.50 = 16 - 18 months
APRIL 1 - JUNE 30	\$243.75 = 13 - 15 months

- A photograph, not to exceed eight inches by ten inches (8" x 10") and no smaller than five inches by seven inches (5" x 7"), showing the building and building premises. This must accompany the initial application but is not required for renewals unless changes have been made to the building or building premises; and
- [Section 301.221, RSMo](#) requires that all salvage business license applicants establish a bona fide place of business. The place of business must include a permanently enclosed building or structure, either owned in fee or leased and actually occupied as a place of business by the applicant.

The public should be able to contact the owner/operator in person or by telephone at any reasonable time at the place of business. The book, records, files, tools, equipment and other matters required and necessary to conduct the business must be kept and maintained at the place of business.

### **Background Check**

Dealers renewing or obtaining their initial Missouri Dealer License must obtain a criminal record utilizing the Missouri State Highway Patrol's Missouri Automated Criminal History Site (MACHS). This site can be accessed at [mchs.mshp.dps.mo.gov/MocchWebInterface/home.html](https://mchs.mshp.dps.mo.gov/MocchWebInterface/home.html) or via link on the Department of Revenue's dealer website at <https://sa.dor.mo.gov/mv/dealerappstatus/>

Upon registering with MACHS, you will be prompted to create a personal account. Following the submission of your record check request, the response will be returned directly to your MACHS account that you created. Your response may be returned almost instantaneously, however, some results may take several days depending on processing workloads. (Note: A Dealer may set up one account and request multiple record checks under this one account.)

A criminal record is required for each owner listed on the dealer license application and must have been issued within six months of the issuance or renewal of the dealer license.

To avoid a delay in obtaining a dealer license, it is very important that dealers begin this process as soon as possible in order to have the criminal record when sending in license renewal documentation or initial licensing documentation.

Once received, print the criminal record and mail it with the documentation detailed on reverse side of the application for license.

Be sure to check your MACHS account frequently as MACHS will only retain the criminal record results for thirty (30) days. After thirty days, MACHS will archive the results and a new criminal record request must be submitted with additional payment.

Record check results should be retrieved from your account and provided with your renewal application.

Points to remember:

- A name-based criminal history record is required for each owner listed on the dealer license application and must have been issued within six months of the issuance or renewal of the dealer license.
- The web address for the MACHS system is:  
<https://www.mchs.mshp.dps.mo.gov/MACHSFP/home.html>
- Choose the option "Click Here to Access the MACHS Name Search Portal to conduct a background check by Name, Date of Birth, or Social Security Number."

If any of the owners, partners, or principal officers is a resident of a state other than Missouri, you must submit a current background check from the Highway Patrol or Background Investigation Bureau in the state in which they reside.

### **CHANGE INVOLVING A SALVAGE BUSINESS**

If your salvage business incurs any of the changes listed below, submit the following to the Department:

- Business name change - A signed *Application for Missouri Salvage Business License* ([Form 1879](#)) indicating the new business name. Record "Name Change" at the top of the application, and a photograph showing new sign with new name.
- Address change - A signed *Application for Missouri Salvage Business License*



([Form 1879](#)) indicating the new address and a photograph showing the building and building premises. Record “Address Change” at the top of the application.

- Partial ownership change - If an additional owner is being added, submit the full name, Social Security Number, birth date, home address, and a \$10 fee for criminal record check. Owners, partners, or principal officers being added that are out-of-state residents must submit a current criminal background record check from their State Highway Patrol or Bureau of Investigations.
- If an existing owner’s name is being deleted, which includes the business name and salvage license number, must accompany the application acknowledging removal of their name.
- Termination of a salvage business - A statement notifying the Department that the salvage business has been terminated including the date of termination/closed. The seller must surrender the salvage business license certificate.
- Termination of a salvage business - A statement notifying the Department that the salvage business has been terminated including the date of termination/closed. The seller must surrender the salvage business license certificate or registration and all salvage dealer/dismantler identification cards, if applicable.

## **SALVAGE POOLS AND DISPOSAL SALES**

### **Records Required Of Salvage Pools or Salvage Disposal Sale Operators**

[Section 301.217, RSMo](#) defines a salvage pool or salvage disposal sale as, “a scheduled sale at auction or by private bid of wrecked or repairable motor vehicles by insurance by companies, underwriters, or dealers, either at retail or wholesale.”

Operators of salvage pools or disposal sales:

- Are not required to be registered with Department of Revenue;
- Are required to submit records to the Dealer Licensing Section on a quarterly basis

Only the following persons may participate in sales at salvage pools or disposal sales:

- Engaged and holding a current Missouri salvage license;
- From another state or jurisdiction who are legally allowed in their state to purchase for resale, rebuild, dismantle, crush or scrap motor vehicles; or
- Who reside in a foreign country and are purchasing salvage vehicles for export outside the United States.

Sellers of non-repairable or salvage vehicles at salvage pools or disposal sales for export outside of the United States must:

- Print their salvage dealer number, name of salvage pool, or name of governmental entity, as applicable in each unused assignment area; and
- Forward copies of the title to the Department on a quarterly basis.

Operators of salvage pools or salvage disposal sales must keep a record of all sales of salvage vehicles for three years. The records must contain the purchaser’s name, address, the year, make, and vehicle identification number for each vehicle purchased. The records must be open to inspection by any representative of the Department of Revenue, uniformed officer member, or designated employee of the Missouri State Highway Patrol, or any law enforcement officer.

## RECORD KEEPING REQUIREMENTS OF SALVAGE BUSINESS LICENSEES

[Section 301.225, RSMo](#) requires each salvage business licensee to maintain a record for three years on every vehicle, used transmission, rear end, cowl, frame, body, front-end assembly, or engine acquired.

In addition, [Section 301.225, RSMo](#) also requires each salvage business licensee to maintain a record on every vehicle which includes the date wrecked, dismantled, or disposed of.

If the vehicle is sold to a scrap metal operator, the licensee must also record the operator's name and address.

The record must contain the following information:

- The date of its receipt or acquisition;
- The name and address of the person or business from whom it was received;
- The vehicle's identifying number and description;
- The date it was sold to the scrap metal operator; and
- The scrap metal operator's name and address.

For any vehicle not sold to a scrap metal operator, the salvage business licensee must have a record of:

- The vehicle's description and identifying number;
- The date he or she received it;
- The name and address of the person from whom it was received; and
- The date the vehicle was disposed.

## PENALTIES FOR NONCOMPLIANCE

**Failure to comply with Missouri laws could result in the revocation, suspension, or denial of your salvage business registration or a conviction.**

[Section 301.229, RSMo](#) states that anyone who violates any provision of **Sections 301.217 to 301.229, RSMo** is guilty of a class "A" misdemeanor and, upon conviction, shall be punished as provided by law.

### Denial of License

An applicant's license may be denied for:

- Failure to comply with [Section 301.221, RSMo](#) which requires that all owners, partners, or principal officers listed on the salvage business license application be of good moral character.
- Failure to comply with [Sections 301.217 301.218, 301.219, 301.221, 301.223, 301.225, 301.226, 301.227, and 301.229, RSMo](#) and the laws of this state relating to the registration and titling of vehicles.

**Violations for Which a Salvage Business Licensee Can be Suspended or Revoked Include But Are Not Limited to:**

- Failure to maintain a bona fide established place of business.
- Salvage licensee does not maintain reasonable business hours where the public may contact him or her at the business address.
- Salvage licensee does not possess a permanently enclosed building or structure actually occupied as a place of business by the licensee. ([Section 301.221 RSMo.](#))
- Salvage licensee does not maintain a complete set of books, records and files on motor vehicles/motor vehicle parts acquired for resale. They must be kept in the business office, at the registered location and be available during reasonable

business hours for the inspection by appropriate law enforcement officials. ([Section 301.225, RSMo](#))

- Salvage licensee cannot be reasonably contacted by the public as shown by returned mail that was addressed to the registered location. This would appear to indicate the licensee is not operating at the registered location. ([Section 301.221, RSMo](#))
- Being in possession of open title(s). [Section 301.210, RSMo](#)
- Failing to obtain a salvage title within ten days on motor vehicles purchased during a [Section 301.227, RSMo](#) year that is no more than six years after the manufacturer's model year designation.
- Failing to have proof of ownership, proof that a dealer has applied for title, or that a prior lien has been satisfied by the dealer on all motor vehicles in the salvage licensee's possession. [Section 301.200, RSMo](#).
- Being in possession of motor vehicles/motor vehicle parts which had the original manufacturer's number(s) removed/ missing. [Section 301.390, RSMo](#).
- Failing to surrender to the director of revenue the certificates of title on motor vehicles that have been destroyed/ sold for destruction. [Sections 301.210](#) and [301.227, RSMo](#).
- Failure to comply with all owners of the business listed on the application to be of good moral character. [Section 301.221, RSMo](#).
- Failure to display the salvage business certificate of registration at the place of business. [Section 301.223, RSMo](#).

## RESPONSIBILITIES OF A BODY SHOP

Any time a body shop replaces two or more major component parts on an individual's vehicle, the body shop should notify in writing Department of Revenue, P.O. Box 100, Attention Special Title Desk, Jefferson City, MO 65105 of the following:

- Individual's name and address;
- Year, make and vehicle identification number; and
- Major component parts replaced.

## RESPONSIBILITIES SCRAP METAL OPERATORS

[Section 301.227, RSMo](#) requires a scrap metal operator to obtain proof of ownership and keep records of all motor vehicles or motor vehicle parts purchased. A scrap metal operator may purchase a motor vehicle over 10 years of age or motor vehicle parts without obtaining an original certificate of title, salvage title or a Junking Certificate from the seller,) (follow instructions on the [Form 5423](#)).

**NOTE:** The ownership documents obtained from a non-salvage business licensee must be stamped or written "sold for destruction" or "destroyed" with name of purchaser and date vehicle was sold on the face of title and forwarded to the director of revenue within ten days of purchase for destruction.

A scrap processor must keep a record for three years of all motor vehicles or motor vehicle parts purchased. The record must be open for inspection as provided in [Section 301.225, RSMo](#), and include the following information:

- Seller's name and address;
- Salvage business license number, if applicable;

- Date of purchase; and
- Motor vehicle or motor vehicle parts identification numbers.

## TAXES ON PARTS

State and local tax is due on the sale of motor vehicle parts. The tax rate for computing state tax is 4.225% (.04225) of the net price of the part in addition to any local taxes that are imposed.

## REBUILT, RECONSTRUCTED, SPECIALLY CONSTRUCTED, SALVAGE, JUNK, REPLICA, MOTOR CHANGE, KIT, AND NON-USA-STD MOTOR VEHICLES

### INTRODUCTION

A salvage business **must** have a Missouri Retail Sales Tax License to sell new or used parts and must collect the tax from the purchaser of the parts.

A salvage business that uses parts from their inventory for their own use (i.e. rebuilding a motor vehicle), must pay taxes on the purchase price of the parts unless he or she is also registered as a motor vehicle dealer.

The definitions below determine how a motor vehicle will be classified, branded, and titled.

DEFINITION	
<b>Junk Motor Vehicle</b>	A vehicle which is incapable of operation upon the highways, has no resale value, except as a source of parts, or scrap and shall not be title or registered. A Missouri Junking Certificate will be issued
<b>Rebuilt Salvage Motor Vehicle</b>	A vehicle which has been issued a salvage title and repaired or restored to its original appearance and design by means of repaired sheet metal, replacement of new or used major or essential parts of the same vehicle make, model or description (these parts may include a used transmission, engine, fenders, hood, door, trunk lid, bumper, or grille), and which no more than one major component part has been replaced. An original Missouri certificate of title will be issued with the brand code "Prior Salvage Motor Vehicle" printed on the face of the title.
<b>Reconstructed Motor Vehicle</b>	A motor vehicle which has received damage is repaired, assembled or reconstructed by means of two or more new or used major component parts, including but not limited to such major component parts that have been derived from other motor vehicles, or makes of motor vehicles. An original Missouri certificate of title will be issued with the brand code "Reconstructed Motor Vehicle" or "Prior Salvage Motor Vehicle" printed on the face of the title.
<b>Specially Constructed Motor Vehicle</b>	A motor vehicle that was not originally constructed under a distinctive name, make, model or type by a manufacturer of motor vehicles. The term "specially constructed motor vehicle" includes kit vehicles. An original Missouri certificate of title will be issued with the brand code "Specially Constructed Motor Vehicle" on the title.
<b>Motor Change Motor Vehicle</b>	A vehicle manufactured prior to August, 1957, which receives a new, rebuilt or used engine and which used the number stamped on the original engine as the vehicle identification number. An original Missouri certificate of title will be issued with the brand code "Motor Change Vehicle" or "Prior Salvage Motor Vehicle" on the title.

DEFINITION	
<b>Kit Motor Vehicle</b>	A motor vehicle assembled by a person other than a generally recognized manufacturer of motor vehicles by the use of a “glider kit” or “replica” purchased from an authorized manufacturer and accompanied by a Manufacturer’s Statement of Origin. An original Missouri certificate of title will be issued with the brand code “Specially Constructed Motor Vehicle” on the title.
<b>Salvage Vehicle</b>	<p>A motor vehicle, semi-trailer, or house trailer that was damaged <b>less than seven years</b> from vehicle model year and that the total cost of repairs to rebuild or reconstruct the vehicle to its condition immediately before it was damaged for legal operation on the roads or highways exceeds <b>eighty</b> percent of the fair market value of the vehicle immediately preceding the time it was damaged; by reason of condition or circumstance, has been declared salvage, either by its owner, a person, firm, corporation, or other legal entity exercising the right of security interest in it; has been declared salvage by an insurance company as a result of settlement claim; ownership of which is evidenced by a salvage title; or is abandoned property which is titled pursuant to <a href="#">Section 304.155, RSMo</a>, or <a href="#">Section 304.157, RSMo</a>, and designated with the words “salvage/abandoned property”.</p> <p>The cost of repairs to rebuild or reconstruct the vehicle shall not include the cost of repairing, replacing, or reinstalling inflatable safety restraints, tires sound systems, or damage as a result of hail, or any sales tax on parts or materials to rebuild or reconstruct the vehicle.</p>
<b>Non-USA-STD Motor Vehicle</b>	A motor vehicle not originally manufactured in compliance with United States’ emissions or safety standards. An original Missouri certificate of title will be issued with the brand code “Non-USA-Std Motor Vehicle” on the title.

## TITLE BRANDING

[Section 301.573, RSMo](#) allows “branding” the certificates of title for certain motor vehicles. This designation will be on all current and subsequent issues of the certificate of title.

In accordance with [Section 301.190](#), RSMo, the Director of Revenue will designate on the certificate of title the words, “Reconstructed Motor Vehicle”, “Specially Constructed Motor Vehicle”, “Motor Change Vehicle”, “Non-USA-Std Motor Vehicle”, “Bonded Vehicle”, or “Prior Salvage” as appropriate. Certificates of title are branded “Prior Salvage” in the following situations:

- If applying for an original title and the transaction is accompanied by a Missouri or out-of-state salvage certificate of title and a *Vehicle Examination Certificate* ([Form 551](#)).
- In the past, the vehicle ownership document was issued as a Missouri salvage title and now has an original certificate of title.
- The vehicle’s ownership document is an out-of-state title that indicates the vehicle was “Prior Salvage”, “Damaged”, “Rebuilt”, “Rebuilt Salvage”, “Flood Damaged”, “Previously Damaged”, “Fire Damaged”, “Previously Damaged by Collision”, or a similar designation.
- An out-of-state title that was issued in the name of or assigned to an insurance company in settlement claim is branded “Prior Salvage” when a Missouri title is issued. The only exception would be if the title was owned by an insurance company for business use or if the applicant presents proof from the insurance company that the vehicle was not salvaged.

## MAJOR COMPONENT PARTS

As part of repair or rebuilding, many vehicles require the use of one or more major component parts. The major component parts of a motor vehicle are defined as follows:

PART	DEFINITION
<b>Rear Clip</b>	The complete rear sheet metal assembly formed by severing the vehicle across the floor and either through the windshield post or through the rear window post.
<b>Cowl</b>	Sheet metal formed by severing the vehicle across the floor in the vicinity of the front seat, severing the windshield posts (not including the parts forward of the firewall).
<b>Frame</b>	The steel basic structure which runs the entire length of the vehicle onto which the suspensions parts are bolted to the lower side and the body is bolted to the top side.
<b>Front-End Assembly</b>	An entire unit consisting of that portion of the body from the firewall forward (i.e. hood, fenders, inner skirt or fenders, radiator or core support, grille).
<b>Front Clip</b>	All parts of the front-end assembly plus complete cowl and may include instrumentation and steering column. Requires cutting of floor and windshield post.
<b>Body</b>	The shell, either of a unibody or frame-type passenger vehicle, which consists of a one-piece, integrated sheet metal construction extending from the firewall back. The body includes a cowl but not a front-end assembly. It may or may not include an interior, doors and deck lid.
<b>Cab</b>	The passenger compartment of a common truck. It is a one-piece sheet metal construction which may or may not include glass, instrumentation, steering column and seat.

## VEHICLE EXAMINATION CERTIFICATE ([FORM 551](#))

[Section 301.190, RSMo](#) requires that each application for an original Missouri certificate of title for a vehicle which is classified as a prior (rebuilt) salvage, reconstructed, specially constructed, kit, motor change, Non-USA-Std, or other vehicle as required by the director of revenue must be accompanied by a *Vehicle Examination Certificate* ([Form 551](#)).

The examination must be performed by a uniformed officer, representative member or a designated employee of the Missouri State Highway Patrol or the St. Louis City/County Auto Theft Unit. Contact one of these entities in your area at least four weeks in advance to schedule the required examination.

The Department's *Vehicle Examination Certificate* must be used to meet the inspection requirement. The applicant must obtain the *Vehicle Examination Certificate* before having the vehicle inspected. The inspection form may be obtained from a local license office or the applicant may submit a written request containing name/address and a check or money order made payable to Department of Revenue in the amount of \$27.50 for each [Form 551](#) requested (\$25 for the [Form 551](#) and a \$2.50 processing fee) to the Motor Vehicle Bureau, P.O. Box 100, Jefferson City, Missouri 65105-0100. The *Vehicle Examination Certificate* is valid for six months from the date of inspection.

## TITLING REQUIREMENTS FOR RECONSTRUCTED, SPECIALLY CONSTRUCTED

If a vehicle has a current title issued by another state, but had a previous Missouri salvage title, the Missouri State Highway Patrol must inspect the vehicle and verify the vehicle identification number before an original Missouri certificate of title can be issued. The only exception to this requirement is if the vehicle has been inspected in another state by a law enforcement officer in a manner comparable to Missouri's inspection process. If an out-of-state inspection has been completed, the inspection form must accompany the application for title.

## REPLICA, MOTOR CHANGE, NON-USA-STD KIT AND REBUILT

Below are the requirements necessary to obtain a title for the vehicles listed above.

- An *Application for Missouri Title and License* ([Form 108](#)) completed and signed by the applicant.
- A *Vehicle Examination Certificate* ([Form 551](#)) with the top portion completed in full and signed by the owner. BE SPECIFIC WHEN DESCRIBING PARTS USED. If no changes were made to the vehicle, please state this fact in section 9B of the form. The bottom portion must be completed by a representative, authorized/designated employee, or uniformed officer of the Missouri State Highway Patrol or the St. Louis City/County Auto Theft Unit.
  - If the *Vehicle Examination Certificate* ([Form 551](#)) indicates the public vehicle identification number of the vehicle is missing, the applicant must submit an *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) and an additional \$10 fee (\$7.50 fee for the replacement vehicle identification number, and a \$2.50 processing fee). **THIS APPLICATION MUST BE SIGNED BY THE APPLICANT, NOTARIZED, AND CERTIFIED BY A MEMBER OF THE MISSOURI STATE HIGHWAY PATROL OR THE ST LOUIS CITY/COUNTY AUTO THEFT UNIT.**
  - If the *Vehicle Examination Certificate* ([Form 551](#)) indicates that either multiple identification numbers are affixed to the vehicle and the year or make of the vehicle has changed from what is shown on the certificate of title, or that no identification number exists, the Department may require the owner of the vehicle to remove (or have removed) the multiple numbers, if applicable. The Department will then issue a "DR" number, which will become the vehicle's identification number. An additional \$10 fee (\$7.50 fee for a "DR" number and a \$2.50 processing fee) must be submitted with the transaction.
- One of the following must be submitted:
  - A properly assigned Manufacturer's Statement of Origin;
  - A properly assigned original certificate of title; or
  - A properly assigned salvage title or bill of sale if an original certificate of title was submitted to the Department's salvage unit prior to September 29, 1983.
- The certificate of title must contain a proper odometer disclosure between the buyer and seller on any vehicle that is less than ten years old and has a gross vehicle weight rating of 16,000 pounds or less.

**NOTE:** If the true mileage is unknown, a statement from the seller must be submitted containing all facts concerning the true mileage of the motor vehicle and must indicate an estimated mileage. The certificate of title will issue with a mileage discrepancy brand.

- Notarized bills of sale for the major component parts used to construct the vehicle which includes:

- Applicant's name;
- Part's name;
- Purchase price;
- Year, make and vehicle identification number of the motor vehicle from which the parts were obtained; and
- Seller's name.

**NOTE:** The seller's signature must be notarized.

- Copies of the front and back of the certificate(s) of title to the vehicle(s) from which the major component parts were taken.
- Invoices for essential parts such as bumper, hood, fender, grille, trunk lid, and doors that are **not major component parts**. The invoice must list:
  - Part's name;
  - Purchase price;
  - Seller's name;
  - Applicant's name;
  - Amount of taxes collected by the seller.
- The applicable fees and tax:
  - \$8.50 title fee;
  - Sales tax on the purchase price of the vehicle and all major component parts and other parts used in addition to any local taxes that are imposed. The seller must record the purchase price on the bill of sale, title assignment or invoice, as applicable. If taxes were collected by the seller, an invoice listing the amount of taxes that have been paid must be submitted;
  - A \$10 replacement vehicle identification number plate fee (\$7.50 fee for the replacement vehicle identification number, and a \$2.50 processing fee), if applicable;

**NOTE:** If a vehicle identification replacement number is needed refer to the VIN Replacement Plates section on page 11-13.

- A \$10 DR Number fee (\$7.50 fee for the replacement vehicle identification number, and a \$2.50 processing fee), if applicable; and
- \$2.50 processing fee.
- For "Specially Constructed" vehicles, two photographs of the vehicle, one showing the front and side view of the vehicle and the other showing the back and side view of the vehicle.
- An invoice for Glider Kit or Kit Car. (This requirement applies **ONLY** to "KIT" vehicles.)

**Please note that in Missouri motor vehicles are titled by appearance. Example: If a 1978 Chevrolet body is attached to a 1979 Ford frame, the vehicle will be titled as a 1978 Chevrolet.**

**If a vehicle identification replacement number or DR Number is issued to the vehicle, the Motor Vehicle Bureau will not issue a new certificate of title on the vehicle until an authorized officer has certified the replacement VIN plate has been affixed to the vehicle and the officer has notified the Department.**



## JUNKING CERTIFICATE

Whenever a vehicle is sold for parts, scrap or junk, and NOT for rebuilding or reconstruction, the purchaser may obtain a Junking Certificate. A Junking Certificate authorizes the holder to possess, transport or by assignment, transfer ownership of such parts, scrap or junk. A certificate of title will never be issued again on a vehicle for which a Junking Certificate has been issued unless the initial purchaser rescinds the application for a Junking Certificate within 90 days and applies for a salvage title as outlined below:

To obtain a Junking Certificate, you must submit the following:

- An *Application for Missouri Title and License* ([Form 108](#)) completed and signed; and
- A properly assigned certificate of title, Junking Certificate, or bill of sale for a 1954 or older model vehicle; and
- \$2.50 processing fee.

**NOTE:** There is no title fee or taxes due on a Junking Certificate.

If within 90 days from the date of issuance of the Junking Certificate the initial purchaser wishes to rescind the certificate, the initial purchaser must apply for a salvage title by submitting the following requirements:

- An *Application for Missouri Title and License* ([Form 108](#)) for a salvage title completed in full and signed;
- Junking Certificate in the applicant's name;
- A properly completed *Odometer Disclosure Statement* ([Form 3019](#)), if applicable;
- A bill of sale, if applicable;
- State and local sales tax due on the purchase price;
- An \$8.50 title fee; and
- \$2.50 processing fee.

## VIN REPLACEMENT PLATES

The Department may authorize the issuance of one metal replacement VIN plate with the original vehicle identification number stamped on it. The plate will be designed to distinguish the replacement plate from the original plate. Before the issuance of any such plate, an authorized officer of Missouri Highway Patrol, St. Louis City/County Auto Theft Unit, *Vehicle Examination Certificate* ([Form 551](#)) must make a physical inspection of the vehicle to determine the true and complete vehicle identification number. The inspecting officer must certify the inspection in the appropriate place on the *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)).

When the replacement VIN plate is issued, the Department will forward a copy of the [Form 5062](#) to the Missouri State Highway Patrol. The Missouri State Highway Patrol will make the plate and forward it to the authorized officer who will contact the vehicle owner.

The authorized officer must attach or supervise the attachment of, the replacement plate to the vehicle. The officer must make a certification on the [Form 5062](#) attesting to the attachment of the plate and return the copy to the Department. No replacement VIN plate, other than one provided by the Department shall be affixed to any motor vehicle or trailer.

**NOTE:** The Motor Vehicle Bureau **will not issue** a new certificate of title on the vehicle (if applicable) until an authorized officer has certified the replacement VIN plate has been affixed to the vehicle and the officer has notified the Department

When applying for a VIN replacement plate, the applicant must submit the following:

- *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) signed by the applicant and notarized.

**NOTE:** The inspection portion of the *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) must be completed and signed by an authorized officer of the Missouri State Highway Patrol, St. Louis City/County Auto Theft Unit.

- A copy of the title to the vehicle in the applicant's name;
  - A Missouri registered motor vehicle dealer must submit either a copy of the front of the title in their name or a copy of the front and back of the title assigned to the dealer.
- A check or money order payable to Department of Revenue in the amount of \$10 (\$7.50 VIN replacement plate fee and \$2.50 processing fee).

## **SALVAGE TITLING LAWS**

Sections [301.217](#) and [301.010](#), RSMo, provide the following definitions regarding the issuance of salvage certificates of ownership:

**Purchaser** - The purchaser of a salvage vehicle, including an insurance company for purposes of Sections [301.217 to 301.229](#), RSMo. **Salvage Certificate of Title** - The title issued by the Department as proof of ownership for a salvaged vehicle. It shall not be acceptable for the purpose of registering a motor vehicle. The salvage title is negotiable with only one reassignment possible and by a registered motor vehicle dealer.

### **Salvage Motor Vehicle**

- There are no salvage title laws for boats or outboard motors.
- Missouri salvage and prior salvage brand titles issued prior to August 28, 2007, will continue to be branded regardless of the vehicle's age or amount of damage.

Out-of-state salvage and prior salvage branded titles surrendered to Missouri will be issued salvage titles or prior salvage titles regardless of the vehicle's age or amount of damage.

## **REQUIREMENTS FOR OBTAINING A SALVAGE TITLE**

Below are the requirements necessary for obtaining a salvage title on a motor vehicle:

- An *Application for Missouri Title and License* ([Form 108](#)) completed and signed by the applicant;
- A properly assigned original or salvage title. If the original certificate of title was submitted to the Department's salvage file prior to September 28, 1983, a bill of sale may be submitted as proof of ownership;

**NOTE:** The certificate of title must contain a proper odometer disclosure between the buyer and seller on any vehicle that is less than ten years old and has a gross vehicle weight rating of 16,000 pounds or less.

The applicable fees and taxes:

- \$8.50 title fee; and

- \$2.50 processing fee.
- Sales tax on the purchase price of the vehicle in addition to any local taxes, if applicable, that are due. The purchased price must be documented and recorded by the seller on the title assignment or bill of sale unless the applicant is tax exempt. Salvage business licensees (including salvage dealers) are not exempt from sales tax unless they are also licensed as a motor vehicle dealer.

**NOTE:** Once a salvage title is issued on a vehicle, an original Missouri certificate of title will not be issued on the vehicle until after an inspection and all documents and fees are submitted. The original title and all subsequent titles will be branded “Prior Salvage.”

## **TITLING SALVAGE MOTOR VEHICLES – WHEN REQUIRED AND WHEN OPTIONAL**

Whenever a motor vehicle is less than seven years old, is sold for salvage, dismantling, or rebuilding, it is mandatory that the purchaser apply for a salvage title within ten days of purchase. On vehicles less than seven years old, the purchaser has the **option** of applying for salvage title on the vehicle **unless and until** the entire salvaged motor vehicle is sold. The purchaser of a salvage motor vehicle is required to obtain a salvage title to the vehicle **prior to transferring** ownership.

Only a Missouri registered motor vehicle dealer may use the second assignment (reassignment) of a Missouri salvage title to transfer ownership of a salvaged vehicle without having to obtain a salvage title in the dealership’s name. If an out-of-state salvage title is involved, the dealer may **ONLY** make one assignment if the state’s title permits such reassignment. **A MISSOURI DEALER MAY NOT ATTACH A REASSIGNMENT OF OWNERSHIP BY REGISTERED DEALER ([Form 2447](#)) TO A MISSOURI OR OUT-OF-STATE SALVAGE TITLE.** A Missouri dealer may purchase a salvage vehicle on an out-of-state rider only if that state allows a rider to be attached. In this case the dealer must obtain a Missouri salvage title in the dealership’s name before reselling the vehicle.

Once a salvage title has been issued, the ownership of the vehicle may only be transferred by assignment of the salvage title. The salvage title may not be used for licensing the vehicle.

## **PARTING OUT A SALVAGE MOTOR VEHICLE**

### **Parting out a Motor Vehicle More Than Seven Years Old**

A registered salvage business licensee **must** apply for a salvage title **within ten days** of purchasing a vehicle that is **more than seven years old**. After the salvage business licensee has applied for the salvage title, they may proceed to “part out” (sell parts separately) the salvage motor vehicle. If the licensee sells any part that is **not** a major component part, the licensee must provide a descriptive bill of sale to the purchaser. If the licensee sells any part that **is** a major component part, a copy of the front and back of the salvage title and a descriptive notarized bill of sale must be given to the purchaser. If the licensee sells any part that **is** a major component part and has not received a salvage title in their name, they must provide the purchaser with a copy of the front and back of the surrendered title, a copy of the titling receipt, and a descriptive notarized bill of sale.

A registered salvage business licensee **who is also a registered motor vehicle dealer**, may “part out” a salvage motor vehicle not less than seven years old **without**

obtaining a salvage title in the dealership's name, **only** if a **salvage** title has been properly assigned to the dealership. The dealer must provide the purchaser(s) of **major component parts** of the vehicle in question with a copy (front and back) of the assigned salvage title along with a descriptive notarized bill of sale.

### **Selling or Parting Out a Motor Vehicle Less Than Seven Years Old**

Whenever a motor vehicle less than seven years old has been sold for salvage, rebuilding, or dismantling, the seller must assign/deliver the existing original or salvage title to the purchaser. The requirements concerning the disposition of the title will directly depend upon what the purchaser does with the motor vehicle.

### **Selling a Salvaged Motor Vehicle Less Than Seven Years Old**

If the purchaser elects to sell the entire motor vehicle a salvage title must first be obtained.

**NOTE:** If a salvage title already exists, a motor vehicle dealer may make one reassignment on the title if there is room for an assignment. A MISSOURI DEALER MAY NOT ATTACH A *REASSIGNMENT OF OWNERSHIP BY REGISTERED DEALER (Form 2447)*, (Rider) TO A MISSOURI OR OUT-OF-STATE SALVAGE TITLE. A Missouri dealer may purchase a salvage vehicle on an out-of-state rider only if that state allows a rider to be attached. In this case the dealer must obtain a Missouri salvage title in the dealership's name before reselling the vehicle.

### **Parting Out a Salvaged Motor Vehicle Less Than Seven Years Old**

If the owner dismantles/"parts out" the motor vehicle, he or she must: Provide the purchaser with a copy of the front and back of the title for each major component part removed from the vehicle.

- Issue a descriptive notarized bill of sale to the purchaser for each of the major component parts sold.

If the owner destroys the remainder of the motor vehicle, the title must be surrendered to the Department in accordance with the procedures detailed on [page 11-15](#).

### **Salvage Vehicle Twenty - Five Years or Older**

Titling Requirements for a Salvaged Motor Vehicle Twenty-Five Years of Age or Older for which a Title Does Not Exist

The purchaser/owner of a motor vehicle 25 years old or older for which **no certificate of ownership is known to exist**, may obtain a Missouri **salvage title** for the vehicle by submitting the following:

- *Application for Missouri Title and License (Form 108)* completed and signed by the applicant;
- A surety bond equal to one and one-half times the purchase price of the vehicle;
- A descriptive bill of sale;
- A statement of fact(s) from the seller as to how he or she came to be in possession of the salvaged vehicle. In the event there may not be an actual purchase, e.g., a farm purchase where the vehicle came with the property, the applicant may provide this statement; however, a statement from the seller is preferred; and

The applicable fees and taxes:

- An \$8.50 original title fee. (If a salvage "quick title" is desired, an additional \$5 expeditious handling fee must be included with the title fee.);
- \$2.50 processing fee; and

- The sales tax on the purchase price of the vehicle in addition to any local taxes, if applicable, is due.

## TRANSFERRING OWNERSHIP OF A SALVAGE MOTOR VEHICLE

**Section 301.210, RSMo** requires that at the time of sale of a motor vehicle or trailer, a properly assigned certificate of title shall pass between the parties. IT IS UNLAWFUL FOR ANY PERSON/DEALER TO “SKIP” AN ASSIGNMENT OR BE IN POSSESSION OF AN “OPEN TITLE.” An open title is a title that has the seller’s signature in the title assignment area but the purchaser’s name is left blank.

## MOTOR VEHICLES DESTROYED OR SOLD FOR DESTRUCTION

Whenever a salvage business licensee sells a motor vehicle for destruction, the certificate of title must be forwarded to the Department within ten days. The seller must write on the face of the title certificate “SOLD FOR DESTRUCTION” or “DESTROYED,” the name(s) of the purchaser(s), and the date the vehicle was sold. Writing “**JUNK**” on the face of the title is **not acceptable** and will be returned.

If the owner destroys the vehicle, the owner must write on the face of the certificate of title “Destroyed by (name)” and the date the vehicle was destroyed. Certificate of titles must be forwarded to:

Motor Vehicle Bureau  
Special Title Unit  
PO Box 3325  
Jefferson City, MO 65105-3325

## REQUIREMENTS FOR OWNERS WHO RETAIN THEIR SALVAGE VEHICLE

Missouri law provides that when a vehicle owner retains ownership of a salvaged vehicle upon payment of a total loss claim, the vehicle owner may obtain a **prior salvage** title if the vehicle is still operable by submitting the following to a license office:

- *Application for Missouri Title and License* ([Form 108](#)) marked “Prior Salvage”;
- Title for the vehicle
  - If the vehicle will be registered, an official safety inspection, less than 60 days old, or an ID/OD inspection if the vehicle will not be registered at this time (only applies if the vehicle is operable);
- A copy of the *Notice of Vehicle Titling Requirements* ([Form 5043](#)); and
- A title fee of \$8.50 and a \$2.50 processing fee.

The *Notice of Vehicle Titling Requirements* ([Form 5043](#)) has been revised to reflect these new changes to assist insurance companies in notifying claimants of the titling responsibilities. The form may be printed from the Department’s website at <http://dor.mo.gov/forms/>.



# Exhibit B-1



MISSOURI DEPARTMENT OF REVENUE  
MOTOR VEHICLE BUREAU  
BOAT/VESSEL REGISTRATION NUMBER — PLEASURE

YOUR ASSIGNED REGISTRATION NUMBER IS:			
MO -		- FW	
VALIDATION			
OWNER'S NAME (LAST) (FIRST) (MIDDLE)			
ADDRESS, RFD OR P.O. BOX NUMBER			COUNTY
CITY		STATE	ZIP CODE
YEAR	MAKE	HULL IDENTIFICATION NUMBER	MODEL NUMBER
ISSUING OFFICE NAME			
NAME OF AGENT OR EMPLOYEE ISSUING IDENTIFICATION NUMBER			
<p>The registration number assigned to a boat/vessel shall be attached to each side of the forward half of the boat/vessel in such position as to provide clear legibility. Black or dark numbers should be used on light hulls, and white or light numbers should be used on dark colored hulls, providing a sharp contrast.</p> <p>The registration numbers shall read from left to right, and shall be in block characters of good proportions, not less than 3 inches in height. The numbers must be divided into parts. The letters, prefix and suffix, shall be separated from the numbers by 2 inch spaces. A hyphen may be used within the 2 inch space.</p> <p>No number other than the registration number awarded to a boat/vessel or granted reciprocity shall be painted, attached, or otherwise displayed on either side of the bow of the boat/vessel.</p>			
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>7 INCH SPACE</p> <p>↓ ↓</p> <p>MO 1234 AF   AT LEAST 3 INCHES</p> <p>OR</p> <p>MO-1234-AF</p> </div> <div style="text-align: center;"> <p>Starboard Side      Port Side</p> </div> </div>			

DOR-2691-1 (04-2012)

(Continued on next page)

# Exhibit B-2



MISSOURI DEPARTMENT OF REVENUE  
 MOTOR VEHICLE BUREAU  
**BOAT/VESSEL REGISTRATION NUMBER — COMMERCIAL**

YOUR ASSIGNED REGISTRATION NUMBER IS			
MO - - FF			
VALIDATION			
OWNER'S NAME (LAST) (FIRST) (MIDDLE)			
ADDRESS, RFD OR P.O. BOX NUMBER			COUNTY
CITY		STATE	ZIP CODE
YEAR	MAKE	HULL IDENTIFICATION NUMBER	MODEL NUMBER
ISSUING OFFICE NAME			
NAME OF AGENT OR EMPLOYEE ISSUING IDENTIFICATION NUMBER			
<p>The registration number assigned to a boat/vessel shall be attached to each side of the forward half of the boat/vessel in such position as to provide clear legibility. Black or dark numbers should be used on light hulls, and white or light numbers should be used on dark colored hulls, providing a sharp contrast.</p> <p>The registration numbers shall read from left to right, and shall be in block characters of good proportions, not less than 3 inches in height. The numbers must be divided into parts. The letters, prefix and suffix, shall be separated from the numbers by 2 inch spaces. A hyphen may be used within the 2 inch space.</p> <p>No number other than the registration number awarded to a boat/vessel or granted reciprocity shall be painted, attached, or otherwise displayed on either side of the bow of the boat/vessel.</p>			
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>2 INCH SPACE</p> <p>↓ ↓</p> <p>MO 1234 AF } AT LEAST 3 INCHES</p> <p>OR</p> <p>MO-1234-AF</p> </div> <div style="text-align: center;"> <p>Starboard Side      Port Side</p> </div> </div>			

MO 860-0518 (2-2008)

2691-2 (2-2008)

(Continued on next page)



# Exhibit B-3



MISSOURI DEPARTMENT OF REVENUE  
MOTOR VEHICLE BUREAU  
WATERCRAFT REGISTRATION NUMBER - RENTAL

YOUR ASSIGNED REGISTRATION NUMBER IS			
MO -                      - RN			
VALIDATION			
OWNER'S NAME (LAST) (FIRST) (MIDDLE)			
ADDRESS, RFD OR P.O. BOX NUMBER			COUNTY
CITY			STATE
			ZIP CODE
YEAR	MAKE	HULL IDENTIFICATION NUMBER	MODEL NUMBER
ISSUING OFFICE NAME			
NAME OF AGENT OR EMPLOYEE ISSUING IDENTIFICATION NUMBER			
<p>The registration number assigned to a vessel shall be attached to each side of the forward half of the vessel in such position as to provide clear legibility. Black or dark numbers should be used on light hulls, and white or light numbers should be used on dark colored hulls, providing a sharp contrast.</p> <p>The registration numbers shall read from left to right, and shall be in block characters of good proportions, not less than 3 inches in height. The numbers must be divided into parts. The letters, prefix and suffix, shall be separated from the numbers by 2 inch spaces. A hyphen may be used within the 2 inch space.</p> <p>No number other than the registration number awarded to a vessel or granted reciprocity shall be painted, attached, or otherwise displayed on either side of the bow of the vessel.</p>			
<div style="display: flex; align-items: center; justify-content: space-around;"> <div style="text-align: center;"> <p>2 INCH SPACE</p> <p>↓      ↓</p> <p>MO 1234 AF</p> <p>OR</p> <p>MO-1234-AF</p> </div> <div style="text-align: center;"> <p>AT LEAST 3 INCHES</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> </div>			

# Exhibit C

Bond number: \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENT, that I/we \_\_\_\_\_  
(Dealership Name)  
as Principal, and \_\_\_\_\_, a corporation organized and  
(Bonding Company)  
existing under the laws of the State of \_\_\_\_\_, and having its principal

place of business at \_\_\_\_\_, as Surety, are held and firmly bound unto the State of Missouri, for the benefit of all aggrieved parties in the penal sum of Twenty-Five Thousand Dollars (\$25,000.00) per license year for the payment of which, well and truly to be made, we bind ourselves, firmly by these presents.

WHEREAS the Principal has applied for the issuance of a Motor Vehicle and/or Boat Dealer's license and presents this bond in accordance with Missouri statute(s).

NOW, THEREFORE, if during the period(s) covered by this bond, the aforesaid Principal shall faithfully comply with the provisions of Missouri statutes applicable to new motor vehicle franchised dealers, used motor vehicle dealers, recreational dealers, trailer dealers, power sport dealers, wholesale motor vehicle dealers, and boat dealers, and shall indemnify for any loss sustained by reason of the acts of Principal when such acts constitute grounds for suspension or revocation of the Principal's license, this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect subject to the following conditions:

The proceeds of this bond shall be paid upon receipt by the Missouri Department of Revenue of a final judgment from a Missouri court of competent jurisdiction against the Principal and in favor of an aggrieved party.

The aggregate liability of the Surety to all persons shall, in no event, exceed the amount of this bond during any one license year.

The bond shall be effective \_\_\_\_\_, and shall expire \_\_\_\_\_ (Bond can be listed as "non-expiring" or must list an expiration date through the end of the calendar year).

This bond may be canceled by the Surety giving written notice to the Principal and Missouri Department of Revenue, stating the date of cancellation, which in no event shall be less than thirty (30) days after receipt of said notice by the Director of Revenue; however, the Surety shall remain liable for any and all acts of the Principal covered by this bond up to the date of cancellation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

PRINCIPAL'S SIGNATURE

WITNESS

\_\_\_\_\_  
Signature of Principal/Dealer (Seal)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Title

SURETY'S SIGNATURE

WITNESS

\_\_\_\_\_  
Signature of Surety (Seal)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Title

# Exhibit D

## Marine Makes

MAKE	CODE	MAKE	CODE	MAKE	CODE
4WINNS	4WINN	IMP	IMP	SEA STAR	SEAST
AFC	AFC	K CRAFT	KCRAF	SEARS	SEARS
ALOHA	ALOHA	KEN CRAFT	KENCR	SIGNA	SIGNA
ALUMCRAFT	ALUMA	KING FISH	KINGF	SKEETER	SKEET
ARISTOCRAT	ARIST	LANDAU	LANDA	SKI NOUTIQUE	SKINO
ARK RAMBLER	ARKRA	LARSON	LARSO	SPEEDLIN	SPEED
ARK TRAVELER	ARKTR	LONE STAR	LONES	SPORTCRAFT	SPORT
BANSHEE	BANSH	LOWELINE	LOWEL	ST MARQUES	STMAR
BARETTA	BARET	LSM	LSM	STAR CRAFT	STARC
BARR	BARR	LUND	LUND	STEURY	STEUR
BASS TRACKER	BASST	MARK	MARK	SUCCESS	SUCCE
BAYLINER	BAYLI	MARK TWAIN	MARKT	SUNBIRD	SUNBI
BEE CRAFT	BEECR	MASTER C	MASTER	SUN DOLPHIN	SUNDO
BES	BES	MAY YACHT	MAYYA	SUNFISH	SUNFI
BIG JON	BIGJO	MFG	MFG	SUN TRACKER	SUNTR
BLU STAR	BLUST	MONARK	MONAR	T BIRD	TBIRD
BURNSCRAFT	BURNS	NATIONAL	NATIO	TAHITI	TAHIT
CHARGER	CHARG	NEW WAVE	NEWWA	TERRY	TERRY
CHRIS CRAFT	CHRIS	NEWMAN	NEWMA	TEXAS	TEXAS
CHRYSLER	CHRY	OSAGIN	OSAGI	THUNDERCRAFT	THUND
CLASSIC	CLASS	P14	P14	TOM SAWYER	TOMSA
COBALT	COBAL	PLAYBOUY	PLAYB	TRISONIC	TRISO
COM-PAC	COMPA	PLAZA	PLAZA	TRI-HULL	TRIHU
DEHI	DEHI	POLAR CRAFT	POLAR	TRI-TOOM	TRITO
DINGHY	DINGH	PORT STAR	PORTS	VIKING	VIKIN
DISCOVERY	DISCO	PRO ANGLER	PROAN	VIO HOLDA	VIOHO
DOW	DOW	PROCRAFT	PROCR	VIP	VIP
DRAKE	DRAKE	QUACHITA	QUACH	WARDS	WARDS
DURACRAFT	DURAC	RANGER	RANGE	WEERE	WEERE
EBKO	EBKO	RED FISH	REDFI	WOLVERTINE	WOLVE
ELDO CRAFT	ELDO	REINELL	REINE	Z BOAT	ZBOAT
ELGIN	ELGIN	RICHLINE	RICHL		
ELITE	ELITE	SEA ARROW	SEAR		
FISCHER	FISCH	SEA EAGLE	SEAEA		
FLOTE BOAT	FLOTE	SEA HAWK	SEAHA		
GEN-MARI	GENMA	SEA KING	SEAKI		
GLASTRON	GLAST	SEA NYMPH	SEANY		
GRUMMAN	GRUMM	SEA RAY	SEARA		
HYDROSTAR	HYDRO	SEA SPRITE	SEASP		

# Exhibit D (continued)

## Color/Material/Engine Drive Type/Propulsion/Vessel

COLOR	CODE
BEIGE	BGE
BLACK	BLK
BLUE	BLU
BROWN	BRO
BRONZE	BRZ
CHROME	COM
CREAM (IVORY)	CRM
DARK BLUE	DBL
DARK GREEN	DGR
GOLD	GLD
GREEN	GRN
GRAY	GRY
LAVENDER	LAV
LIGHT BLUE	LBL
LIGHT GREEN	LGR
MAROON	MAR
ORANGE	ORG
PURPLE	PLE
PINK	PNK
RED	RED
SILVER	SIL
TAN	TAN
TURQUOISE	TRQ
WHITE	WHI
YELLOW	YEL

TYPE OF MATERIAL	CODE
ALUMINUM	ALUM
CONCRETE	CONCR
FIBERGLASS	FGLAS
HYPAL	HYPAL
KEVLA – type of fiberglass	KEVLA
OTHER	OTHER
PLASTIC	PLAS
RUBBER/VINYL/CANVAS	RUBBR
STEEL	STEEL
WOOD	WOOD

ENGINE DRIVE TYPE	CODE
INBOARD	INB
OUTBOARD	OUT
POD DRIVE	POD
STERNDRIVE	STE
OTHER	OTH

TYPE OF PROPULSION	CODE
AIR THRUST	AIR
MANUAL	MAN
OTHER	OTH
PROPELLER	PRO
SAIL	SAIL
WATER JET	WAT

TYPE OF VESSEL / CODE			
AIRBOAT	AIR	INFLATABLE BOAT	RAF
AMPHIBIOUS	AMP	JET SKI	JET
AUXILIARY SAIL	AUX	OFFICIAL	OFF
BARGE	BAR	OPEN MOTORBOAT	OPE
BASS BOAT	BAS	OTHER	OTH
CABIN MOTORBOAT	CAB	PADDLECRAFT	PAD
CANOE	CAN	PERSONAL WATERCRAFT	PER
COMMERCIAL	COM	PONTOON	PON
CRUISER	CRU	ROWBOAT	ROW
DAY CRUISER	DAY	RUNABOUT	RUN
DECK BOAT	DEC	SAIL ONLY	SAL
DRAG OR PERFORMANCE BOAT	DRG	SUBMARINE	SUB
HOUSEBOAT	HSE	SURF JET	SUR
HOVERCRAFT	HOV	UTILITY	UTL
HYDROFOIL	HYD	WET BIKE	WET
HYDROPLANE	HRO	YACHT	YAT