

---

## FOR MORE INFORMATION

---

For more information on buying or selling a used vehicle, please call the Secretary of State Vehicle Services Department at 800-252-8980 or 217-785-3000.

If you have problems with a title or registration on a vehicle you purchased, or suspect improper activity by someone trying to sell you a vehicle, please contact the Secretary of State Police in your area.

---

Secretary of State Police District #1  
103 W. Roosevelt Rd. • Villa Park, IL 60181  
630-693-0551

---

Secretary of State Police District #2  
4615 E. State St., Ste. 101 • Rockford, IL 61108  
815-484-8100

---

Secretary of State Police District #3  
3650 Winchester Rd. • Springfield, IL 62707  
217-785-5486

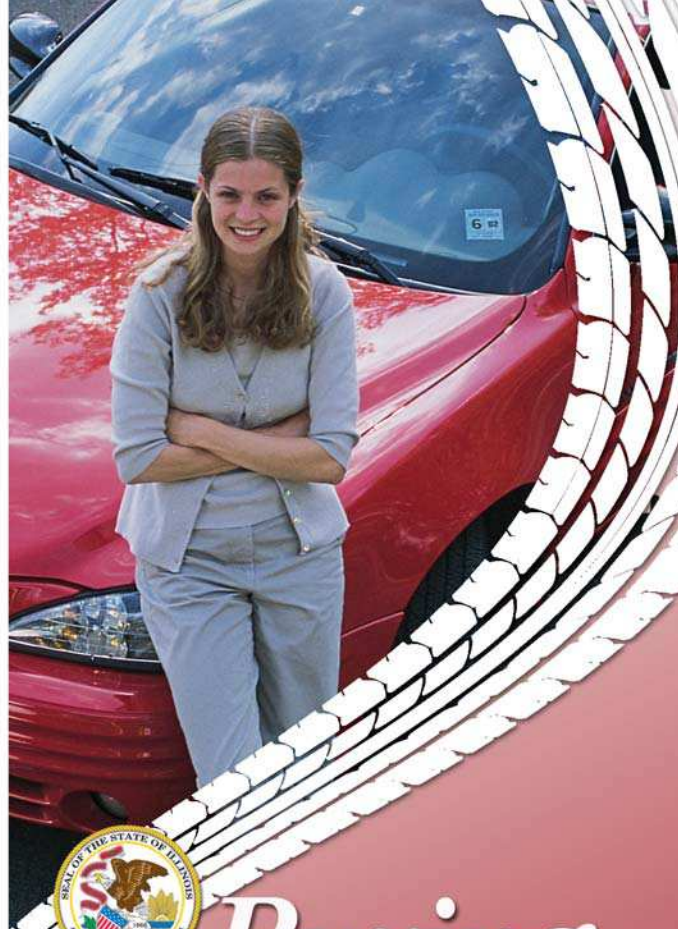
---

Secretary of State Police District #4  
220 S. 12th St. • Mt. Vernon, IL 62864  
618-244-8343

---

Secretary of State Police District #4A  
400 W. Main St. • Belleville, IL 62220  
618-236-8765

---



# Buying or Selling

---

## A USED VEHICLE

---

[WWW.CYBERDRIVEILLINOIS.COM](http://WWW.CYBERDRIVEILLINOIS.COM)

♻️ Printed on recycled paper.  
Printed by authority of the State of Illinois.  
July 2012 — 105M — SOS DOP 141.10



**JESSE WHITE**  
Illinois Secretary of State

**Buying or selling a used vehicle requires attention to detail in order to avoid problems down the road. If you are buying or selling a vehicle, follow these guidelines to ensure you are following the necessary procedures.**

## Buying a Used Vehicle

- Using the VIN, access an online nationwide database to look up a vehicle history report.
- Use the vehicle history report as a tool to check the information listed on the title. The vehicle history report should match the information provided on the title. If the information does not match, contact Secretary of State Police.
- Make sure the vehicle's title is provided and that it is signed and dated by the seller.
- Never purchase a vehicle with an altered title. Alterations and erasure marks invalidate a title. Confirm the name on the title matches the name of the seller, and the VIN matches the VIN on the vehicle. Also make sure all previous liens have been released.
- Confirm the VIN on the vehicle. The VIN on the driver's side dash and the sticker on the driver's door frame should match.
- Be aware of notations on the title and vehicle history report such as Flood, Rebuilt, Specially Constructed, Not Actual Mileage, Mileage Exceeds Mechanical Limits, Inoperable Odometer, etc. If a Salvage Title has been issued on a vehicle, the seller must provide the buyer with a Disclosure of Rebuilt Vehicle form. Salvage vehicles cannot be registered in the State of Illinois.
- Obtain the seller's contact information in case there is a problem with the title or the vehicle.
- Remove the previous owner's license plates. It is illegal to operate a vehicle with someone else's license plates.

- By law, a dealer has 20 days to send your title, transfer and sales tax to the Secretary of State's office. If purchasing a vehicle from a private individual, it is the buyer's responsibility to have the title put in his/her name within 20 days.
- By law, all new and used car dealers are supposed to be licensed with the Secretary of State's office. The license should be displayed by the dealer.

## Selling a Used Vehicle

- Remove the license plates on the vehicle before delivering it to the buyer. The license plates belong to the registered owner of the vehicle, not the vehicle itself.
- Give the buyer a valid title at the time of delivery. The seller must sign and date the title when the sale is final. A dealer must send the title, transfer and sales tax to the Secretary of State's office to be transferred to the buyer.
- Complete and mail the Notice of Sale form (attached to the bottom of the title) to the Secretary of State's office. If the title does not contain a Notice of Sale form, it may be downloaded at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).
- Request the buyer's name and address in case there are title or registration problems after the sale.
- Prepare a bill of sale for the buyer. Include the date of sale and the price paid. Keep a copy for your files.
- Remove all vehicle registration and insurance cards from the vehicle.