

## How do I title a vehicle in my name that does not have a title?

1. If you are a North Dakota resident and own a vehicle for which you do not have a title, the motor vehicle division will follow the procedure in N.D. Administrative Rule, Chapter 37-12-04 and the following information is required:

- a. notarized bill of sale.
- b. A vehicle statement of ownership from the applicant (SFN 2903 Vehicle Statement of Ownership).
- c. A VIN inspection of the vehicle by a qualified business registered and in good standing with the Secretary of State and that offers motor vehicle repairs to the public. If the vehicle is going to be registered, a complete inspection of the vehicle must be done by a qualified business. [SFN 2486 Certificate of Vehicle Inspection](#)
- d. Application for Certificate of Title ([SFN 2872](#)).
- e. \$5 title fee, excise tax of 5% of the fair market value.
- f. Registration fees.
- g. \$1.50 abandoned disposal fee.
- h. a photo of the vehicle.
- i. A check of the records of the motor vehicle division, as well as the records of other appropriate states, will be conducted to determine if a certificate of title has previously been issued. When no record of a previous title is found, the division will check the National Crime Information Center (NCIC) computer to ensure that the vehicle is not listed as a stolen vehicle.
- j. If the above information is received and no certificate of title has been previously issued in any state, a ND Certificate of title will be issued.

2. If the vehicle has a title record in ND you must complete a [SFN 51269](#) Request for Vehicle Information with a \$3 fee to obtain the last known owner name and address. If the vehicle has a title record in another state, a request for information must be sent to that state. Contact the last titled owner and request they obtain a duplicate title, and if applicable a lien release, and sign the duplicate title over to you. If you are unable to locate the last titled owner we would require a court order awarding you ownership of the vehicle.

- a. A \$5 title fee, excise tax in the amount of 5% of the fair market value.
- b. registration fees will be due.