



Missouri Titling & Registration Dealer Manual



September 2026

Missouri Titling & Registration Dealer Manual

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CONTACT INFORMATION

Topic/Service	Phone Number
Status of Title, Registration, or License Plate	573-526-3669, Option 1
Renewal Over the Phone or Online	573-526-3669, Option 2
FAQ – Online Services, Unpaid Taxes, Record Requests	573-526-3669, Option 3
Business and Dealer Licenses – Title/Registration Transaction(s) or Business License	573-526-3669, Option 7
Driver License Information	573-526-2407

ADDITIONAL RESOURCES:

- For additional references regarding the MyDMV - Business Account business license and vehicle policies, additional training guidelines, including procedures and modules, please visit [Dealers and Lienholders](#).
- The MyDMV - Business Account homepage will be accessible through the DOR website.
- If you are looking for further details regarding your business license, please visit the Missouri Dealer and Business Operating Manual.

ORDERING FORMS:

- Visit our website and complete the [Request for Mail Order Forms](#).
- Contact the Missouri Automobile Dealers Association (MADA) by ordering online at www.madastore.com, calling 573-761-1020, or by written request to:

MADA Services Corporation
PO Box 1309
Jefferson City, MO 65102

FEE INFORMATION

During title and registration, notice of lien filing, and record lookup transaction processes in the MyDMV - Business Account, the fees below may be applicable.

Title Type	Manufactured	Boat or Vessel	Outboard Motors
Original	\$8.50	\$7.50	\$5.00
Duplicate	\$8.50	\$8.50	\$8.50
Corrected	\$8.50	\$7.50	\$7.50
Repossessed	\$10.00	\$10.00	\$10.00
Salvage	\$8.50	N/A	N/A
Junk Certificate	N/A- Processing Fee Only	N/A	N/A

Registration Type	One Year	Two Year	Three Year	Permanent
Passenger	\$25.00	\$50.00	N/A	N/A
Local 6,000 LB Truck	\$15.75	\$31.50	N/A	N/A
Beyond Local 6,000 LB Truck	\$25.75	\$51.50	N/A	N/A
Beyond Local 9,000 LB Truck	38.25	\$76.50	N/A	N/A
Local 12,000 LB Truck	\$18.25	\$36.50	N/A	N/A
Beyond Local 12,000 LB Truck	\$38.25	\$76.50	N/A	N/A
Autocycle	\$10.25	\$20.25	N/A	N/A
Motorcycle	\$8.75	\$17.50	N/A	N/A
Motortricycle	\$10.25	\$20.50	N/A	N/A
Shuttle Bus	\$32.25	\$64.50	N/A	N/A
RV	\$32.25	\$64.50	N/A	N/A
VanPool	\$32.25	\$64.50	N/A	N/A
Trailer	\$7.50	N/A	\$22.50	\$52.50

Miscellaneous Fee Types	Fee
Notice of Lien	\$9.00
Title Processing/Agent Fee (for transactions being completed at a license office only)	\$9.00
DR# Processing/Agent Fee	\$9.00
Registration Processing/Agent Fee (for transactions being completed at a license office only)	\$9.00
Documented Vessel Certificate Fee	\$7.50
Replacement/DR# Vehicle Identification Number Plate	\$7.50
Vehicle Examination Certificate, Form 551	\$25.00
Registration Transfer Fee	\$2.00

Boat Registration (Length of Vessel in Feet)	Fee
Under 16 Feet	\$25.00
16 Feet but < 26 Feet	\$50.00
26 Feet but < 40 Feet	\$100.00
40 Feet and Over	\$150.00
Outboard Motor	\$2.00

Temporary Plate	Motor Vehicle
In-transit	Up to \$5.00
Interim	Up to \$5.00
Intrastate	Up to \$5.00

Special Fuel Vehicle Type	Fee
Passenger Electric/LP/Natural Gas	\$159.00
Passenger Plug-in Hybrid	\$84.00
Commercial Truck Electric/LP/Natural Gas 18,000 LB or Less	\$159.00
Commercial Truck Plug-in Hybrid 18,000 LB or Less	\$84.00
Commercial Truck Electric/LP/Natural Gas 18,001-36,000 w/Farm Plate	\$209.00
Commercial Truck Plug-in Hybrid 18,001-36,000 LB w/Farm Plate	\$109.00
Commercial Truck Electric/LP/Natural Gas 18,001-36,000 LB	\$309.00
Commercial Truck Plug-in Hybrid 18,001-36,000 LB	\$159.00
Commercial Truck Electric/LP/Natural Gas Greater Than 36,000 LB w/Farm Plate	\$384.00
Commercial Truck Plug-in Hybrid Greater Than 36,000 LB w/Farm Plate	\$196.50
Commercial Truck Electric/LP/Natural Gas Greater Than 36,000 LB	\$1,509.00
Commercial Truck Plug-in Hybrid Greater Than 36,000 LB	\$759.00

Commercial Truck Registration Type	Annual (12 months)	April 1 (9 months)	July 1 (6 months)	October 1 (3 months)
Local 18,000 LB	\$20.75	\$15.63	\$10.50	\$5.38
Beyond Local 18,000 LB	\$62.25	\$47.50	\$31.75	\$16.00
Local 24,000 LB	\$27.75	\$20.88	\$14.00	\$7.13
Beyond Local 24,000 LB	\$100.75	\$75.63	\$50.50	\$25.38
Local 26,000 LB	\$33.75	\$25.38	\$17.00	\$8.63
Beyond Local 26,000 LB	\$127.25	\$95.50	\$63.75	\$32.00
Local 30,000 LB	\$45.75	\$34.38	\$23.00	\$11.63
Beyond Local 30,000 LB	\$180.25	\$135.25	\$90.25	\$45.25
Local 36,000 LB	\$67.75	\$50.88	\$34.00	\$17.13
Beyond Local 36,000 LB	\$275.75	\$206.88	\$138.00	\$69.13
Local 42,000 LB	\$100.75	\$75.63	\$50.50	\$25.38
Beyond Local 42,000 LB	\$413.25	\$310.00	\$206.75	\$103.50
Local 48,000 LB	\$135.75	\$101.88	\$68.00	\$34.13
Beyond Local 48,000 LB	\$550.75	\$413.13	\$275.50	\$137.88
Local 54,000 LB	\$170.75	\$128.13	\$85.50	\$42.88
Beyond Local 54,000 LB	\$688.25	\$516.25	\$344.25	\$172.25
Local 60,010 LB	\$200.75	\$150.63	\$100.50	\$50.38
Beyond Local 60,010 LB	\$825.75	\$619.38	\$413.00	\$206.63
Local 66,000 LB	\$270.75	\$203.13	\$135.50	\$67.88
Beyond Local 66,000 LB	\$1,100.75	\$825.63	\$550.50	\$275.38
Local 72,000 LB	\$335.75	\$251.88	\$168.00	\$84.13
Beyond Local 73,280 LB	\$1,375.75	\$1,031.88	\$688.00	\$344.13
Beyond Local 78,000 LB	\$1,650.75	\$1,238.13	\$825.50	\$412.88
Local 80,000 LB	\$350.75	\$263.13	\$175.50	\$87.88
Beyond Local 80,000 LB	\$1,719.75	\$1,289.88	\$860.00	\$430.13

Commercial Truck Registration Type	Biennial (24 months)	April 1 (21 months)	July 1 (18 months)	October 1 (15 months)
Local 18,000 LB	\$41.50	\$36.38	\$31.25	\$26.13
Beyond Local 18,000 LB	\$12.50	\$110.75	\$95.00	\$79.25
Local 24,000 LB	\$55.50	\$48.63	\$41.75	\$34.88
Beyond Local 24,000 LB	\$201.50	\$176.38	\$151.25	\$126.13
Local 26,000 LB	\$67.50	\$59.13	\$50.75	\$42.38
Beyond Local 26,000 LB	\$254.50	\$222.75	\$191.00	\$159.25
Local 30,000 LB	\$91.50	\$80.13	\$68.75	\$57.38
Beyond Local 30,000 LB	\$360.50	\$315.50	\$270.50	\$225.50
Local 36,000 LB	\$135.50	\$118.63	\$101.75	\$84.88
Beyond Local 36,000 LB	\$551.50	\$482.63	\$413.75	\$344.88
Local 42,000 LB	\$201.50	\$176.38	\$151.25	\$126.13
Beyond Local 42,000 LB	\$826.50	\$723.25	\$620.00	\$516.75
Local 48,000 LB	\$271.50	\$237.63	\$203.75	\$169.88
Beyond Local 48,000 LB	\$1,101.50	\$963.8	\$825.75	\$688.63
Local 54,000 LB	\$341.50	\$298.88	\$256.25	\$213.63
Beyond Local 54,000 LB	\$1,376.50	\$1,204.50	\$1,032.50	\$860.50

MyDMV - BUSINESS ACCOUNT

The Department of Revenue provides Missouri license dealers with an online platform to electronically submit title and registration transactions, perform vehicle title record lookups, file a notice of lien, file a notice of sale, perform a vehicle pre-check, and perform their business license requirements.

The MyDMV - Business Account homepage will be accessible through the Department of Revenue (DOR) website.

TITLE AND REGISTRATION TRANSACTIONS

Missouri dealers are required to complete title and registration transactions through MyDMV - Business Account for motor vehicles sold at their dealership, unless:

- The buyer is claiming a sales tax exemption not permitted at a dealership (See [Sales Tax Exemptions](#)).
 - Dealer will complete a notice of sale transaction with an [intrastate permit](#), if applicable.
- The buyer's paid personal property tax cannot be electronically verified, and the buyer doesn't have a non-assessment waiver or paid receipt on hand.
 - Dealer will collect state and local sales tax, process a title only transaction, and issue an intrastate permit if applicable.
- The buyer is an out-of-state resident.
 - Dealer will complete a notice of sale transaction only and an in-transit permit, if applicable.
- The buyer does not have proof of insurance.
 - Dealer will process a title only transaction.

During the processing of a MyDMV - Business Account title transaction, dealers will be required to upload applicable title documents as part of the title transaction.

During the processing of a MyDMV - Business Account registration transaction, dealers will be required to upload applicable registration documents as part of the transaction if they cannot be electronically verified.

- **For example:** If the personal property tax, emissions inspection (if applicable), and vehicle insurance cannot be systematically verified, the dealer will be required to upload images of the paper document(s).

AUTOMATED CLEARING HOUSE (ACH)

Applicable sales tax and fees are due after completion of title and registration transactions, filing of notice of liens, performing record look ups, and dealer administrative fees. The applicable sales tax and fees will be paid to the DOR through ACH from the dealers' applicable bank account identified in their MyDMV - Business Account. **How will each transaction be remitted?**

- **Notice of Lien and Record Look-ups** – ACH is systematically pulled from your bank account every night.
- **Sales Tax, Title Fees, and Registration Fees** – ACH is systematically pulled every night (10 business day delay).
- **Dealer Administrative Fees** – ACH is systematically pulled on the 20th of each month for the previous month's transactions.
- **Dealer Pre-Check** – Dealers will be able to verify if the following can be electronically verified on a specific VIN in their MyDMV - Business Account:
 - Emissions Inspection
 - Safety Inspection
 - Paid Personal Property Tax
 - Proof of Insurance (trade-in VIN or new purchase VIN)

During the Dealer Pre-Check, the dealer will enter the buyer's address to return the estimated state and local sales tax due.

If the remittance day is a holiday or a weekend, the MyDMV - Business Account will generate the remittance the first business day after. If the transfer is insufficient, DOR will retry the following business day. The dealer will not manually remit to the DOR in their MyDMV - Business Account.

DOR will pull 98% of the sales tax collected from the dealership, as the dealership will retain 2% of the taxes, pursuant to Section 144.070, RSMo. The Administrator's MyDMV- Business Account will specify the date of the ACH for each transaction completed.

FILING A NOTICE OF SALE

Dealers' statutory requirement of filing a notice of sale will be satisfied when completing one of the following in the MyDMV - Business Account:

- A title transaction;
 - Not applicable to boat and trailer dealers at this time.
- Resident Notice of Sale transaction; or
 - Will only be completed by a motor vehicle when the buyer is claiming a tax exemption not applicable for processing at a dealership (See [Sales Tax Exemptions](#)).
- Non-Resident Notice of Sale transaction.
 - Will only be completed by a motor vehicle dealer when the buyer is a non-Missouri resident, therefore the vehicle is not titled and registered in Missouri.

NOTE: When processing a title transaction in the MyDMV - Business Account, the dealer will not complete a separate Resident Notice of Sale transaction. When a sale is rescinded in the MyDMV - Business Account, the dealer will not amend their sales report. There is no fee to file a Notice of Sale.

REQUEST FOR RECORDS

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

- Name;
- Social Security Number
- Address (excluding zip code);
- Photograph;
- Driver license 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 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 [Form 4681 - Request From Driver License Record Holder](#) 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 [Form 4678 - Request for DPPA Security Access Code](#). 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 or log into your MyDMV - Business Account to submit the online application:

Email: dlrecords@dor.mo.gov

Fax: 573-526-7367

Phone: 573-526-3669, Option 6

Mail: PO Box 2167, Jefferson City, MO 65105-2167

Web: 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.

The [Form 4803 - Request for Information](#) 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 dor.mo.gov/motorv/liendeal/ dealers, lienholders, and other businesses that qualify under the Driver's Privacy Protection Act (DPPA) 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.

To apply online or access DOR records electronically, please visit mydmv.mo.gov.

The cost for a search through DOR central office or at a contract license office is \$2.82 per record. If there is no record on file with the Department, the fee is not charged. A \$2 office processing fee may apply if requested at a contract license office.

When obtaining the record through a dealer MyDMV – Business Account, the cost is \$0.08 per record.

To apply for an online account and security access code, please go to the [MyDMV Home Page](#).

GENERAL TITLE INFORMATION

The following outlines general information regarding DOR policies and guidelines for titling and registering vehicles and watercraft.

TITLE PENALTY

All title penalties will be calculated based on the date of sale. The date of sale is the date on which an ownership document is assigned by the seller to the purchaser.

Vehicle

- 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 of purchase.
- A title penalty will be assessed for units not titled within 30 days after the date of purchase. A delinquent title penalty of \$25 for each 30 days of delinquency, not to exceed \$200, will be imposed.
- When a dealer and purchaser complete a [Form 5830 - Agreement for Delayed Delivery of Certificate of Ownership](#), title penalties will not be imposed when the dealer is authorized because the application for title, including the collection of sales tax, requirement has been met and the dealer is authorized under Section 301.210, RSMo.

Watercraft

- 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 9](#)) for units that must be titled.)
- A title penalty will be assessed on units not titled within 60 days after the date of purchase. A delinquent title penalty of \$10 for each 30 days of delinquency, not to exceed \$30, will be imposed.

SALES TAX EXEMPTIONS

Dealers will process title and registration transactions through the MyDMV - Business Account when the buyer is claiming one of the sales tax exemptions below:

- **Exemption 4: Non-Profit Organizations;**
 - The dealer will be required to upload a copy of the buyers' Missouri Sales Tax Exemption letter issued by DOR as part of the title transaction.
- **Exemption 5: Religious Schools;**
 - The dealer will be required to upload a copy of the buyers' Missouri Sales Tax Exemption letter issued by DOR as part of the title transaction.
- **Exemption 9: Public Schools;**
 - The dealer will be required to upload a copy of the buyers' Missouri Sales Tax Exemption letter issued by DOR as part of the title transaction.

- **Exemption 12: Leasing Companies;**

During the title and registration transaction, the dealer will enter the buyers DOR issued Lease/Rental (LR) number during the title transaction.

- If the LR is active, the MyDMV - Business Account will systematically indicate this tax exemption, and additional documentation is not required.
- If the LR number is not active, sales tax will be due, and the tax exemption will not be applicable.

- **Exemption 15: Common Carriers;**

- The dealer will be required to upload a completed [Form 5095, Sales Tax Exemption Statement For Authorized Common Carriers](#) from the buyer as part of the title transaction.

- **Exemption 18: Concrete Trucks;**

- The dealer will not be required to upload any additional documentation.

- **Exemption 19: MVs and Trailers Greater Than 54,000;**

- The dealer will be required to upload a completed [Form 5435, Application for Sales Tax Exemption- Commercial Motor Vehicles or Trailers Greater than 54,000 Pounds](#) as part of the title transaction.

- **Exemption 20: Units used for Electricity Generation/Transmission/Distribution;**

The dealer will not be required to upload any additional documentation; however, they must verify the buyer qualifies for the tax exemption by ensuring they are listed as an active investor-owned electric, natural gas, steam, water and sewer utility company in Missouri. For verification, please visit [Utility Locator | Missouri Public Service Commission](#).

Dealers will refer buyers claiming one of the below sales tax exemptions to a contract license office for title, including the collection of sales tax, and registration. Dealers will file a notice of sale transaction for these sales.

- **Exemption 6: Acquired by Gift; or**

- A dealer cannot gift a vehicle.

- **Exemption 16: Corporation and Partnerships**

- Proof of exemption from the Missouri Secretary of State office.

See [Form 4298A - Exemptions and Requirements](#) for a description of each tax exemption.

APPLICATION FOR TITLE (FORM 108)

Print Form

Reset Form

CLICK HERE for instructions before printing this form.



MISSOURI DEPARTMENT OF REVENUE

APPLICATION FOR MISSOURI TITLE AND LICENSE

TRANS TYPE ☐ RENEWAL/TRANSFER PLATES ☐ TRANSFER PLATES ☐ NEW PLATES 1 ☐ TITLE ONLY		ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH. DOR USE ONLY — REJECT NUMBER LICENSE PLATE NO 3 BRAND CODE 4	
2 ☐ TITLE AND NOTICE OF LIEN (No complete change of ownership)		6 ☐ TENANTS IN COMMON	
5 ORIGINAL (1) ☐ DUPLICATE (2) ☐ NON-NEGOT. (3) ☐ PRIOR SALVAGE ☐ CORRECTED (5) ☐ MECHANIC LIEN (6) ☐ SALVAGE (8) ☐ DOR SALVAGE (9) ☐ JUNK (A) ☐ DOR JUNK (B) ☐ TRANSFER OF DEATH (TOD) ☐			
7 OWNER'S LEGAL NAME - LAST, FIRST, MIDDLE (ONLY FIRST 50 POSITIONS WILL PRINT ON TITLE) INCLUDING TOO 8 TOO BENEFICIARIES, IF APPLICABLE			
7 STREET ADDRESS (MUST BE A PHYSICAL ADDRESS - CANNOT BE A PO BOX OR RURAL ROUTE) 9 COUNTY 10 FLEET NUMBER 11 L/R NUMBER 12 IN CITY LIMITS ☐ OUTSIDE CITY LIMITS ☐		13 TELEPHONE NUMBER 14 DLN OR FEIN NUMBER 15 E-MAIL	
15 YEAR 16 MAKE 17 VEHICLE IDENTIFICATION NUMBER (IF TYPING, DISREGARD BLOCK CONSTRAINTS) 18 BODY STYLE 19 COLOR 20 FUEL 21 G - GAS 22 LP - PROPANE 23 GWR OVER 15,000 LBS 24 MILEAGE 25 PURCHASE DATE 26 KIND OF VEHICLE 27 NEW (N) USED (U) 28 SURRENDER 29 STATE 30 ZONE 31 K.O.V. 32 CYL 33 H.P. 34 TAB NUMBER 35 EXP. MO. 36 EXP. YR. 37 CHECK BOX IF PLATE DOES NOT EXPIRE 38 SPECIAL 39 NET PRICE 40 REBATE 41 VEHICLE TRADE-IN 42 OTHER CREDIT 43 IF NO TRADE-IN ENTER "0"		36 PRICE 37 \$ 38 \$ 39 \$ 40 \$0	
41 FIRST LIEN ☐ YES ☐ NO 42 LIEN DATE 43 MAIL TO LIENHOLDER (B) ☐ YES ☐ NO 44 LIENHOLDER'S PHONE NO. 45 SECOND LIEN ☐ YES ☐ NO 46 MAIL TO ALTERNATE ADDRESS BELOW. DO NOT IF SECOND LIEN OR SUBJECT TO FUTURE ADVANCE		47 STREET ADDRESS, R.P.O. BOX NUMBER 48 STREET ADDRESS, R.P.O. BOX NUMBER 49 CITY 50 STATE 51 ZIP CODE	
52 TRADE-IN ☐ USE ☐ OTHER CREDIT ☐ 53 YEAR 54 MAKE 55 LICENSE NUMBER 56 EXP. YEAR 57 VEHICLE IDENTIFICATION NUMBER 58 FIRST LIENHOLDER AUTHORIZES SECOND LIEN BY SIGNING HERE: H.P. TITLE NUMBER		59 SIGNATURE OF ONE OWNER REQUIRED "I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE." 60 MO/DEALER NUMBER 61 DEALERSHIP NAME 62 CITY, STATE, ZIP CODE 63 TELEPHONE NUMBER 64 SIGNATURE OF DEALER OR REPRESENTATIVE 65 TRADE-IN ☐ YES ☐ NO	
66 NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL 67 IF EXEMPT FROM STATE & LOCAL TAXES, ENTER EXEMPTION CODE HERE 68 OFFICE USE ONLY 69 IF EXEMPT FROM STATE & LOCAL TAXES, ENTER EXEMPTION CODE HERE		70 SUBTOTAL 71 TOTAL 72 RESERVATION FEE 73 ADDITIONAL HPI/DORX 74 TRANSFER FEE 75 FAILURE TO TRANSFER/RENEW 76 RENEWAL PENALTY 77 TITLE PENALTY 78 FUND DONATIONS 79 TITLE/QUICK/NOTARY FEE	
80 OFFICE VALIDATION 81 APPROVE ☐ REJECT ☐ 82 PROCESSED BY 83 MILEAGE DATE 84 SURRENDERED PLATE NUMBER 85 SURRENDERED PLATE CREDIT		86 STATE TAX 87 LOCAL TAX 88 SUBTOTAL 89 PROCESSING OR AGENT FEE 90 VOL. PROCESSING FEE 91 TOTAL 92 \$0	

CLICK HERE for information regarding state and local taxes.

TITLE WITHIN THIRTY DAYS TO AVOID PENALTY

Form 108 (Revised 04-2026)

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION												
1	Transaction Type	Mark the appropriate box: • Renewal/Transfer Plates – Mark this box if the applicant wants to renew and transfer plates at the time application for title is made. • Transfer Plates – Mark this box if the applicant only wants to transfer plates at the time application for title is made. • New Plates – Mark this box if new plates are issued. • Title Only – Mark this box if the applicant only wants to title a vehicle and does not wish to register it and obtain plates. 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.												
2	Title and Notice of Lien	Mark when applying for a title and filing a Notice of Lien (NOL) with no complete change of ownership.												
3	License Plate Number	Record 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 Form 108 - Application for Missouri Title and License												
4	Brand Code	The transaction types listed below are processed through the central office, only, 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 2076, Jefferson City, MO, 65105-2076. • A - Salvage Abandoned Property • R - Reconstructed Motor Vehicle • S - Specially Constructed Motor Vehicle • M - Motor Change Vehicle • N - Non USA Std • P - Prior Salvage NOTE: If applying for an original title and the transaction is accompanied by a salvage certificate of title and a Form 551 - Vehicle Examination Certificate the applicant must submit the transaction to the central office, if applicable.												
5	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												
6	Transfer On Death/Tenants In Common	• Mark the “Transfer on Death” 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. • Mark the “Tenants in Common” box if the applicant wishes to designate a form of ownership other than joint tenancy. When ownership is Tenants In Common and one owner is deceased, the remaining owner’s percentage of ownership remains the same. The deceased owner’s share must be transferred by Probate Court.												
7	Full Legal Owner’s Name and Address	Record the legal name(s) of the applicant(s) in the last name, first name, and middle initial sequence. • Only the first 50 characters of the full legal owner’s name (including spaces) will print on the certificate of ownership. The 50 characters will include any TOD beneficiaries that may be designated. • 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. Example: If the applicant resides in Ladue, Missouri, the application should show Ladue, not St. Louis, Missouri. The following cities may be abbreviated: <table><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>US</td></tr><tr><td>• Kansas City</td><td>KC</td><td>• Springfield</td><td>SPFD</td></tr></table>	• Jefferson City	JC	• North Kansas City	NKC	• St. Louis	SL	• University City	US	• Kansas City	KC	• Springfield	SPFD
• Jefferson City	JC	• North Kansas City	NKC											
• St. Louis	SL	• University City	US											
• Kansas City	KC	• Springfield	SPFD											

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
8	TOD Beneficiaries	Record the beneficiary's name(s) if the "Transfer on Death" box is marked.
9	County	Record the county name in which the applicant's address is located.
10	Fleet Number	Record the fleet number assigned by the Department, if the vehicle is to display fleet vehicle license plates.
11	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 a registered Missouri motor vehicle/watercraft leasing company).
12	Inside/Outside City Limits	Mark the applicable box if the applicant resides inside or outside the city limits.
13	Telephone Number	Record a daytime telephone number where the applicant may be reached.
14	DLN or FEIN	Enter the driver license number or Social Security number of the first buyer; or Business Name - Enter the Federal Employee Identification Number (FEIN).
15	Year	Record at least the last two digits of the vehicle's model year. Example: For 2014 record 14.
16	Make	Record the make of the vehicle. Do not record the model name. At least the first four letters of the make must be shown and must be correctly spelled. Example: BUIC = Buick, CHRY = Chrysler, DODG = Dodge, FORD = Ford, MERC = Mercury, MERZ = Mercedes, and OLDS = Oldsmobile. For Geo, the make should be listed as CHEV. For a recreational motor vehicle, the make of the body (instead of the chassis) should be shown.
17	Vehicle Identification Number	Record the vehicle identification number (VIN) correctly and completely as listed on the surrendered Manufacturer's Statement of Origin or the assigned certificate of ownership.
18	Body Style	Record the appropriate body style. Form 4298 - Motor Vehicle Body Style and Mileage Codes .
19	Color	Record the primary color of the vehicle in this box.
20	Fuel	Record the appropriate code to indicate how the vehicle is powered: • G – Gas (including Hybrid and Plug-In Hybrid Electric vehicles with a model year of 2017 or older) • D – Diesel • E Electric • L – LP – Propane • N – Natural Gas • V – Plug-In Hybrid Electric Vehicle (model year 2018 and newer) • O – Other If the type of fuel is equal to E, L, N, or V, the applicant may be required to pay a special fuel fee.
21	Model	The specific name or product line of the vehicle (for example: Mustang, RAV4, or Civic).
22	GVWR	Mark this box if the vehicle's gross vehicle weight rating (GVWR) is over 16, 000 pounds.
23	List GVWR	Record the gross vehicle weight rating (GVWR) from the Manufacturer's Statement of Origin for each new commercial motor vehicle.
24	Mileage	When there is a change of ownership, record the mileage on the title application from the title assignment for each motor vehicle, unless the vehicle is exempt.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
25	Purchase Date	Record the Month/Day/Year. Example: March 04, 2021 or 03-04-21. 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 a non-assigned title (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.
26	New/Used	Mark "New" if the vehicle was purchased on a Manufacture's Statement of Origin (MSO); otherwise, mark "Used". Mark only one box.
27	Surrendered Title Number	Record the previous title number of the vehicle being titled, if applicable. If the vehicle is new and has never been titled, record "MSO" (Manufacturer's Statement of Origin) or "CO" (Certificate of Origin) in this box. If a court order is the ownership document, record "Court Order" in the block.
28	State	Record the state abbreviation from which the previous title was issued, if available.
29	Zone	Record the appropriate zone of operation for commercial registrations only.
30	Licensed Gross Weight or Seating Capacity	Record the licensing weight or seating capacity that corresponds to the license plate being issued, if available. Example: 6,000 lbs, 12,000 lbs, etc. for a commercial
31	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.
32	Expiration Month	Record the month the registration expires.
33	Expiration Year	Record the year the registration expires.
34	Check box if plate does not expire	Mark this box if the plates are non-expiring (i.e., historic, permanent trailer, or official plates).
35	Special	Mark this box if the transaction involves a personalized, specialty, or military license plate of any type.
36	Price	Record the gross sale price of the motor vehicle, trailer, all-terrain vehicle, or manufactured home. Verify with the title assignment, if recorded.
37	Rebate	Record 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 the 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.
38	Vehicle Trade-In	Record the total amount allowed on the trade-in vehicle, if applicable. Verify with the title assignment, if recorded. If the amount appears altered, the applicant may be required to provide proof of trade-in (i.e., dealer invoice).
39	Other Credits	Record 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).
40	Net Price	Record the total net price. This is calculated by subtracting any rebate, trade-in allowance, or other credits from the purchase price.
41	First Lien	Record the total net price. This is calculated by subtracting any rebate, trade-in allowance, or other credits from the purchase price.
42	Security Agreement Date (First Lien)	Record the lien date if a lien exists on the vehicle.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
43	Mail to Lienholder (B)	Mark the box if the title is to be mailed to the first lienholder.
44	Lienholder's Phone Number	Record the lienholder's telephone number, if applicable.
45	Second Lien	Mark the "Yes" box if there is a second lien on the vehicle; otherwise, mark the "No" box.
46	Mail-to Alternate Address Below	Mark this box only when the title is to be mailed to an address other than the address recorded in the "Owner's Legal Name and Address" box.
47	First Lien Name and Address	Record the complete name and address of the lienholder. The words "as agent" may be recorded following the lienholder's name. Please note that only the first 20 characters of the name will appear on the certificate of ownership.
48	Second Lien/ Mail To Name and Address	Record 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.
49	STFA (Subject to Future Advances)	Mark this box if the "Subject to Future Advances" must be recorded on the certificate of ownership. Also, record "Subject to Future Advances" or "STFA".
50	Security Agreement Date (Second Lien)	Record the lien date, if there is a second lien on the vehicle.
51	First Lienholder Authorization	Required when a second lien exists and the "Second Lien" box is checked. Must be signed by an authorized agent of the first lienholder.
52	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.
53	Year	Record the year of the vehicle being traded in/other credit, or the year of the vehicle from which the registration is being transferred.
54	Make	Record the make of the vehicle being traded in/other credit, or the make of the vehicle from which the registration is being transferred.
55	License Number	Record the license plate number being transferred. Record the expiration year of the license plate being transferred, if applicable.
56	Expiration Year	Record the expiration year of the license plate being transferred, if applicable.
57	Vehicle Identification Number	Record the complete vehicle identification number of the vehicle being traded in/other credit, or for the vehicle from which the registration is being transferred.
58	Title Number	Record the title number of the vehicle being traded in/other credit, or of the vehicle from which the registration is being transferred, if available.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
59	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 legal owner's name is listed, only one signature is required. If the applicant is an officer of a company or corporation, they must indicate their official position with the company or corporation besides their signature. 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.
60	MO Dealer Number	Record the dealer number if the vehicle described on the title application was sold by a Missouri dealer. If the application for title is in the name of a Missouri dealer, the purchasing dealer's number must be listed.
61	Dealership Name	Record the selling dealership's name, if applicable.
62	City, State, and Zip Code	Record the selling dealer's address, if applicable.
63	Telephone Number	Record the selling dealer's telephone number, if applicable.
64	Signature of Dealer or Representative	The selling dealer or an authorized representative of the dealer must sign, if applicable. A signature must be shown if a trade-in credit or other credit was allowed by the dealer.
65	Trade-In (Yes/No)	The selling dealer or authorized representative of the dealer must mark the appropriate box, as listed below, if applicable: - If trade-in information is listed on the application for title and a trade-in amount is shown, the "YES" box should be marked. - If there is no trade-in or if the credit allowed is "Other Credit" the "NO" box should be marked. If the dealer marked the "NO" box (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" box was marked in error or a copy of the sale's invoice reflecting the trade-in credit, etc.
66	Donations	The appropriate box must be marked if the applicant wishes to donate to the Blind Fund, Organ Fund, WWI Memorial Fund, or Missouri Medal of Honor Recipients Fund.
67	Exemption Code	Record the appropriate exemption code if exempt from state and local taxes.
68	FHVUT (Federal Heavy Vehicle Use Tax)	Mark this box when verifying the proof of payment of this tax.
69	Wgt. (Weight) of Plates Heavy Highway Vehicle Use Tax Return	The gross vehicle weight rating (GVWR). The GVWR is determined by using the "Category" field on Schedule 1 of Form 2290- Heavy Highway Vehicle Use Tax and the Category Conversion Chart.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
70	Surrendered Plate Number	The license plate number surrendered for credit, if applicable.
71	Surrendered Plate Credit	The amount of credit for a surrendered license plate, if applicable.
72	License Fee	Registration fee for the license plate being issued or renewed, if applicable.

MOTOR VEHICLE, TRAILER, ALL-TERRAIN VEHICLE (ATV), OR MANUFACTURED HOME TITLE

Section

5

JOINT TENANCY, TENANTS IN COMMON, AND TRANSFER ON DEATH

[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 of application for title, as outlined below.

Joint Tenancy

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.

Tenants In Common (T/C)

If the 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 surviving owner(s) will still only own their share, while the deceased owner’s share must be transferred by Probate Court.

No beneficiaries may be named by an owner as tenants in common. To designate ownership as tenants in common, the “T/C” block must be marked on the title application or indicated in the online title application transaction completed by the dealer. The title will print with the “T/C” designation in the legal owner’s name field.

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 or 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 a beneficiary, the beneficiary’s name must appear to the right of the owner(s) name(s) in the space provided for TOD beneficiaries and the “TOD” box must be marked on the application for title or indicated in the online title application transaction completed by the dealer. 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 fees.

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.

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.

ADDING OR DELETING NAMES AFTER TITLE ASSIGNED BUT PRIOR TO ISSUANCE OF A NEW TITLE (JOINT TENANCY)

On occasion, the purchaser of a newly acquired motor vehicle or trailer will request the Department to add or remove another individual’s name to or from the ownership document at the time an application for title is submitted to the DOR.

Adding or removing legal owner name(s) 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 removed, a statement must be submitted by the individual whose name is being removed, by providing a signed non-interest statement on the [General Affidavit \(Form 768\)](#).

Upon presentation of the required documents and fees, an individual’s name may be added or removed on an application for title. Authorization is required from the lienholder when adding or dropping a name from a title. Use Form 4809 - Notice of Lien, Lien Release, or Authorization to Add/ Remove Name From Title signed by the lienholder or a statement on the lienholder’s letterhead for authorization.

- If a Missouri title has not issued, the lienholder may modify Notice of Lien through their MyDMV - Business Account to reflect the accurate owner’s name(s).

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 purchase date of the previous original title.

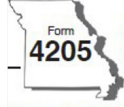
The only exception to this would be if an original title was assigned to the purchaser, then lost. The duplicate title issued (or original title in the dealer’s name) may be backdated to the date of purchase listed on the original title.

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.

A transaction, except those listed above, in which the sale date on the assignment of title is before the issue date of the title will not be accepted through the dealer’s MyDMV - Business Account without the upload of a statement signed by the purchaser, seller, and lienholder (if applicable) that 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 [Form 4205 - Date of Sale Verification](#), may be used for this purpose. The purchase or sale date recorded on the form will be used for determining title penalties.

Example: The first assignment cannot have a sale date of July 1, 2021, and the second assignment a sale date of June 15, 2021.

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 Date of Sale Verification	
Missouri Statute 301.210 requires the title to be assigned on the day of purchase.			
Year	Make	Vehicle Identification Number (VIN)	
Issue Date Indicated on Face of Title (MM/DD/YYYY)		Original Sale or Purchase Date Indicated on Assignment of Title (MM/DD/YYYY)	
Please indicate below a sale or 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			
Seller's Signature		Buyer's Signature	
Lienholder's Signature		Lienholder's Signature	
Form 4205 (Revised 06-2014)			
Mail to: Motor Vehicle Bureau P.O. Box 100 Jefferson City, MO 65105-0100		Phone: (573) 526-3669	Visit http://dor.mo.gov/mydl for additional information.

DUPLICATE TITLES

Missouri law allows 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 a duplicate title, owners may apply at a contract license office or mail the applicable application to the Department of Revenue:

- A completed, signed [Form 108 - Application for Missouri Title and License](#) or a completed, signed [Form 93 - Application for Missouri Boat/Vessel or Outboard Motor Title And Registration](#);

NOTE: These forms once required notaries for duplicates, but are no longer required.

- If an insurance company applies for duplicate title on behalf of the owner using an electronically signed [Form 4054 - Power of Attorney](#) or other similar form or document, the insurance company must indicate the duplicate title application is a result of a total loss. See [Section 7](#) of this manual for information regarding power of attorney.
- Title fee; and
- Title processing/agent fee.

A dealer may apply for a duplicate title on-behalf of their customer by:

- Completing a duplicate title transaction through their MyDMV - Business Account;
 - Verify the customer is the last known titled owner of the vehicle and notate the same owner's name on the application;
- Verify the lien has been electronically released or upload a notarized lien release, if applicable;
- Upload a [Power of Attorney \(Form 4054\)](#) if applicable;
- Indicate during the title transaction that the title will be mailed to the dealer; and
- Title 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” address shown on the application. The lien will be reflected on the title unless a lien release is submitted with the duplicate title application or was electronically released. See [Section 8](#) of this manual for information regarding a lien release.

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 field on the application.

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.

OBTAINING TITLE IN A DEALERSHIP’S NAME WHEN A CUSTOMER LOSES THE ORIGINAL TITLE

For transactions in which the dealer did not complete the online title transaction, and the purchaser loses the original assigned title before visiting a license office, the Department will allow the selling dealer to apply for a duplicate or original title in the dealer’s name.

Duplicate Title

If the vehicle was previously titled in the dealer’s name, a duplicate title may be applied for in the dealer’s name through their MyDMV - Business Account (See [Section 5](#)).

Original Title

If the vehicle was not previously titled in the dealer’s name, the dealer may apply for an original title in their dealership’s name by visiting a license office or mailing the application to the Missouri Department of Revenue:

- A photocopy (front and back) of the lost, stolen, or mutilated title or MSO showing assignment to the purchaser;
- A [Form 768 - General Affidavit](#), signed by the purchaser, which states the original title was lost, stolen, or mutilated; and
- The applicable title fee.

When the dealer receives the new title in the dealership’s name and assigns it to the purchaser, the dealer must record the original sale date on the assignment. Title penalties may apply.

ASSIGNMENTS MADE IN ERROR

Erroneous Assignments of Title – When New Title Is Required

Occasionally, after an individual or dealer has completed an assignment of title, a decision is made to **void** the sale. When this occurs the title is considered mutilated. To apply for a new title, the following must be done.

- If the name of the seller who made the erroneous assignment is recorded on the face of the

certificate of title as the owner, the seller must obtain a duplicate certificate of title.

- If the owner is an individual trading the vehicle into the dealership, the dealer can apply for a duplicate title on behalf of the owner by following the duplicate title process above and uploading:
 - 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 fee.
- If the owner's name on the face of the title is not the dealership, however a Missouri licensed motor vehicle dealer 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. The dealership will not be permitted to apply for the title through their MyDMV - Business Account and will need to visit a license office to complete the title transaction. The following will be required to obtain the original title:
 - A [Form 108 - Application for Missouri Title and License](#) 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

On occasion, the seller, purchaser, or lienholder of a motor vehicle, trailer, all-terrain vehicle, vessel (watercraft), or outboard motor will make an error while assigning an ownership document by recording the **correct** information on the wrong line (e.g., the seller records their 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. In addition, the seller, purchaser, or lienholder who made the error must submit a statement of correction. The statement 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.

RESCINDED SALES

[Section 144.071](#), RSMo, permits the 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 the purchase price of the unit. The purchaser must return the unit to the seller within 60 days of purchase to receive a refund of the purchase price.

If the vehicle is returned and the sale is rescinded within 10 days of purchase, the dealer will be required to complete the rescinded sale transaction process in their MyDMV - Business Account.

The dealer will need to:

- Collect the customers' title and registration receipt.
- Collect the customers' interim plate or hard plate if received in the mail.
 - Mark the appropriate box in the rescinded sale transaction that such inventory has been received.
- Destroy the interim or hard plate.
- Complete a statement signed by at least one buyer and seller (and any lienholder involved) indicating the date and reason the sale was rescinded and include year, make, and VIN.
- Fees will not be withdrawn from the dealer's ACH account as previously scheduled.

If the vehicle is returned and the sale is rescinded between the 11th and 60th day from purchase the dealer will need to apply for a title in the dealership's name by visiting a license office and providing the following:

- The title issued in the buyer's name;
- [Form 108 - Application for Missouri Title and License](#) in the dealer's name;
- A completed statement signed by at least one buyer and seller (and any lienholder involved) indicating the date and reason the sale was rescinded and includes year, make, and VIN;
- Title fee; and
- Title processing/agent fee.

If the sales tax is not included in the loan and the vehicle sale is rescinded between the 11th and 60th day from purchase, the buyer may apply for a refund of fees paid by submitting the below to the address on the bottom of the form:

- A completed and signed [426 - Request for Refund of Taxes or Fees](#) paid on Vehicle or marine;
- The original title receipt completed by the dealer in their MyDMV - Business Account showing payment of taxes;
- A statement, signed by the seller and the purchaser, stating the date the vehicle/trailer/vessel/motor was returned, year, make, vehicle identification number, the facts/reason for the rescinded sale, and the amount of purchase price refunded; and
 - Each claim for a rescinded sale refund must be made within one year after payment of the tax for which the refund is claimed.

If the vehicle is returned and the sale is rescinded after the 60th day of the original date of sale, a rescinded sale cannot occur. The owner will have to re-assign the certificate of title that is in their name back to the dealership's name. Sales tax and fees will not be refunded to the customer.

If the unit was sold on a Manufactured Statement of Origin (MSO), the dealer can rescind the sale following the above requirements. A statement of the rescinded sale must be attached with the mark out of the previous purchaser on the MSO. The dealer may utilize the second assignment on the MSO for the new purchaser or apply for a replacement MSO with the manufacturer.

ALL-TERRAIN VEHICLES (ATV)

An all-terrain vehicle (ATV) is any motorized vehicle manufactured and used exclusively for off-highway use, with an unladen dry weight of 1,500 pounds or less, traveling on three or more non-highway tires, with either:

- A seat designed to be straddled by the operator and handlebars for steering control; or
- A width of 50 inches or less, measured from outside of tire rim to outside of tire rim, regardless of seating or steering arrangement.

[Sections 301.700](#) and [301.703](#), RSMo, provide 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 Aug. 28, 2014, which was previously defined as a utility or recreational off-highway vehicle, may present a bill of sale or a General Affidavit from the seller as evidence of lawful ownership when a title has not been previously issued.

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 [Sections 307.198](#) and [304.013](#), RSMo. . Utility and recreational off-highway (UTV) vehicles are not titled or registered in Missouri.

MANUFACTURED HOMES

[Section 700.320](#), RSMo requires that the owner of any new or used manufactured home 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 – must be processed by Central Office only

To title a manufactured home, the owner or purchaser must submit a [Form 108 M Application for Manufactured Home](#), the appropriate ownership document, and all required fees. All application documentation and fees should be mailed to the Motor Vehicle Bureau Central Office, Missouri Department of Revenue, PO Box 100, Jefferson City, Mo 65105, or taken into the Central Office.

Appropriate ownership documents include:

- A Manufacturer's Statement of Origin (MSO) for a **new** manufactured home; or
- A certificate of title or a descriptive bill of sale for a used manufactured home.

NOTE: A bill of sale may only be used if the 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 Dealer Sale – When a Missouri dealer fails to collect state and local tax, the taxes will be assessed on 60% of the purchase price and collected at the time of titling or affixing with the Department. Use the Department's [Online Sales Tax Calculator](#) for an estimate of the state and local tax owed.

Out-of-State Dealer Sale – State and local sales tax is assessed on 60% of the purchase price. Local 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 out-of-state dealer collects tax at a rate greater than Missouri's sales tax rate (4.225%) plus the local option use tax, then tax is not due.
- If the out-of-state dealer collects tax at a rate less than Missouri's sales tax rate plus the local option use tax, then tax is due on the difference of the two.

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 of \$25 for each 30 days of delinquency, not to exceed \$200, will be imposed.

Identification Number for a Manufactured Home

The owner of a manufactured home who does not have an identification number should contact the Public Service Commission, Manufactured Housing and Modular Unit Program at 800-819-3180 or visit their website at psc.mo.gov/ManufacturedHousing/ 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 identification numbers for manufactured homes. 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 obtain an identification number. A home manufactured in 1976 or after cannot be issued an identification number by the Department of Revenue.

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 exempt 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 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. Also see [Section 6](#), 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 model year **2010 or older** and **at least ten years old** at the time of ownership transfer;
 - *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.*

Example: During calendar year 2020, mileage is not required on any assignment of title completed during the year (vehicles purchased in 2020) on any 2010 or older model vehicle (2020 – 10 = 2010).

- Effective January 1, 2021, motor vehicles beginning with model year 2011 will be required to have mileage disclosed at the time of ownership transfer until the vehicle is twenty years old, unless otherwise exempt;

Example: A model year 2011 motor vehicle will be required to disclose mileage at the time of ownership transfer until December 31, 2030 and will become exempt from mileage disclosure on January 1, 2031.

- 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.
- If the certificate of title does not contain space for the proper odometer information or the printed name(s) and signature(s) of the buyers and sellers, the certificate of title must be accompanied by a completed [Odometer Disclosure Statement \(Form 3019\)](#) or other acceptable form issued by the seller.

MILEAGE BRANDS

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

If the true mileage of the motor vehicle is unknown, or the mileage shown on the odometer is not the actual number of miles traveled or if the odometer has been repaired or replaced and is incapable of registering the same mileage as it did previously, the seller or owner must provide a statement explaining the discrepancy. The title may be branded according to the mileage statement.

If the seller states that, to the best of their 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.

Not Actual Mileage

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.”*

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:

- Record the five-digit mileage figure ***actually appearing on the odometer*** in the mileage block on the title assignment and odometer disclosure statement, if applicable; and
- 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.

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.

OBTAINING MILEAGE FOR CORRECTED TITLES

If an applicant is applying for a corrected title because the incorrect mileage reading was provided to the Department at the time of titling, the applicant must submit the following documents in addition to the other documents required for a corrected title:

- 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 Aug. 28, 1989.
- Proof of mileage (safety inspection or work order).

ODOMETER REPAIR

Nothing in [Sections 407.511 to 407.566](#), 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: watdasi.com/odometernoticestickerreplacedodometers.aspx or paadps.com/odometerrepairlabel.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 E felony.

Section 407.516, RSMo, Odometer fraud, first degree, and penalty:

- A person commits the crime of odometer fraud in the first degree if they advertise for sale, sell, install, or has installed any device which causes an odometer to register any mileage other than the true mileage driven.
- For purposes of this section, the true mileage driven is the mileage registered by the odometer with the manufacturer's designed tolerance.
- Odometer fraud in the first degree is a class A misdemeanor.

Section 407.521, RSMo, Odometer fraud, second degree, and penalty:

- A person commits the crime of odometer fraud in the second degree if they, with the intent to defraud, disconnect, reset or alter the odometer of any motor vehicle with the intent to change the number of miles indicated thereon.

- The disconnection, resetting or altering of any odometer while in the possession of the person shall be prima facie evidence of intent to defraud.
- Odometer fraud in the second degree is a class E felony.

Section 407.526, RSMo, Odometer fraud, third degree, and penalty:

- A person commits the crime of odometer fraud in the third degree if, with the intent to defraud, they operate a motor vehicle less than 20 years old on any street or highway knowing that the odometer of the motor vehicle is disconnected or not functioning.
- 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:

- 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, they do 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.
- 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.
- 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:

- 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.
- The provisions of [Section 562.014](#), 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 E felony.

POWER OF ATTORNEY (POA)

REGULAR POWER OF ATTORNEY FORM

A Regular/ 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 [Form 3019 - Odometer Disclosure Statement](#).

- A Regular POA cannot be used in situations where the person signing for buyer and seller is the same person or when different people 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 [Form 4054 - Power of Attorney](#) 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.

A Regular POA cannot be used in conjunction with a Secure 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 original secure document must be submitted for processing (a copy will not be accepted), as the federal government requires that the SPOA be on secure paper. A copy of the form should be retained for your records. The form can be ordered from the Department's website through the [Request for Mail Order Forms](#).

[Form 5086 – Secure Power of Attorney](#) may be used as follows:

- Part A of Form 5086:
 - Used when the seller authorizes the purchaser to sign the first title assignment and odometer disclosure on their 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.

- 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 should only be completed when a duplicate title must be obtained.
- 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 15th 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.

GENERAL INFORMATION REGARDING THE SECURE POWER OF ATTORNEY

An original Secure POA must be given to any subsequent purchasers with the title or uploaded by the dealer as part of the title transaction in their MyDMV - Business Account. Purchasers, other than dealers, should retain the duplicate copy with their records.

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 an 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, the Missouri dealer must obtain the Secure POA.

BUYING AND SELLING A VEHICLE WITHOUT A TITLE

Dealer delivery of ownership agreement as outlined in [Section 301.210](#), RSMo.

The dealer must provide the purchaser with:

- A signed contract for sale of the vehicle; and
- A copy of the completed [Agreement for Delayed Delivery of Certificate of Ownership \(Form 5830\)](#).

Once the dealer assigns the title to the purchaser, the purchaser must submit the following to obtain an original title for the motor vehicle:

- [Application for Missouri Title and License \(Form 108\)](#) properly completed and signed;
- State and local tax, if applicable;
- Title fee and applicable processing fee;
- Title penalty, if applicable, commencing 61 days from the date of purchase; and
 - A title penalty is not applied to a title transaction where the purchaser has a dealer completed [Agreement for Delayed Delivery of Certificate of Ownership \(Form 5830\)](#) until 61 days from the date of purchase if sold pursuant to [Section 301.210](#), RSMo. A copy of this agreement must accompany the application for title if the title penalty was waived or reduced for this reason.

The selling dealer is required to process a title and registration transaction through their MyDMV – Business Account indicating the Delayed Delivery of Title. Uploads of all title documents will be required during the title transaction.

Once the title has been received by the dealer, and the title assignments are completed, the dealer will upload the front and back copy of the title to the delayed delivery of title transaction and complete the transaction. The completed transaction will then create a title case for the title to be issued.

CREATION AND RELEASE OF LIENS

PERFECTING OF A NOTICE OF LIEN (NOL)

- 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 with the Department of Revenue within 30 days from the date of the loan.
- A lien is a claim on the property of another, i.e., vehicle, vessel, etc., as security for payment of a debt.

To file a lien on behalf of the financial institution, the dealer will file the lien online through their MyDMV - Business Account.

- If processing the title transaction in their MyDMV - Business Account, the dealer will indicate they are filing the lien at the same time as completing the title transaction. A separate Notice of Lien transaction will not be completed.
- If not completing a title transaction through their MyDMV - Business Account, and the dealer is filing a Notice of Sale transaction only, the user will need to complete an electronically filed Notice of Lien transaction, if applicable.

A primary (first) lienholder or dealer on behalf of a lienholder can electronically file a notice of lien through their MyDMV - Business Account.

A second lienholder cannot file a notice of lien using the Department's online system as the second lienholder must obtain written authorization from the first lienholder.

- To add a second lien to the already issued title, the applicant will need to visit a local license office and submit the following:
 - A signed and completed [Application for Title and License \(Form 108\)](#) with the box Title and Notice of Lien marked;
 - [Form 4809 - Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title](#) signed by the first lienholder; and
 - Applicable Title and processing/agent fees

A certificate of title will be mailed to the owner named on the certificate of title unless a designated "Mail-to" was indicated during the title process or is on the Application for Title and License.

A Notice of Lien processing fee is due for each notice of lien filed.

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 (vessels 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 their vehicle, borrow additional money, or extend their 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, or dealer filing the lien on behalf of the lienholder, must check “STFA” (Subject to Future Advances) during the title or notice of lien transaction in their MyDMV - Business Account or on the notice of lien form. The dealer or lienholder must check “Second Lien” and the “STFA” block in 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.

A lienholder 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, vessel, or motor. This includes an application for title involving a change of ownership, updating or adding a lien, or changing a name.

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 electronically or on a separate document within five 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 - Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title](#)) 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** and has a MyDMV - Business Account, they may be able to release the lien electronically through their online business account.
 - If the **lienholder is a business entity** and does not have a MyDMV - Business Account they will need to complete, sign, and notarize a [Form 4809 - Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title](#) 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.

NOTE: A faxed copy may be accepted as long as the notary information is legible.

- A lien **released** prior to July 1, 2003, may be released on the face of the title or as listed above and does 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.

A lender may release their lien electronically within their MyDMV – Business Account online. If a lien has been released electronically, a notarized lien release will not be required to be submitted during the title transaction. A copy of the electronically filed lien release will need to be printed by the dealer from their MyDMV - Business Account and given to the buyer for title transfer out of state.

On occasion, a lienholder will release the lien on a vehicle before the original certificate of title reflecting the lien issues in the legal owner’s name. This usually happens when the applicant fails to pay their 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 identified above.

COMPLETION OF THE NOTICE OF LIEN OR LIEN RELEASE (FORM 4809)

Instructions for Completing a [Form 4809 - Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title](#).

MISSOURI DEPARTMENT OF REVENUE MOTOR VEHICLE BUREAU PO BOX 3355, JEFFERSON CITY MO 65105-3355 573-526-3669 www.dor.mo.gov/mvdl NOTICE OF LIEN, LIEN RELEASE, OR AUTHORIZATION TO ADD/REMOVE NAME FROM TITLE		Reset Form Print Form	
		Form 4809 (Revised 08-2025)	FOR DOR USE ONLY REJECT NUMBER 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)		
	STREET ADDRESS 2		COUNTY
	CITY, STATE, AND ZIP CODE		DLN OR FEIN 3
	☐ PASSENGER ☐ TRUCK ☐ ATV ☐ TRAILER ☐ MANUFACTURED HOME ☐ RV ☐ BUS ☐ BOAT/VESSEL 4 ☐ OUTBOARD MOTOR (EXCLUDING TROLLING MOTOR) ☐ MOTORCYCLE ☐ TRICYCLE ☐ AUTOCYCLE		
UNIT DESCRIPTION	YEAR 5 MAKE VIN/HIN NUMBER		
	PURCHASE DATE 6 PREVIOUS TITLE NUMBER 7 NET PRICE (AFTER TRADE-IN) 8		
	LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION 9 FDIC OR LIENHOLDER ID NUMBER 10		
	STREET ADDRESS 11 CITY, STATE, AND ZIP CODE 12		
FIRST LIENHOLDER INFORMATION	LIEN DATE 13 SUBJECT TO FUTURE ADVANCE ☐ YES 14 LOAN OR UNIT NUMBER 15		
	FIRST LIENHOLDER AUTHORIZES A SECOND LIEN BY SIGNING BELOW 16		
	LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION 17 FDIC OR LIENHOLDER ID NUMBER 18		
	STREET ADDRESS 19 CITY, STATE, AND ZIP CODE 20		
SECOND LIENHOLDER INFORMATION	LIEN DATE 21 LOAN OR UNIT NUMBER 22		
	FIRST LIENHOLDER AUTHORIZES A SECOND LIEN BY SIGNING BELOW 23		
	LIENHOLDER'S NAME AS SHOWN ON TITLE APPLICATION 24 FDIC OR LIENHOLDER ID NUMBER 25		
	STREET ADDRESS 26 CITY, STATE, AND ZIP CODE 27		
ADD/REMOVE NAME FROM TITLE	OWNER'S NAME (LAST, FIRST, MIDDLE) AS SHOWN ON TITLE APPLICATION PRINT NAME BEING ADDED OR REMOVED ☐ ADD ☐ REMOVE		
	STREET ADDRESS CITY, STATE, AND ZIP CODE		
	COUNTY TITLE NUMBER PRINTED NAME OF LIENHOLDER'S AGENT SIGNATURE OF LIENHOLDER'S AGENT		
	YEAR MAKE VIN/HIN NUMBER		
LIEN RELEASE/NOTARY INFORMATION	20 LIEN RELEASE—ATTACH TO TITLE (NOTARY REQUIRED)		
	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 D FELONY. (301.640 RSMo)		
	LIENHOLDER'S NAME AS SHOWN ON TITLE 21 PRINTED NAME OF LIENHOLDER'S AGENT 22 SIGNATURE OF LIENHOLDER'S AGENT 23		
	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 MY COMMISSION EXPIRES			
DAY OF NOTARY PUBLIC SIGNATURE NOTARY PUBLIC NAME (TYPED OR PRINTED)			

A \$9.00 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.

Form 4809 (Revised 08-2025)

LINE	FORM SECTION	INSTRUCTION FOR COMPLETION
1	*FOR DOR USE ONLY	Office staff should validate this area for the appropriate processing or agent fee.
2	Full Legal Owner's Name and Address	Record the legal owner(s) full legal name exactly as shown on the title application (to release a lien, only one owner name is required if multiple names are shown on the title). • Street Address – Record the owner's street address. • County – Record the county in which the owner resides. • City, State, and Zip Code – Record the owner's city, state and ZIP code.
3	DLN or FEIN	Record the driver license number (DLN), Social Security number (SSN), or Federal Employee Identification Number (FEIN) of the first owner.
4	Type of Unit	Mark the appropriate box to indicate motor vehicle, ATV, trailer, manufactured home, vessel, or outboard motor.
5	Year	Record the two-digit year, make, and identification number. • Make – Record the make of the unit (e.g., Ford, Chrysler, Mazda). • Identification Number – Record the identification number of the motor vehicle, ATV, manufactured home, trailer, vessel, or outboard motor.
6	Purchase Date	Record the purchase date of the unit.
7	Previous Title Number	Record the purchase date of the unit.
8	Net Price	Record the net price of the unit after any trade-in credit or rebate.
9	First Lienholder's Name/Address	Record the name and address of the first lienholder.
10	FDIC or Lienholder ID Number	Record the Federal Deposit Insurance Corporation (FDIC) number or other identification number of the lienholder.
11	Lien Date	Record the date of the security agreement (lien date) for the first lienholder.
12	Subject to Future Advances (First Lienholder)	Mark this box if applicable.
13	Loan or Unit Number	Record the loan or unit number provided by the first lienholder.
14	First Lienholder Authorization	To add a second lien, the first lienholder's authorized agent must sign.
15	Second Lienholder's Name/Address	Record the name and address of the second lienholder, if applicable.
16	FDIC or Lienholder ID Number	Record the Federal Deposit Insurance Corporation (FDIC) or identification number of the second lienholder, if applicable.
17	Second Lien Date	Record the date of the security agreement (lien date) for the second lienholder, if applicable.
18	Loan or Unit Number	Record the loan or unit number provided by the second lienholder.
19	Lienholder Authorization	Mark the box and complete owner information only if adding or removing name from the title.
20	Lien Release	Mark this box when releasing a lien.
21	Lienholder's Name as Shown on Title	Record the name of the lienholder that is releasing the lien as it appears on the face of the title.
22	Printed Name of Lienholder's Agent	Print the name of the lienholder's agent that is releasing the lien.
23	Signature of Lienholder's Agent	The authorized agent of the lienholder must sign.
24	Lien Creation Date	Record the lien creation date.
25	Release Date	Record the lien release date.

WHEN IS A LIEN RELEASE NOT REQUIRED

[Section 301.640](#), 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 (e.g., 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, 2011, 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 Aug. 28, 2019, 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.*

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.

REPOSSESSION TITLE

All Department of Revenue license offices can accept a repossession title application for a motor vehicle, trailer, ATV, manufactured home, boats/vessel, or outboard motor.

A dealership may process a repossession title in their MyDMV - Business Account as long as they are the lienholder on the title. A repossession title fee will be charged to the dealers ACH account.

To obtain a repossession title through the license office, the lienholder (who is not also a dealer) must submit the following documents and fees:

- Notarized [Form 5005 - Application/Affidavit For Missouri Repossession Title](#);
- A copy of the Notice of Lien (NOL) receipt or the original title reflecting the lienholder;
- Title Fee; and
- Processing/Agent Fee.

Before making application, the lienholder must provide 10 days written notice to the owner and any other lienholder 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. The lienholder may access the Department’s records through their MyDMV - Business Account to ensure they have notified all interested parties of record.

MARINE/WATERCRAFT

OUTBOARD MOTORS, VESSELS, AND WATERCRAFT REQUIRED TO BE TITLED

Missouri law requires all **motorized** vessels (watercraft) and outboard motors to be titled and registered. This includes jet skis, motorized water bikes, or any vessel 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.

A vessel (watercraft), regardless of length, which is propelled solely by paddles or oars, is **not required** to be titled and registered. A vessel documented by the United States Coast Guard will not be titled in Missouri, but **must be registered** here if the vessel is used on Missouri public waterways.

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 of \$10 will be assessed on the 61st 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 8](#) of this manual.

Marine title and registrations **will not** be completed through the dealers' MyDMV - Business Account at this time.

A Resident or Non-Resident Notice of Sale must be completed by the dealer through their MyDMV - Business Account for each watercraft and outboard motor sale.

COMPLETION OF THE APPLICATION FOR MISSOURI BOAT/VESSEL OR OUTBOARD MOTOR TITLE AND REGISTRATION, FORM 93.



MISSOURI DEPARTMENT OF REVENUE
Form 93
Application for Missouri Boat/Vessel or Outboard Motor Title And Registration



Print Form **Reset Form**

ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH.

[CLICK HERE for instructions before printing this form.](#)

4	ORIGINAL (1)	DUPLICATE (2)	REPOSSESSION (3)	CORRECTED (5)	MECHANIC LIEN (8)	SALV. ABAND (9)	DUPLICATE SALV. ABAND. (0)	JUNK (A)	DUP. JUNK (B)	TRANSFER ON DEATH (TOD)	5	TENANTS IN COMMON
OWNER OWNER'S NAME - LAST, FIRST, MIDDLE (ONLY FIRST 38 POSITIONS WILL PRINT ON TITLE) INCLUDING TOO STREET ADDRESS (MUST BE A PHYSICAL ADDRESS - CANNOT BE A P.O. BOX OR RURAL ROUTE) CITY STATE ZIP CODE TOO BENEFICIARIES, IF APPLICABLE COUNTY IN CITY LIMITS OUTSIDE CITY LIMITS DATE OF BIRTH												
UNIT YEAR MAKE MODEL YEAR - NEW OUTBOARD MOTOR HORSEPOWER COLOR LENGTH MATERIAL BOAT TYPE ENGINE DRIVE TYPE TYPE OF PROPULSION NEW USED MO USED OUT OF STATE SURRENDERED TITLE NUMBER STATE FUEL TYPE OF USE (CHECK ONE) CHARTER FISHING COMMERCIAL PASSENGER CARRYING COMMERCIAL OTHER MANUFACTURER'S HULL IDENTIFICATION NUMBER MODEL NUMBER CLICK ON FUEL TYPE: G - GAS E - ELECTRIC D - DIESEL O - OTHER BOAT/VESSEL/OUTBOARD MOTOR DECAL NUMBER												
LIENHOLD TO FIRST LIEN LIEN DATE MAIL TO LIENHOLDER LIENHOLDER'S PHONE NUMBER SECOND LIEN STREET ADDRESS, R.R. OR P.O. BOX NUMBER CITY STATE ZIP CODE STFA LIEN DATE PURCHASE DATE PRICE												
TRADE-IN TRADE-IN YEAR MAKE TITLE NUMBER MANUFACTURER'S I.D. NUMBER FIRST LIENHOLDER AUTHORIZES SECOND LIEN BY SIGNING HERE REBATE TRADE-IN OTHER CREDIT												
OWNER SIGNATURE I CERTIFY THAT THE STATEMENTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. AS THE OWNER OF THE ABOVE MENTIONED BOAT/VESSEL OR OUTBOARD MOTOR, I CONSENT TO ANY INSPECTION NECESSARY TO DETERMINE COMPLIANCE WITH PROVISIONS OF 306, RSMo. SIGNATURE OF ONE OWNER REQUIRED X												
DEALER MISSOURI BOAT DEALER NUMBER BOAT DEALER NAME CITY, STATE AND ZIP CODE TELEPHONE NUMBER I CERTIFY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. SIGNATURE OF DEALER OR REPRESENTATIVE FEES REGISTRATION FEE MOZ/MOZA/REPLACEMENT NUMBER FEE TITLE PENALTY TITLE/QUICK/NOTARY FEE STATE TAX LOCAL TAX												
NOTARY DUPLICATE TITLE ONLY DUPLICATE TITLE ONLY - CHECK THE APPROPRIATE BOX LOST STOLEN MUTILATED (ATTACH MUTILATED TITLE) NEVER RECEIVED - LOST IN MAIL NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL STATE COUNTY (OR CITY OF ST. LOUIS) SUBSCRIBED AND SWORD BEFORE ME, THIS DAY OF NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES NOTARY PUBLIC NAME (TYPED OR PRINTED) APPROVE REJECT PROCESSOR BY MISSOURI CITY OR COUNTY WHERE THE UNIT IS HOUSED												
OFFICE VALIDATION ONLY 66 67 68 69 70												

[CLICK HERE for information regarding state and local taxes.](#)

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
1	FOR DOR USE ONLY	Office staff should validate this area for the appropriate processing or agent fee.
2	DOR USE ONLY- Reject Number	This box is used by the central office to record the reject number, if applicable
3	Title and Notice of Lien	Mark 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. Form 4809 - Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title may be used.
4	Title Type	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.
5	Transfer on Death (TOD)/ Tenants in Common	- Mark the Transfer on Death 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. - Mark the Tenants In Common 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.
6	Full Legal Owner(s) Name and Address	- Record the full legal name(s) of the applicant(s) in the "last name, first name, and middle" order. - Only the first 100 characters of the full legal owner name(s) (including spaces) will print on the certificate of ownership. The 50 characters will include any TOD beneficiary that may be designated. - Record the 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. EXAMPLE: If the applicant resides in Ladue, Missouri, the application should indicate Ladue, not St. Louis, Missouri. - Jefferson City JC • North Kansas City NKC - St. Louis STL • University City UC - Kansas City KC • Springfield SPFD
7	Transfer on Death Beneficiaries	Record the beneficiaries' legal name(s) if the Transfer on Death box is marked.
8	County	Record the county name in which the owner's address is located.
9	In City Limits	Mark this block if the applicant resides inside the city limits.
10	Outside City Limits	Mark this block if the applicant resides outside the city limits.
11	Lease/Rental (L/R) Number	Record the lease/rental number assigned by the Department if the applicant is a leasing/rental company.
12	DLN/FEIN	Record the driver license number (DLN), Social Security number (SSN), or Federal Employee Identification Number (FEIN) of the first owner.
13	DOB	Record the applicant's date of birth.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
14	Telephone Number	Record a daytime telephone number where the applicant can be reached.
15	Year MFD	- Record the model year or program year of the unit. For a new outboard motor, if the model year or program year is not shown on the MSO, record the year of manufacture as follows: - If the month of manufacture indicates January through June, record the year of manufacture. Example: Manufacture date is 06/2012, record 2012. - If the month of manufacture indicates July through December, record the calendar year immediately following the year of manufacture. Example: Manufacture date is 07/2012, record 2013.
16	Model Year-New	- Required for an outboard motor 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: - MSO; - Dealer certified application; - Original dealer invoice; or - Dealer signed statement.
17	Make	Record the make of the unit (e.g., Baja, Challenger, Crownline). Do not record the model series. (See Exhibit A for common makes)
18	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.
19	Model Number	Record the model number of the unit.
20	Horsepower	Record the horsepower for all outboard motors. If the horsepower of the outboard motor is 7 1/2, enter "7.5."
21	Color	Record the appropriate color code for the unit. If the unit has two colors, record three letters of the predominant color first, followed by three letters of the secondary color. The colors should be separated by a slash (/). Example: RED/WHI (Exhibit B)
22	Length	Record the length of the boat or vessel in feet and inches.
23	Material	Record the appropriate code (Exhibit B) for the material of the vessel (watercraft).
24	Boat Type	Record the appropriate code (Exhibit B) for the type of vessel (watercraft) being title and registered.
25	Engine Drive Type	Record the appropriate code (Exhibit B). If the vessel (watercraft) is powered by an inboard, sterndrive, or pod drive motor, enter the horsepower of the motor in the "HP" block.
26	Type of Propulsion	Record the appropriate code (Exhibit B) for the type of propulsion.
27	New	Mark this box if the unit is purchased on an MSO or a new unit purchased from a dealer or retailer when no MSO exists.
28	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.
29	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.
30	Surrendered Title Number	Record if the surrendered title was a Missouri title.
31	State	Record the state that corresponds with the ownership document.
32	Fuel Type	Record the Fuel Type

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
33	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.
34	Boat/Vessel License I.D. (MO) Number	Record the Missouri Registration Number ("MO 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.
35	Type of Use	- Mark the appropriate box: - PLEASURE – Any watercraft (vessel) that the owner uses for recreational purposes. - RENT /LEASE – Any watercraft (or vessel) which the owner rents or leases to another person, firm, or corporation for a fee. - 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. - CHARTER FISHING – Any watercraft (vessel) carrying a passenger(s) for hire who is (are) engaged in recreational fishing. - COMMERCIAL PASSENGER CARRYING – Any watercraft (vessel) that commercially engages in the transport of passengers. - COMMERCIAL OTHER – Any watercraft (vessel) that the owner uses for business purposes. - DEALER OR MANUFACTURER DEMONSTRATION – Any watercraft (vessel) that is owned by a dealer or manufacturer and used solely for demonstration purposes.
36	Boat/Vessel/ Outboard Motor Decal Number	The number of the decal issued to the watercraft (vessel) or outboard motor will be entered.
37	Expiration Year	The year the watercraft (vessel) decal expires will be entered. For outboard motors, "N/A" will be entered.
38	First Lien	- Mark "Yes" if a lien exists on the unit; or - Mark "No" if a lien does not exist on the unit.
39	Security Agreement Date (First Lien)	Record the lien date, if applicable.
40	Mail to Lienholder	Mark this box if the title is to be mailed to the first lienholder.
41	Lienholder's Telephone Number	Record the lienholder's telephone number, if applicable.
42	Second Lien	- Mark "Yes" if a second lien or Subject to Future Advances (STFA) must be recorded on the certificate of ownership; or - Mark "No" if a second lien or STFA does not exist.
43	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.
44	First Lien Name and Address	Record 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.
45	Second Lienholder or Mail To Name and Address	Record 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.
46	Subject to Future Advances (STFA)	Mark this box if "STFA" must be recorded on the certificate of ownership.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
47	Security Agreement Date (Second Lien)	Record the second lien date on the unit, if applicable.
48	Purchase Date	Record the Month/Day/Year. EXAMPLE: March 03-19 or 03-03-19. 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 a non-assigned title (e.g., change of state, adding a lien), 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.
49	Price	Record the gross sale price of the unit.
50	Rebate	Record the rebate amount, if applicable. If this amount has been altered, proof of the rebate (i.e., the dealer invoice) will be required.
51	Trade-In	Record 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.
52	Other Credits	Record the total amount allowed on any tangible personal property that was received by the dealership 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, enter the total amount allowed and verify the applicant owned the unit being used as a replacement tax credit.
53	Net Price	Record the total net price. This is calculated by subtracting any rebate, trade-in allowance, and/or other credit from the purchase price. Verify with title assignment, if recorded.
54	Trade-In	Mark "Trade-In" only if a unit was traded in to a dealership. Do not mark for a replacement tax credit.
55	Year	Record the year of the unit being traded in.
56	Make	Record the make of the unit being traded in.
57	Title Number	Record the title number of the unit being traded in, if available.
58	Manufacturer's I.D. Number	Record the complete manufacturer's identification number of the unit being traded in.
59	Signature of Owner	If more than one legal owner's name is listed, only one signature is required. If the applicant is an officer of a company or corporation, they must indicate their official position with the company or corporation beside their signature.
60	MO Boat Dealer Number	Ensure the dealer number is recorded when the unit described on the title application was sold by a Missouri 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.
61	Boat Dealer Name	The selling dealer must record the dealership's name, if applicable.
62	City, State, and Zip Code	The selling dealer's address must be recorded, if applicable.
63	Telephone Number	The selling dealer's telephone number must be recorded, if applicable.
64	Signature of Dealer or Representative	Ensure the dealer (or an authorized representative of the dealer) has signed the application, if applicable.
65	Trade-In (Yes/No)	The selling dealer or authorized representative of the dealer must mark the appropriate block as listed below, if applicable: • If trade-in information is listed on the application for title and a trade-in amount is shown, the "YES" box should be marked. • If there is no trade-in or if the credit allowed is "Other Credit" as outlined in Line #51, the "NO" box should be marked.

LINE	FORM SECTION	INSTRUCTIONS FOR COMPLETION
66	License Office Validation	This space must legibly show the registration number and the total amount of taxes, penalties, and fees paid, as applicable.
67	Approve/Reject	For central office use only.
68	Processed By	For license office use only.
69	PP	This box must be marked if presenting proof of personal property taxes or a statement of non-assessment.
70	Missouri City or County Where the Unit is Housed	Record the location where the unit is housed. For an out-of-state resident, record the city or county where the unit is housed, stored, or operated in Missouri.
71	Registration Fee	Record the appropriate registration fee. - Boat or vessel registration fee based on length, as follows: - Under 16 ft. = \$25 16 ft.–less than 26 ft. = \$55 26 ft.–less than 40 ft. = \$100 40 ft. and over = \$150 NOTE: A vessel at least 16 feet in length, but less than 28 feet in length, that is homemade, constructed of wood, and has a beam of five feet or less, will be charged a registration fee of \$55. - Outboard motor registration fee = \$2.
72	Title Penalty	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. - Application made 61st day–90th day = \$10 - Application made 91st day–120th day = \$20 - Application made 121st day or after = \$30
73	Title/ Fee	- Record the appropriate fee listed below. - Boat/vessel = \$7.50 - Outboard motor = \$5
74	State Tax	Record the amount of state tax on the net price of the unit.
75	Local Tax	Record the amount of local tax due, if applicable.
76	Processing or Agent Fee	The office collects a processing fee.
77	NOL Processing Fee	Collect an NOL processing fee, if applicable.
78	Total	Record the total amount of taxes, penalties, and fees due.

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:

- [Form 93 - Application for Missouri Boat/Vessel or Outboard Motor Title And Registration:](#)
- **One** of the following ownership documents:
 - Manufacturer's Statement of Origin (MSO);
 - Certificate of title; or
 - For a unit 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) – A Missouri resident seller must obtain a Missouri title before selling the unit unless it was exempt from titling; or
 - [Form 798 - Boat or Outboard Motor Affidavit of Ownership and Inspection](#) 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.**
- An inspection verifying the hull identification number if it is missing or is less than 12 digits (See [Section 9](#)).
- **A 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:
 - A corrected tax receipt (manual correction requires county seal); **or**
 - A letter (on county letterhead or with county seal) signed by authorized representative reflecting tax paid for boat or vessel.
- Title fee;
- Processing fee;
- Registration fee;
- State and local taxes, if applicable;
 - Use the Department's [online sales tax calculator](#) for an estimate of the taxes.
- Title penalty, if applicable.
 - Penalty is calculated 60 days after the date of purchase or the date the vessel was brought into Missouri (See [Section 4](#)).

VESSEL (WATERCRAFT) IDENTIFICATION NUMBER

[Section 306.030](#), 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 vessels (watercraft) manufactured after November 1, 1972, to contain 12 characters. 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 1973 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 1973 may have less than 12 characters; and
- For model year of 1985 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 a vessel (watercraft) that does 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 [Form 798 - Boat or Outboard Motor Affidavit of Ownership and Inspection](#).

- If the owner of the vessel (watercraft) declares the vessel (watercraft) is "HOMEMADE," a [Form 798 - Boat or Outboard Motor Affidavit of Ownership and Inspection](#) must be completed by a member of the 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 Form 798 - Boat or Outboard Motor Affidavit of Ownership and Inspection must be completed by an authorized law enforcement agency, e.g., 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 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 the application for title) and applicable fees must be 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 (if applicable), the applicant will be required to pay \$7.50 for the metal identification plate.

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

- A [Form 93A - Duplicate Application for Missouri Marine Craft or Outboard Motor Title, Registration, and Replacement Decals](#) if the applicant is applying for a new identification number plate.
- [Form 798 - Boat or Outboard Motor Affidavit of Ownership and Inspection](#). If the unit is homemade, please include a note to explain all related facts;
- Appropriate ownership documentation; and
- The appropriate fees (i.e., title fee, processing/agent 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.

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

Section

10

TITLE BRANDING INFORMATION

Title Branding

[Section 301.573](#), RSMo, allows “branding” the certificates of title for certain motor vehicles. The 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. There will be only individual brands instead of having the occasional dual brand. A certificate of title is 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 [Form 551 - Vehicle Examination Certificate](#);
- 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; or

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.

BRAND DEFINITIONS

- **Reconstructed**
 - Altered from original construction by the addition or substitution of two or more new or used major component parts, excluding motor vehicles made from all new parts, and new multistage manufactured vehicles.
 - Major component parts used to reconstruct a vehicle are the rear clip, cowl, frame, body, cab, front-end assembly or front clip.
 - Major component part used to reconstruct a motorcycle or motortricycle is the frame only.

- **Specially Constructed**
 - Not originally constructed under a distinctive name, make model or type by a manufacturer of motor vehicles.
 - Specially constructed vehicles except vehicles constructed to resemble a vehicle at least 25 years old.
 - Glider Kit Vehicles (GL) manufactured by the use of a glider kit (applies to road-tractor and semi-tractor units only).
- **Replica**
 - A vehicle manufactured prior to August 1957 that received a new, rebuilt, or used engine and used the original number stamped on the engine as the vehicle identification number.
- **NON-USA-Std**
 - A motor vehicle not originally manufactured in compliance with United States emissions or safety standards.
- **Rebuilt Vehicle**
 - A vehicle which has been repaired or restored to its original appearance and design by means of repaired sheet material or replacement of new or used essential and or one major component part of the same vehicle make, model or description.
 - Essential parts include a used transmission, fenders, hood, grille, engine, bumper, doors, and trunk lid. Description of the rebuilt vehicle will be the year, make and vehicle identification number as shown on the supporting title document.

SALVAGE TITLING INFORMATION

Salvage Titling Laws

[Sections 301.217](#) and [301.010](#), RSMo, provide the following definitions regarding the issuance of a salvage certificate 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.
- A Missouri salvage or prior salvage brand title issued prior to Aug. 28, 2007, will continue to be branded regardless of the vehicle's age or amount of damage.
- An out-of-state salvage or prior salvage branded title surrendered to Missouri will be issued a salvage title or prior salvage title, regardless of the vehicle's age or amount of damage.

Requirements for Obtaining a Salvage Title

When a motor vehicle is determined to be salvage and is less than seven years old or is sold for salvage, dismantling, or rebuilding, it is mandatory that the purchaser apply for a salvage title within ten days of purchase. For a vehicle more than six years old, the purchaser has the **option** of applying for salvage title on the vehicle 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.

To obtain a salvage title on a motor vehicle, the applicant must submit:

- A [*Form 108 - Application for Missouri Title and License*](#) 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 Sept. 28, 1983, a bill of sale may be submitted as proof of ownership;
- Title fee;
- Processing/Agent fee; and
- Sales tax on the ***purchase price*** of the vehicle in addition to any local taxes, if applicable.
 - The purchase price must be documented and recorded by the seller on the title assignment or bill of sale, unless the applicant is tax exempt.

NOTE: *For any vehicle with a model year 2011 or newer that is less than 20 years of age at the time of ownership transfer and has a gross vehicle weight rating of 16,000 pounds or less, the certificate of title must contain a proper odometer disclosure between the buyer and seller.*

A salvage business licensee (including a salvage dealer) is 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.*

Titling Requirements for a Salvaged Motor Vehicle 25 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:

- A [*Form 108 - Application for Missouri Title and License*](#) completed and signed by the applicant;
- A surety bond equals 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 they 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:
 - Original title fee;
 - Processing/Agent fee; and
 - Sales tax on the ***purchase price*** of the vehicle in addition to any local taxes, if applicable.

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 legal name is left blank.

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.

Only a Missouri-registered motor vehicle dealer may use the second assignment (reassignment) of a Missouri salvage title to transfer ownership without having to obtain a salvage title in the dealership's name. If it is an out-of-state salvage title, the dealer may only make one assignment if the state's title permits such reassignment. ***A Missouri dealer may not attach a [Form 2447- Reassignment of Ownership by Registered Dealer](#) 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.

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:

- [Form 108 - Application for Missouri Title and License](#) marked "Prior Salvage";
- Title for the vehicle;
- Applicable inspection;
 - If the vehicle will be registered, an official safety inspection, less than 60 days old; or
 - If the vehicle will not be registered at this time, an ID/OD inspection.
- A copy of the [Form 5043 - Notice of Vehicle Titling Requirements](#); and
- Title fee and processing/agent fee.

DOCUMENTS REQUIRED FOR TITLING RECONSTRUCTED, SPECIALLY CONSTRUCTED, REPLICA, MOTOR CHANGE, NON-USA-STD, AND REBUILT VEHICLES

Below are the requirements necessary to obtain a title for the vehicle types listed above. Additional documents may be requested at the time of titling, if necessary.

- A completed and signed [Form 108 - Application for Missouri Title and License](#).
 - 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. Complete the year and make boxes on Form 108 based on the appearance of the vehicle.
- A [Form 551 - Vehicle Examination Certificate](#) 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 [Form 551 - Vehicle Examination Certificate](#) indicates the public vehicle identification number of the vehicle is missing or multiple identification numbers are on the vehicle, the applicant must submit a [Form 5062 - Application For Vehicle/Trailer Identification Number Plate or Verification](#) and pay applicable fees to have a replacement or DR vehicle identification number issued. The [Form 5062 - Application For Vehicle/Trailer Identification Number Plate or Verification](#) must be signed by the applicant and certified by a member of the Missouri State Highway Patrol or the St. Louis City/County Auto Theft Unit. <https://dor.mo.gov/forms/5062.pdf>
 - If a replacement vehicle identification 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 new VIN plate has been affixed to the vehicle and the Department has received notification from the officer.

- Properly assigned ownership document, such as:
 - Manufacturer's Statement of Origin;
 - Original certificate of title;
 - Bill of sale, if an original certificate of title was submitted to the Department's salvage unit prior to Sept. 29, 1983.

NOTE: For any vehicle with a model year 2011 or newer that is less than 20 years of age at the time of ownership transfer and has a gross vehicle weight rating of 16,000 pounds or less, the certificate of title must contain a proper odometer disclosure between the buyer and seller. 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 be issued with a mileage discrepancy brand.
- Bills of Sale with a General Affidavit for the major component part(s) used to construct the vehicle listing:
 - Applicant's legal 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 legal name.
- 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. The invoice must include:
 - The part name (hood, fender, etc.);
 - Purchase price;
 - Seller's legal name;
 - Applicant's legal name; and
 - Amount of taxes collected by the seller.
- For a "Specially Constructed" vehicle, 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.)
- Applicable fees and tax;
 - Title fee;
 - Title Processing/Agent fee;
 - State and local sales tax on the purchase price of the vehicle and all major component parts and other parts used. 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; and
 - Replacement/DR# vehicle identification number plate fee, if applicable;
 - DR# Processing/Agent fee, if applicable.

NOTE: If a replacement vehicle identification number is needed, refer to the **Replacement VIN Plates** (See [Section 10](#)).

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
Rear Clip	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.
Cowl	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).
Frame	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.
Front-End Assembly	An entire unit consisting of that portion of the body from the firewall forward (e.g., hood, fenders, inner skirt or fenders, radiator or core support, grille).
Front Clip	All parts of the front-end assembly plus complete cowl and may include instrumentation and steering column. Requires cutting of floor and windshield post.
Body	The shell, either of a unibody or frame-type passenger vehicle, 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.
Cab	The passenger compartment of a common truck. It is a one-piece sheet of metal construction which may or may not include glass, instrumentation, steering column and seat.

Form 551 - Vehicle Examination Certificate

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

The examination must be performed by a uniformed officer, representative member, or a designated employee of the Missouri State Highway Patrol (MSHP) 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 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.

[The Form 551 - Vehicle Examination Certificate](#) must be used to meet the inspection requirements. The applicant must obtain the form before having the vehicle inspected.

The completed [Form 551 - Vehicle Examination Certificate](#) is valid for six months from the date of inspection.

How to obtain a [Vehicle Examination Certificate \(Form 551\)](#):

- If inspection will be completed by the St. Louis City/County Auto Theft Unit, to purchase the form:
 - Visit your local license office; and
 - Pay applicable fees.
- If inspection will be completed by the MSHP, purchase the form by:
 - Visiting [MyDMV](#); or
 - Upload copies of the required title and parts documents, as applicable
 - Pay Form 551 fee
 - Visit a local license office.
 - Pay applicable form and processing/agent fees.

NOTE: When the Vehicle Examination Certificate is completed by the MSHP, they will submit the form back to the Department electronically. The applicant will then take all title documents to the license office or central office to complete the title transaction and registration transaction, including paying all title and registration fees, if applicable.

REPLACEMENT VIN 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 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 [5062 - Application For Vehicle/Trailer Identification Number Plate or Verification](#).

- If inspection was completed by the MSHP, after inspection, the inspector will generate the replacement VIN and affix it to the vehicle. The applicant will then:
 - Visit a license office to pay applicable fees:
 - Title fee, if applicable;
 - Title processing/agent fee, if applicable;
 - Replacement VIN plate fee;
 - Processing/agent fee(s); and
 - Inspection fee.
- If inspection was completed by the St. Louis City/County Auto Theft Unit, the inspector will forward the form to the MSHP for the generation of the VIN plate. Once the new plate has been generated and sent back to the St. Louis City/County Auto Theft Unit, they will contact the applicant to affix the VIN plate. The applicant will then take the completed Form 5062 to the license office and pay the applicable fees:
 - Title fee;
 - Title processing/agent fee;
 - Replacement VIN plate fee; and
 - Processing/agent fee(s).
- If a replacement VIN is indicated by an inspector during the completion of the [Vehicle Examination Certificate \(Form 551\)](#) then a [Form 5062](#) is not required.

The authorized officer must attach, or supervise the attachment of, the replacement plate to the vehicle. The officer must make a certification on the [5062 - Application For Vehicle/Trailer Identification Number Plate or Verification](#) attesting to the attachment of the plate and will electronically submit the form 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 Department has received notification from the officer.

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 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.

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

- A [Form 108 - Application for Missouri Title and License](#) completed and signed;
- Ownership document; and
 - A properly assigned certificate of title or Junking Certificate; or
 - Bill of sale for a 1954 or older model vehicle.
- Processing fee

NOTE: There are 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 mailing the following requirements directly to the Department of Revenue, Motor Vehicle Bureau, PO Box 100, Jefferson City, Missouri 65105-0100:

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

PARTING OUT A SALVAGE MOTOR VEHICLE

After a salvage business licensee has applied for a 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 bill of sale with [General Affidavit, Form 768](#) must be provided 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 bill of sale with the General Affidavit.

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 bill of sale with the General Affidavit.

Parting out a Motor Vehicle More Than Seven Years Old

A registered salvage business licensee who is also a registered motor vehicle dealer, may “part out” a salvage motor vehicle which is more than six 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 bill of sale with a [General Affidavit, Form 768](#).

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 legal 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 rejected.

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. The certificate of title must be forwarded to:

**Motor Vehicle Bureau
ATTN: Destroyed Vehicles Unit (PO Box 2076)
Jefferson City, MO 65105-2076**

MISCELLANEOUS TITLING INFORMATION

IDENTIFICATION NUMBER AND ODOMETER READING (ID/OD) INSPECTION

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 reading (ID/OD) inspection 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. An ID/OD inspection is valid for 60 days.

A licensed Missouri motor vehicle dealer may submit either the original or a copy of the safety 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 inspection approval certificate in order to provide the ultimate purchaser of the vehicle with this inspection and prevent 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.

REASSIGNMENT OF OWNERSHIP BY A REGISTERED DEALER (RIDER)

A [Form 2447- Reassignment of Ownership by Registered Dealer](#) (commonly referred to as a "rider") is a secure document issued by the director of revenue in accordance with [Section 301.200](#), RSMo, which provides a registered Missouri dealer (not an out-of-state dealer) 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.

A rider 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. The applicant must retain a photocopy of the completed [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, emailing dealerlic@dor.mo.gov, online at [DOR.mo.gov/online forms ordering](http://DOR.mo.gov/online_forms_ordering). 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) legal name blocks, **one** purchaser and **all** sellers **must physically hand print their full legal 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- Reassignment of Ownership by Registered Dealer](#) must be submitted, but the dealer must retain a photocopy for their records.

UTILITY AND RECREATIONAL OFF-HIGHWAY VEHICLES

A **utility vehicle (UTV)** is any motorized vehicle manufactured and used exclusively for off-highway use which is more than 50 inches but no more than 80 inches in width, measured from outside of tire rim to outside of tire rim, with an unladen dry weight of 3,500 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 (ROHV)** is any motorized vehicle manufactured and used exclusively for off-highway use which is more than 50 inches but no more than 80 inches in width, measured from outside of tire rim to outside of tire rim, with an unladen dry weight of 3,500 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 a governmental entity for official use, operated for agricultural or industrial on-premises 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.
- 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.

TITLING REQUIREMENTS FOR DIRT BIKES

If a motor vehicle operated on two wheels does not meet the definition of an autocycle, motorcycle, 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 passes a safety inspection. For additional information on titling requirements for dirt bikes, please call 573-526-3669.

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 a [Form 108 - Application for Missouri Title and License](#), and submit it to the Motor Vehicle Bureau with the following:

- A statement explaining how the bonded vehicle was acquired and the reason 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 [Form 551 - Vehicle Examination Certificate](#) completed by the Missouri State Highway Patrol or the St. Louis City or County Auto Theft Unit;
- A [Form 3019 - Odometer Disclosure Statement](#) 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; and
- The applicable title and processing fees and state and local taxes, 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 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.

TRADE-INS, REPLACEMENT VEHICLE, TOTAL LOSS TAX CREDITS, REBATES, AND (FARM PRODUCTS)

[Sections 144.025](#) and [144.027](#), RSMo, allow 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.

When accepting a trade-in vehicle, the dealer should:

- Record the purchase price, actual trade-in amount or “None” if there is no trade-in, and the net price on the title assignment.
- Key the trade-in amount during the title transaction in the MyDMV - Business Account.
- Provide the purchaser with one of the following or upload a copy of one of the following during the title transaction in the MyDMV - Business Account, if applicable:
 - 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 [Form 5086 – Secure Power of Attorney](#) for the trade-in vehicle if the title is held by the lienholder or a duplicate title is needed.

180- Day Tax 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. The applicant must submit a bill of sale or notice of sale with the application for title at the license office or to the dealer 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 bill of sale or notice of sale must be in at least one of the buyers name to qualify for a tax credit.

The law **does not** restrict the tax credit to “exact or like” replacement units (e.g., a motor vehicle for a motor vehicle, trailer for trailer). Accordingly, an individual may 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’ legal names as the unit being replaced (or sold) to qualify for a tax credit.

A new Missouri resident **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.

An individual who sells a unit in their personal legal name, may not use the tax allowance toward the purchase of a vehicle titled to their trust.

For the buyer to receive the 180-Day tax credit therefore reducing their taxable amount, the dealer will enter the bill of sale or notice of sale amount in the “Other Credit” field during the title transaction process in the MyDMV - Business Account.

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** of the payment by the insurance company.

The applicant must present a notarized or certified statement from the insurance company indicating the year, make, and identification number of the “total loss” unit, the date the insurance company paid 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 certified or notarized total loss statement (original or copy) must be on insurance company letterhead listing the following: year, make, Vehicle Identification Number (VIN) for the totaled vehicle, amount of loss plus deductible, and it must be signed and dated by an insurance representative.

The total loss statement must be in at least one of the owner’s name that is on the newly acquired vehicle.

When processing transactions involving a total loss claim, please note that if the insurance company has already included the sales tax amount in the customer’s settlement payment, the customer is not eligible to receive a sales tax credit on the purchase of the replacement vehicle. Customers may only claim the credit if the insurance settlement did not include sales tax.

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

For the buyer to receive the total loss tax credit therefore reducing their taxable amount, the dealer will enter the credit amount in the “Total Loss Credit” field during the title transaction process in the MyDMV - Business Account.

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 is allowed.

To reduce the taxable amount of the purchase, the dealer will enter the rebate amount in the “Rebate” field during the title transaction process in the MyDMV - Business Account.

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

Farm Products (i.e., grain, livestock) Used as Trade-in Tax Credit

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; and
- The purchaser must submit a [*Form 4606 - Bill of Transfer \(Farm Products Only\)*](#), on 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 [*Form 4606 - Bill of Transfer \(Farm Products Only\)*](#).

For the buyer to receive the farm product tax credit therefore reducing their taxable amount, the dealer will enter the Bill of Transfer amount in the "Other Credit" field during the title transaction process in the MyDMV - Business Account.

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.

INFORMATION FOR AUCTIONS AND DEALERS SELLING AT AUCTIONS

If an auctioneer is conducting business with both buyer and seller present, the seller must assign the title directly to buyer. The seller must list the purchaser's legal name in the assignment area. The seller may not leave the purchaser's legal name blank, as this constitutes an open title. The seller must disclose the mileage to the buyer, except on an exempt vehicle. The auctioneer becomes a transferor (seller) if they buy a vehicle and later auction 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. Title transactions from an auction to a non-Missouri dealer will be processed at a contract license office.

- 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, the seller should give the auctioneer a power of attorney and title document;
 - A representative of the auction should complete title assignment on behalf of the seller. The purchaser(s) must print and sign their legal 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 the dealer's monthly report, dealer must list the actual purchaser, not the auto auction.

NATIONAL MOTOR VEHICLE TITLE INFORMATION SYSTEM (NMVTIS)

The National Motor Vehicle Title Information System (NMVTIS) is designed to protect consumers from fraud and unsafe vehicles and to keep stolen vehicles from being resold. It is a consolidated database of motor vehicle title and vehicle history information compiled by participating state motor vehicle agencies. In addition, it includes information from insurance companies and junk and salvage yards that are required by law to be reported. Watercraft and trailers are not verified through NMVTIS.

To research the history of a vehicle, or for more information on NMVTIS, visit vehiclehistory.bja.ojp.gov.

When processing a title transaction through your MyDMV - Business Account, all title transactions will electronically perform a real-time NMVTIS verification. If an invalid verification is returned, check the vehicle data you entered for accuracy. If you are unable to correct the discrepancy, you may be required to contact the department for further instruction.

PROPER DESTRUCTION OF TITLE/REGISTRATION DOCUMENTS AND METAL PLATES

With obtaining additional documents for the issuance of title and registration transactions, there must be proper destruction of these documents.

Dealers are required to keep sale records (electronically or paper) for five years.

Metal license plates surrendered to the dealership for credit towards the purchase of new registration plates, must be destroyed by the dealer upon completion of the title and registration transaction in the MyDMV - Business Account.

Original title paperwork must be kept by the dealer for 90 days as the DOR may request the dealer submit original documents to them for visual review within this timeframe. Once 90 days have passed, the dealer is required to properly destruct the original documents.

VEHICLE REGISTRATION

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.

Proof of insurance will be electronically verified during the registration process in the MyDMV - Business Account. If it cannot be electronically verified, proof of insurance will be required to be uploaded as part of the title and registration transaction process in the MyDMV - Business Account.

Proof of insurance may be electronically verified during the Dealer Pre-check process in the MyDMV - Business Account.

Penalties for Failure to Maintain Financial Responsibility

[Sections 302.281](#) and [303.024 to 303.044](#), RSMo, outline all financial responsibility requirements and penalties.

LICENSE PLATES – TRANSFER ALLOWED

The buyer of a newly acquired motor vehicle or trailer may attach the license plates from their motor vehicle or trailer that is being sold or traded to the newly acquired motor vehicle or trailer. The buyer may transfer the license plates only if vehicle acquired is of the same vehicle category as vehicle being replaced (e.g., passenger vehicle plates may not be displayed on a commercial motor vehicle).

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

* Any plate being transferred must be in one of the owner(s) names of the newly titled unit.

If the vehicle being purchased is not of the same vehicle category, the dealer may enter the plate configuration during the MyDMV - Business Account registration transaction as a surrender plate for credit, if applicable. The dealer will then issue an interim plate and place it on the vehicle. The interim plate will be the same configuration as the metal license plate the buyer will receive in the mail from the department. The dealer is required to mutilate the surrendered plate(s).

INTERIM PLATE/INTRANSIT PERMIT/INTRASTATE PERMIT STOCK

A dealer:

- May not issue an interim plate or intransit/intrastate permit on a motor vehicle owned by the dealership for leasing or rental purposes;
- May charge no more than \$5 for an interim plate or intransit/intrastate permit issued; and
- A **franchised dealer** may transfer or sell any unissued weather resistant paper remaining in the dealer's inventory at the time the dealership is sold to a purchasing dealer. The seller must notify the Motor Vehicle Bureau in writing of such facts, including the control number of each plate/permit that was transferred.

INTERIM PLATE- VALID FOR 30 DAYS

If the buyer does not have physical plates to transfer to their new purchase, the dealer will apply for new plates during the title and registration transaction process in the MyDMV - Business Account.

Once the transaction is completed, the dealer will print an interim plate on weather resistance paper approved by the department to affix to the vehicle until the buyer receives their new physical plates in the mail.

The interim plate configuration will be the same configuration that will be printed on the physical plate.

There is an interim plate fee (See [Section 2](#)).

INTRANSIT PERMIT- VALID FOR 30 DAYS

When the buyer is a non-Missouri resident and there are no plates to physically transfer to the vehicle, the dealer may issue and print an intransit permit after filing the notice of sale.

Once the notice of sale transaction is completed, the dealer will print an intransit permit on weather resistance paper approved by the department to affix to the vehicle.

There is an intransit permit fee (See [Section 2](#)).

NOTE: A title and registration transaction will not be completed in the MyDMV - Business Account. There will be no collection of any title and registration fees.

INTRASTATE PERMIT- VALID FOR 15 DAYS

When the buyers paid personal property tax receipt cannot be electronically verified or the buyer does not have proof of payment of the tax, as long as proof of insurance is verified, the dealer can process an intrastate permit through their MyDMV - Business Account. The buyer will be required to visit a license office within 15 days to provide proof of paid personal property tax and all other registration requirements within 15 days to complete their registration transaction.

When the buyer is claiming a sales tax exemption in which the dealer is not authorized to process the title transaction, an intrastate permit may be issued and printed after the filing of the notice of sale.

Once the notice of sale transaction is completed, the dealer will print an intrastate permit on weather resistance paper approved by the department to affix to the vehicle.

There is an intrastate permit fee (See [Section 2](#)).

NOTE: Please click on link for tax exemption requirements [Form 4298A - Exemptions and Requirements](#)

Responsibility of the Buyer

The interim plate or in-transit/intrastate permit must be affixed to the rear of vehicle where a standard license plate is normally displayed. They are not valid upon the receipt of the physical plate for the motor vehicle or trailer.

EXHIBITS

EXHIBIT A: MOST COMMONLY USED BOAT MAKE CODES

MAKE	CODE
Advantage	ADVAN
Aloha	ALOHA
Alumacraft	ALUMA
Alweld	ALWEL
Appleby	APPLE
Ark Traveler	ARKTR
Arrow Glass	ARROW
Astroglass	ASTRO
Avalon	AVALO
Axis	AXIS
Baja	BAJA
Banta	BANTA
Baretta	BARET
Bass Cats	BASSC
Bass Hunter	BASSH
Bass Tracker	BASST
Bayliner	BAYLI
Bennington	BENNI
Bentley	BENTL
Big Jon	BIGJO
Blaze	BLAZE
Blue Fin	BLUEF
Bombardier	BOMBA
Bonanza	BONAN
Boston Whaler	BOSTO
Bryant	BRYAN
Cajun Special	CAJUN
Caravelle	CARAV
Carver	CARVE
Catalina	CATAL
Celebrity	CELEB
Century	CENTU
Challenger	CHALL

MAKE	CODE
Champion	CHAMP
Chaparral	CHAPA
Charger	CHARG
Charloma	CHARL
Checkmate	CHECK
Cheetah	CHEET
Chris Craft	CHRIS
Chrysler	CHRYN
Cigarette	CIGAR
Cobalt	COBAL
Cobra	COBRA
Coleman	COLEM
Correct Craft	CORRE
Crestliner	CREST
Crownline	CROWN
Cruisers	CRUIS
Cypress Cay	CYPRE
Desoto	DESOT
Donzi Marine	DONZI
Duracraft	DURAC
Dynasty	DYNAS
Ebbtide	EBBTI
Eldo Craft	ELDOC
Eliminator	ELIMI
Encore	ENCOR
Envision	ENVIS
Excel Marine	EXCEL
F & F Boat Co.	FF
Fabuglass	FABUG
Fisher Marine	FISHE
Forester	FORES
Formula	FORMU
Fountain	FOUNT

MAKE	CODE
Four Winns	FOURW
Galaxy	GALAX
Gambler	GAMBL
Gator	GATOR
General Motors	GM
Generation 3	G3
Gibson	GIBSO
Glasspar	GLASS
Glastron	GLAST
Godfrey Conveyor	GODFR
Grumman	GRUMM
Harris Industry	HARRI
Hawk Industries	HAWK
Hobie	HOBBE
Homemade	HMDE
Honda	HONDA
Hunter	HUNTE
Hurricane	HURRI
Hydra-Sports	HYDRA
IMP	IMP
Invader	INVAD
Javelin	JAVEL
Johnson	JOHNS
Kawasaki	KAWAS
King Fish	KINGF
Landau	LANDA
Larson	LARSO
Legend	LEGEN
Leisure	LEISU
Lone Star	LONES
Loweline	LOWEL
Lund	LUND
MacGregor	MACGR

MAKE	CODE
Mach One	MACHI
Malibu Boats	MALIB
Manitou	MANIT
Marada	MARAD
Mariah	MARIA
Mark	MARK
Mark Twain	MARKT
Master C	MASTE
Maurell	MAURE
Maxum Marine	MAXUM
Midnight Express	XPRES
Mirrocraft	MIRRO
Misty Harbor	MISTY
Monark	MONAR
Monterey	MONTE
Nautique	NAUTI
Newman	NEWMA
Nitro	NITRO
Nova	NOVA
Odyssey	ODYSS
Old Town Canoe	OLDTO
Osagian	OSAGI
Ozark	OZARK
Partikraft	PARTI
Pelican	PELIC
Phoenix	PHOEN
Playcraft	PLAYC
Polar Craft	POLAR
Porta-Bote	PORTA
Powerquest	POWER
Premier Marine	PREMI
Princecraft	PRINC
Pro Craft	PROCR
Quachita	QUACH
Ranger	RANGE
Reedcraft	REEDC
Regal	REGAL
Richline	RICHL
Rinker	RINKE
Rivera Boat	RIVER
Riviera	RIVIE
Roughneck	ROUGH

MAKE	CODE
Scorpion	SCORP
Sea Arrow	SEAAR
Sea Doo	SEADO
Sea King	SEAKI
Sea Nymph	SEANY
Sea Ray	SEARA
Sea Sprite	SEASP
Sears	SEARS
Shoal Runner	SHOAL
Silverton	SILVE
Skeeter	SKEET
Smokey	SMOKE
Southfork	SOUTH
Spectrum	SPECT
Sport Craft	SPORT
Sprint Boats	SPRIN
Star Craft	STARC
Stingray	STING
Stratos	STRAT
Sugar Sand	SUGAR
Sun Cruiser	SUNCR
Sun Tracker	SUNTR
Sunbird	SUNBI
Sundance	SUNDA
Sunfish	SUNFI
Supra Sports	SUPRA
Sweetwater	SWEET
Sylvan	SYLVA
Tahoe	TAHOE
Terry	TERRY
Thunderbird	THUND
Tide Craft	TIDEC
Tige	TIGE
Tracker Seacraft	TRACK
Traveler	TRAVE
Tri-Toom	TRITO
Ventura	VENTU
VIP	VIP
Viper	VIPER
Voyager	VOYAG
Waco	WACO
War Eagle	WAREA

MAKE	CODE
Wards	WARDS
Water Buster	WATER
Webb Craft	WEBBC
Weere	WEERE
Weldbilt	WELDB
Weldcraft	WELDC
Wellcraft	WELLC
Winner	WINNE
Yamaha	YAMAH

EXHIBIT B: MARINE CODES

COLOR	COLOR CODE
BEIGE	BGE
BLACK	BLK
BLUE	BLU
BROWN	BRO
BRONZE	BRZ
CHROME (STAINLESS STEEL)	COM
COPPER	CPR
CREAM (IVORY)	CRM
DARK BLUE	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 (ALUMINUM)	SIL
TAN	TAN
TURQUOISE	TRQ
WHITE	WHI
YELLOW	YEL

MATERIAL	MATERIAL CODE
ALUMINUM	ALUM
CONCRETE	CONCR
HYPAL	HYPAL
KEVLA- TYPE OF FIBERGLASS	KEVLA
OTHER	OTHER
PLASTIC	PLAS
RUBBER/VINYL/CANVAS	RUBBR
STEEL	STEEL
WOOD	WOOD

PROPULSION	CODE
AIR THRUST	AIR
MANUAL	MAN
OTHER	OTH
PROPELLER	PRO
SAIL	SAIL
WATERJET	WAT

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

VESSEL	VESSEL CODE
AIRBOAT	AIR
AMPHIBIOUS	AMP
AUXILIARY SAIL	AUX
BARGE	BAR
BASS BOAT	BAS
CABIN MOTORBOAT	CAB
CANOE	CAN
COMMERCIAL	COM
CRUISER	CRU
DAY CRUISER	DAY
DECK BOAT	DEC
DRAG OR PERFORMANCE BOAT	DRG
HOUSEBOAT	HSE
HOVERCRAFT	HOV
HYDROFOIL	HYD
HYDROPLANE	HRO
INFLATABLE BOAT	RAF
JET SKI	JET
OFFICIAL	OFF
OPEN MOTORBOAT	OPE
OTHER	OTH
PADDLECRAFT	PAD
PERSONAL WATERCRAFT	PER
PONTOON	PON
ROWBOAT	ROW
RUNABOUT	RUN

VESSEL	VESSEL CODE
SAIL ONLY	SAL
SUBMARINE	SUB
SURF JET	SUR
UTILITY	UTL
WET BIKE	WET
YACHT	YAT
WOOD	WOOD