

Title Applications

Section 5

Application for Title and Certificate of Ownership

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

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

Title Application

10. Applications for motor vehicle title accompanied by an out-of-state title must also be accompanied by an inspection performed by an official inspection station that verifies the vehicle identification number and odometer reading of the vehicle.
11. Designations on out-of-state titles which indicate a vehicle as a kit vehicle, motor change vehicle, reconstructed motor vehicle, specially constructed motor vehicle, or non-USA-std vehicle will be carried forward to any subsequent Missouri certificate of ownership.
12. The Director of Revenue and the Superintendent of the Missouri State Highway Patrol have administrative rulemaking authority under this statute.

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

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



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TRANS TYPE		ANY FALSE STATEMENT IN THIS APPLICATION IS A VIOLATION OF THE LAW AND MAY BE PUNISHED BY FINE OR IMPRISONMENT OR BOTH.	
<input type="checkbox"/> RENEWAL/TRANSFER PLATES	<input type="checkbox"/> TRANSFER PLATES	DOR USE ONLY — REJECT NUMBER 5	
<input type="checkbox"/> NEW PLATES	<input type="checkbox"/> TITLE ONLY	LICENSE PLATE NO 3	BRAND CODE 4

TITLE AND NOTICE OF LIEN 2
(No complete change of ownership)



MISSOURI DEPARTMENT OF REVENUE
APPLICATION FOR MISSOURI TITLE AND LICENSE

7 →	<input type="checkbox"/> ORIGINAL (1) <input type="checkbox"/> DUPLICATE (2) <input type="checkbox"/> NON-NEGOT. (3) <input type="checkbox"/> PRIOR SALVAGE <input type="checkbox"/> CORRECTED (5) <input type="checkbox"/> MECHANIC (6) <input type="checkbox"/> SALVAGE (8) <input type="checkbox"/> DUP. SALVAGE (9) <input type="checkbox"/> JUNK (A) <input type="checkbox"/> DUP. JUNK (B) <input type="checkbox"/> TRANSFER ON DEATH (TOC) 8 <input type="checkbox"/> TENANTS IN COMMON												
	OWNER'S NAME - LAST, FIRST, MIDDLE (ONLY FIRST 50 POSITIONS WILL PRINT ON TITLE) INCLUDING TOO					TOD BENEFICIARIES, IF APPLICABLE							
	STREET ADDRESS (MUST BE A PHYSICAL ADDRESS - CANNOT BE A PO BOX OR RURAL ROUTE) 9					COUNTY 11	FLEET NUMBER 12	L/R NUMBER 13					
OWNER	CITY		STATE	ZIP CODE		<input type="checkbox"/> IN CITY LIMITS 14	<input type="checkbox"/> OUTSIDE CITY LIMITS	TELEPHONE NUMBER () 15					
	E-MAIL					DLN OR FEIN NUMBER 16		PRICE \$ 41					
	YEAR 17	MAKE 18	VEHICLE IDENTIFICATION NUMBER (IF TYPING, DISREGARD BLOCK CONSTRAINTS) 19			BODY STYLE 20	REBATE \$ 42						
	COLOR 21	FUEL 22	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> ELECTRIC	<input type="checkbox"/> L.P. PROPANE <input type="checkbox"/> NATURAL <input type="checkbox"/> OTHER	G.V.W.R. OVER 15,000 LBS. <input type="checkbox"/> YES 23	IF NEW, LIST G.V.W.R. 24	MILEAGE 25	CODE 26	PURCHASE DATE 27	VEHICLE TRADE-IN \$ 43			
	KIND OF VEHICLE		<input type="checkbox"/> NEW <input type="checkbox"/> USED (TITLE) 28	SURRENDERED TITLE NO. 29	STATE 30	ZONE 31	<input type="checkbox"/> L-LOCAL S-SHUTTLE <input type="checkbox"/> B-BEYOND LOCAL <input type="checkbox"/> F-FARM <input type="checkbox"/> T-TRANSIT	GR. WT. OR SEATING CAPACITY 32	OTHER CREDIT \$ 44				
P-PASSENGER T-TRUCK D-TRAILER B-BUS	M-MOTORCYCLE C-TRICYCLE R-REG. VEHICLE A-ATV	K-CAR 33	CV 34	H.P. 35	TAB NUMBER 36	EXP. MO. 37	EXP. YR. 38	CHECK BOX IF PLATE DOES NOT EXPIRE 39	SPECIAL 40	NET PRICE \$ 45			
LIEN/MAIL TO	FIRST LIEN <input type="checkbox"/> YES 46 <input type="checkbox"/> NO		SECURITY AGREEMENT DATE 47	MAIL TO LIENHOLDER (B) <input type="checkbox"/> 48	LIENHOLDER'S PHONE NO. () 49	SECOND LIEN <input type="checkbox"/> YES 50 <input type="checkbox"/> NO	MAIL ALTERNATE ADDRESS BELOW. DO NOT USE IF SECOND LIEN OR SUBJECT TO FUTURE ADVANCES. 51						
	1 FIRST LIEN		2 SECOND LIEN/MAIL TO		STFA <input type="checkbox"/>		SECURITY AGREEMENT DATE 55						
	STREET ADDRESS, R.R. OR P.O. BOX NUMBER 52				STREET ADDRESS, R.R. OR P.O. BOX NUMBER 53				FEES				
	CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE			LICENSE FEE \$ 87	RESERVATION FEE \$ 88	ADDITIONAL HP/DOR/OK \$ 89	TRANSFER FEE \$ 90	
57 →	TRADE-IN <input type="checkbox"/>		YEAR 58	MAKE 59	LICENSE NUMBER 60	EXP. YEAR 61	FIRST LIENHOLDER AUTHORIZES SECOND LIEN BY SIGNING HERE: 56						
	LICENSE TRANSFER <input type="checkbox"/>		VEHICLE IDENTIFICATION NUMBER 62		H.P. 63	TITLE NUMBER 64	SIGNATURE OF ONE OWNER REQUIRED						
OWNER SIGNATURE	If this motor vehicle is registered at the time application for title is made, my signature shall certify that I have and will maintain, during the period of registration, financial responsibility with respect to each motor vehicle that I own, license, or operate on the streets or highways. You must present your insurance card or other acceptable proof of financial responsibility. Any false affidavit is a crime under Section 575.050 of Missouri law.					I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. 65		DATE		FAILURE TO RENEW \$ 91	RENEWAL PENALTY \$ 92		
	MO DEALER NUMBER 66		DEALERSHIP NAME 67		CITY, STATE, ZIP CODE 68		TELEPHONE NUMBER () 69		TITLE PENALTY \$ 93		FUND DONATIONS \$ 94		
72 →	I CERTIFY UNDER PENALTY OF PERJURY THAT THE FACTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. 70					TRADE-IN <input type="checkbox"/> YES 71 <input type="checkbox"/> NO							
	DUPLICATE TITLE ONLY - COMPLETE REASON AND NOTARIZE. NOTARY INFORMATION APPLIES TO APPLICANT'S SIGNATURE. <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED (ATTACH MUTILATED TITLE) <input type="checkbox"/> NEVER RECEIVED - LOST IN MAIL					<input type="checkbox"/> \$1 BLIND FUND <input type="checkbox"/> \$1 ORGAN FUND <input type="checkbox"/> WWI MEMORIAL FUND <input type="checkbox"/> \$1 <input type="checkbox"/> \$10 <input type="checkbox"/> OTHER 74			TITLE/QUICK FEE \$ 95				
	NOTARY PUBLIC EMBOSSE OR BLACK RUBBER STAMP SEAL		STATE	COUNTY (OR CITY OF ST. LOUIS)		IF EXEMPT FROM STATE OR LOCAL TAXES, ENTER EXEMPTION CODE HERE: 75				STATE TAX \$ 96			
SUBSCRIBED AND SWORN BEFORE ME, THIS 73 DAY OF		NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES		FOR OFFICE USE ONLY		LOCAL TAX \$ 97					
NOTARY PUBLIC NAME (TYPED OR PRINTED) 76 →						<input type="checkbox"/> PHVUT <input type="checkbox"/> INS <input type="checkbox"/> DIST. AMT. 78	\$ 79			SUBTOTAL \$ 98			
OFFICE VALIDATION					<input type="checkbox"/> APPROVE <input type="checkbox"/> REJECT 82				PROCESSING OR AGENT FEE \$ 99				
					PROCESSED BY 83		MILEAGE DATE 84		NOL PROCESSING FEE \$ 100				
							SURRENDERED PLATE NUMBER 85		TOTAL \$ 101				
							SURRENDERED PLATE CREDIT 86						

TITLE WITHIN THIRTY DAYS TO AVOID PENALTY

DOR-108 (09-2013)

Completion of the Application for Missouri Title and License

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

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

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

1. **Transaction Type** - Mark the appropriate box.
 - a) **Renewal/Transfer Plates** - Mark this box if the applicant wants to renew and transfer plates at the time application for title is made.
 - b) **Transfer Plates** - Mark this box if the applicant only wants to transfer plates at the time application for title is made.
 - c) **New Plates** - Mark this box if new plates are issued.
 - d) **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** – Check when applying for a title and filing a Notice of Lien (NOL) with no complete change of ownership.
3. **License Plate Number** - Enter the license plate number at the time of application for title and/or license. The license plate configuration must correspond with the kind of vehicle (KOV) described on the *Application for Missouri Title and License* ([Form 108](#)).
4. **Brand Code** - The transactions listed below are processed through the Central Office ONLY except prior salvage transactions (Item f, below) 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, P.O. Box 3325, Jefferson City, Missouri 65105-3325.
 - a) A - Salvage/Abandoned Property
 - b) R - Reconstructed Motor Vehicle
 - c) S - Specially Constructed Motor Vehicle

- d) M - Motor Change Vehicle
- e) N - Non USA Std
- f) P - Prior Salvage

NOTE: If applying for an original title and the transaction is accompanied by a salvage certificate of title and a *Vehicle Examination Certificate (Form 551)*, the applicant must submit the transaction to the central office.

- 5. **DOR Use Only – Reject Number** – This box is used by the Central Office to record the reject number, if applicable.
- 6. **Top Portion of Application Form** - The top portion of the application directly below the bar code is reserved for use in the Central Office ONLY. This space is used to record the control (title) number of the transaction. It is imperative that nothing be written in this space. The bar codes are used to facilitate the microfilming process.
- 7. **Title Type** - Mark the appropriate box to indicate the type of title for which the applicant is applying. To ensure proper processing, the box must be marked clearly. Do not mark on or over the lines separating the title types.
- 8. **Transfer On Death/Tenants In Common** - 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 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.
- 9. **Owner's Name and Address** - Show the legal name(s) of the applicant(s) in last name, first name, and middle initial sequence. All names must be legible and must be recorded in the proper sequence. Only 38 characters (including spaces) of the owner's name will print on the face of the certificate of ownership. The 38 characters include any TOD beneficiaries that may be designated. Show the street address, 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.

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- a) The following cities may be abbreviated:
- Jefferson City JC
 - St. Louis SL
 - Kansas City KC
 - North Kansas City NKC
 - University City UC
 - Springfield SPFD
10. **TOD Beneficiaries** - Record the beneficiaries' name(s) if the Transfer on Death block is marked.
11. **County** - Enter the county name in which the applicant's address is located.
12. **Fleet Number** - Record the fleet number assigned by the DOR if the vehicle is to display fleet vehicle license plates.
13. **L/R Number** - Record the lease/rental number assigned by the DOR, if the applicant is a leasing/rental company claiming an exemption 12 in [box 75](#).
14. **Inside City/Outside City Limits** - Check this block if the applicant resides inside or outside the city limits.
15. **Telephone Number** - Record a daytime telephone number where the applicant may be reached.
16. **DLN, SSN, or FEIN** - The applicant's identification number should be entered as outlined below:
- a) Individual Name - Enter the Driver License Number or Social Security Number.
 - b) Business Name - Enter the Federal Employee Identification Number (FEIN).
17. **Year** - Show at least the last two digits of the vehicle's model year. Example: For 2003 record 03.
18. **Make** - Enter the make of the vehicle. DO NOT show the model series. At least the first four letters of the make must be shown and must be correctly spelled. *Example: OLDS - Oldsmobile, BUIC - Buick, DODG - Dodge, FORD - Ford, MERC - Mercury, MERZ - Mercedes, and CHRY - Chrysler. For GEO, the make should be listed as CHEV. For recreational motor vehicles, the make of the body (instead of the chassis) should be shown. Below are examples (this list is not all inclusive):*
- Winnebago Industries – WINN
 - Coachman Industries – COAC
 - Itaska Motor Home – ITAS
 - Holiday Rambler – HOLI
 - Pace Arrow – PACE
 - Mobil Traveler – MOBI

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19. **Vehicle Identification Number** - Enter the vehicle identification number correctly and completely as listed on the surrendered Manufacturer's Statement of Origin or the assigned certificate of ownership.
 20. **Body Style** - Enter the appropriate [body style](#).
 21. **Color** - Enter the primary color of the vehicle in this block. The color will not appear on the certificate of ownership.
 22. **Fuel** - Record the proper code in this block. If a type of fuel is used other than those listed, record "O" (other). If the vehicle is powered by fuel and electricity, record "G" in the fuel box and base registration fees on the taxable horsepower. If the vehicle is powered solely by electricity, record "E" in the fuel box and base registration fees on the 12-24 horsepower fee.
 23. **GVWR** - Check this box if the vehicle's gross vehicle weight rating is over 16,000 pounds.
 24. **List GVWR** - Record the gross vehicle weight rating from the Manufacturer's Statement of Origin for all **new** commercial motor vehicles.
 25. **Mileage** - When there is a change of ownership, record the mileage on the title application from the title assignment for all motor vehicles unless the vehicle is exempt. If no change of ownership, record current mileage, if available.
 26. **Code** - Office staff will enter the appropriate mileage code in this box, if applicable.
 27. **Purchase Date** - Enter the Month/Day/Year. Example: March 04-03 or 03-04-03. The purchase date and the sale date must be the same. The purchase date should be the date the ownership document was assigned when a change of ownership is involved. On non-assigned titles, i.e., change of state, adding a lien, etc., the purchase date should be carried forward from the face of the title. If there is no purchase date on the face of the title, the issue date shown on the surrendered ownership document may be entered as the purchase date.
 28. **New/Used** - Mark "New" if the vehicle was purchased on a Manufacturer Statement of Origin; otherwise, mark "Used." Check only ONE box.

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29. **Surrendered Title Number** - Enter the previous title number of the vehicle being titled, if available. If the vehicle is new and has never been titled, write "MSO" (Manufacturer's Statement of Origin) or "CO" (Certificate of Origin) in this block. If a court order is the ownership document, record "Court Order" in the block.
 30. **State** - Enter the state abbreviation from which the previous title was issued, if available.
 31. **Zone** - Enter the appropriate zone of operation for commercial registrations only.
 32. **Licensed Gross Weight or Seating Capacity** - Enter the licensing weight or seating capacity that corresponds to the license plate being issued, if available. Example: 6,000 lbs, 12,000 pounds, etc., for commercial motor vehicles. If the vehicle is a bus, record the seating capacity.
 33. **Kind of Vehicle (KOV)** - Record the correct code as listed on the title application. The kind of vehicle must agree with the type of registration issued.
 34. **Cylinders** - Enter the number of cylinders for all passenger vehicles as shown on the Manufacturer's Statement of Origin or the assigned certificate of ownership. If the vehicle is electrically powered, or if it has a rotary engine, enter EL for electric, or 2R, 3R, or 4R for a rotary engine.
 35. **Horsepower** - Enter the taxable horsepower for passenger vehicles only.
 36. **Tab Number** - Enter the appropriate tab number when a new tab number is issued.
 37. **Expiration Month** - Enter the month the registration expires.
 38. **Expiration Year** - Enter the year the registration expires.
 39. **Check Box If Plate Does Not Expire** – Place an "X" in this box if the plates are non-expiring (i.e. historic, permanent trailer, or official plates).
 40. **Special** - Place an "X" in this box if a personalized or special military license plate of any category is involved in the transaction.
 41. **Price** - Enter the gross sale price of the motor vehicle, trailer, all-terrain vehicle, or manufactured home. Verify with title assignment, if recorded.

42. **Rebate** – Enter the rebate amount, if applicable. A rebate offered by a motor vehicle dealer or manufacturer may be used as a credit to reduce the amount of sales tax due by a purchaser when titling a new or used motor vehicle sold by a Missouri or out-of-state dealer. The selling dealer must complete all rebate information on the application for title before any credit will be allowed.
43. **Vehicle Trade-In** - Enter the total amount allowed on the trade-in vehicle, if applicable. Verify with title assignment, if recorded. If this amount has been altered, request proof of the trade-in, i.e., dealer invoice.
44. **Other Credits** - Enter the total amount allowed on any tangible personal property that was received by the dealership as a credit or partial payment towards the purchase price of the vehicle, e.g., farm products.
45. **Net Price** - Enter the total net price. This is calculated by subtracting any rebate, trade-in allowance and/or other credits from the purchase price.
46. **First Lien** - Mark the "YES" box if there is a lien on the vehicle; otherwise mark "NO".
47. **Security Agreement Date (First Lien)** - Record the lien date if there is a lien on the vehicle.
48. **Mail To Lienholder (B)** – Place an "X" in the box if the title is to be mailed to the first lienholder
49. **Lienholder's Telephone No.** - Record the lienholder's telephone number, if applicable.
50. **Second Lien** - Mark the "Yes" box if a second lien or Subject to Future Advances (STFA) must be recorded on the certificate of ownership. The box on line 55 below must also be marked if STFA.
51. **Mail-to Alternate Address Below** - Mark this box only when the title is to be mailed to an address other than the address shown at the top of the application. In the event that there is a second lienholder and/or STFA completed in the "Mail-to" area and the owner needs the title mailed to a different address, the owner must pay the \$5 expeditious title fee and complete a *Return Title Slip (Form 1319)* ([Exhibit A](#)) with the "Mail-to" address.

NOTE: Effective July 1, 2003, titles will be mailed to the owner or designated "Mail-to" even when a lien is shown.

52. **First Lien Name and Address** - Enter the complete name and address of the lienholder. "As agent" may be recorded following the lienholders name. Please note that only the first 20 characters of the name will appear on the certificate of ownership.

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53. **Second Lienholder or Mail To Name and Address** - Enter the complete name and address of the second lienholder or mail to. Please note that only the first 20 characters of the name will appear on the certificate of ownership, so the name may be abbreviated accordingly.
- NOTE:** *In the event there is a second lienholder and/or subject to future advances completed in the "Mail-to" area and the owner needs the title mailed to a different address, the owner must pay the \$5 expeditious title fee and complete a return title slip with the mail to address.*
54. **STFA** (Subject to Future Advances) – Mark this box if the "Subject to Future Advances" must be recorded on the certificate of ownership.
55. **Security Agreement Date (Second Lien)** - Record the lien date if there is a second lien on the vehicle.
56. **First Lienholder Authorization** – Required when a second lien exists and the second lien box is checked and must be signed by an authorized agent of the first lienholder.
57. **Trade-In/License Transfer/Other Credit** - Mark the appropriate box or boxes. Mark "Trade-In" only if a vehicle was traded in to a dealership. Mark "Other Credit" when using replacement credit or farm products credit.
58. **Year** - Enter the year of the vehicle being traded in/other credit or the year of the vehicle from which the registration is being transferred.
59. **Make** - Enter the make of the vehicle being traded in/other credit or the make of the vehicle from which the registration is being transferred.
60. **License Number** - Enter the license plate number being transferred.
61. **Expiration Year** - Enter the expiration year of the license plate being transferred, when applicable.
62. **Vehicle Identification Number** - Enter the complete vehicle identification number of the vehicle being traded in/other credit or for the vehicle from which the registration is being transferred.
63. **Horsepower** - Enter the taxable horsepower if the vehicle from which the registration is being transferred is a passenger vehicle.

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64. **Title Number** - Enter the title number of the vehicle being traded in/other credit or of the vehicle from which the registration is being transferred, if available.
65. **Signature of Owner** - ENSURE THE APPLICATION FOR TITLE AND LICENSE IS SIGNED BY THE OWNER INDICATED AT THE TOP OF THE APPLICATION. If more than one owner's name is listed, only one signature is required. If the applicant is an officer of a company or corporation, he or she must indicate his or her official position with the company or corporation beside his or her signature.
- a) 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.
66. **MO Dealer Number** - Enter the dealer number when 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.
67. **Dealership Name** - Enter the selling dealership's name, if applicable.
68. **City, State, and Zip Code** - Enter the selling dealer's address, when applicable.
69. **Telephone Number** - Enter the dealer's telephone number, when applicable.
70. **Signature of Dealer or Representative** - The selling dealer or an authorized representative of the dealer must sign, when applicable. A signature must be shown if a trade-in credit or other credit was allowed by the dealer.
71. **Trade-In (Yes/No)** - The selling dealer or authorized representative of the dealer must check the appropriate block as listed below, when applicable:
- a) If trade-in information is listed on the application for title and a trade-in amount is shown, the "YES" block should be checked.
- b) If there is no trade-in or if the credit allowed is "Other Credit" as outlined in [Line 43](#), the "No" block should be checked.
- c) If the dealer marked the "No" block indicating no trade-in, the trade-in credit will not be allowed unless the applicant provides proof that there was an actual trade-in. Proof may be provided in the form of a statement from the selling dealer explaining the "No" block was checked in error or a copy of the sale's invoice reflecting the trade-in credit, etc.

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72. **Duplicate Title** - Mark the appropriate reason the duplicate title is needed.
73. **Notary Information** - The application must be signed in the presence of a Notary Public if applying for a duplicate title. The Notary Public must complete the appropriate blocks.
74. **Donations** - The appropriate box must be marked if the applicant wishes to donate to the Blind Fund, Organ Fund, and/or WWII Memorial Fund.
75. **Exemption Code** – Office Staff will enter an exemption code if the vehicle is exempt from state and local taxes.
76. **FHVUT (Federal Heavy Vehicle Use Tax)** - Office staff will check this block when verifying the proof of payment of this tax.
77. **Wgt. (Weight) of Plates ([Form 2290](#))** - Office staff will enter the gross vehicle weight (GVW rating). The GVW rating is determined by using the Category block shown on Schedule 1 of IRS Form 2290 and the Category Conversion Chart.
78. **Verification Codes** - For office staff use. The codes stand for the following:
- PP - Personal Property Tax Receipt or Statement of Non- Assessment
 - INS – Insurance
 - FEIN - Federal Employee Identification Number
 - FMCSR - Federal Motor Carrier Safety Regulations
 - SAFETY - Safety Inspection
 - EMISSION - Emissions Inspection
79. **Distribution Amount** - For office staff use.
80. **Site Code** - Office staff will enter the site code number from the [Local Sales Tax Rate Chart](#) for the corresponding local tax jurisdiction (city or county).
81. **Office Validation** - License office may use this space for validating the application, comments or remarks.
82. **Approve/Reject** - For Central Office use only.
83. **Processed By** - For office staff only.
84. **Mileage Date** - For Central Office staff use only.

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85. **Surrendered Plate Number** - Office staff will enter the license plate number surrendered for credit, if applicable.
 86. **Surrendered Plate Credit** - Office staff will enter the amount of credit for a surrendered license plate, if applicable.
 87. **License Fee** - Office staff will enter the appropriate registration fee for the license plate being issued or renewed, if applicable.
 88. **Reservation Fee** - Office staff will enter the appropriate fee for a personalized/special plate being issued or renewed, if applicable.
 89. **Additional Horsepower/DR/DRX Fee** - Office staff will enter any additional horsepower fee due, if applicable. If a DR number or a DRX number is assigned or replaced, the appropriate fee will be entered.
 90. **Transfer Fee** - Office staff will enter \$2 if transferring a registration.
 91. **Failure to Transfer/Renew** - If applicable, office staff will enter an \$8.50 penalty fee if an applicant elects not to transfer or renew a multi-year plate that is less than five years old.
 92. **Renewal Penalty** - Office staff will enter a \$5 renewal penalty, if applicable.
 93. **Title Penalty** - Office staff will enter a title penalty if the applicant fails to apply for a certificate of ownership within 30 days of purchase. The penalty fee is \$25 for each 30 days of delinquency not to exceed \$200.
 94. **Fund Donations** - Office staff will enter the total amount due for fund donations indicated in #74.
 95. **Title/Quick Fee** - Office staff will enter the correct title fee, if applicable. Add a \$5 quick title fee, when applicable.
 96. **State Tax** - Enter the amount of state tax due on the net price of the motor vehicle, trailer, all-terrain vehicle, or manufactured home.

NOTE: If the unit is exempt from tax, the applicable exemption number must be shown. If an exemption is shown, enter an EX or # before the exemption number. If the title is a dealer title, regular license plates cannot be issued to the vehicle because of Exemption #3.

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- 97. **Local Tax** - Enter the amount of local tax due, if applicable.
 - 98. **Subtotal** - Office staff will enter the total amount due for [Lines 87- 97](#).
 - 99. **Processing or Agent Fee** – All offices must collect a processing/agent fee.
 - 100. **NOL Processing Fee** – Enter the Notice of Sale Processing fee if applicable.
 - 101. **Total** - Enter the total amount of fees due.