

UNTITLED OFF-HIGHWAY & LOW-SPEED VEHICLES

37-12-04-01 (NDAC)

Untitled Vehicles will be reviewed by the Bismarck Central Office, the title will be mailed once the review process is complete.

If a North Dakota resident owns a vehicle for which the resident is unable to obtain a proper certificate of title, the Motor Vehicle Division will use the following forms and procedures to determine ownership of a vehicle and issue a certificate of title.

- 1) It is recommended that you complete an NMVTIS Vehicle History Check to verify no certificate of title or ownership record exists in any other state.
 - a. An NMVTIS Vehicle History Check may be purchased through an approved provider at www.vehiclehistory.gov.
 - b. If a certificate of title or ownership record exists in any other state the Untitled Vehicle process cannot be completed.
- 2) Complete [SFN 51269 Request for Vehicle Information](#), in full, and submit to the Motor Vehicle Division with a photo of the VIN plate (keep a copy for step 3), photocopy of the VIN Inspection (keep original for step 3), and the \$3.00 processing fee.
 - a. A check of the North Dakota Motor Vehicle Division records will be conducted to determine if a North Dakota certificate of title exists.
 - b. The results from the completed Untitled Vehicle Request for Vehicle Information will be mailed to you and you will need to include the results with your title work upon submission to the Motor Vehicle Division for processing.
 - c. If a certificate of title or ownership record exists in any other state the Untitled Vehicle process cannot be completed.
 - d. If no North Dakota title exists you may proceed with the Untitled Vehicle process.
- 3) Upon receipt of the following, North Dakota Motor Vehicle will start the title process. All Untitled Vehicles will be reviewed. A records check of all other states will be conducted to verify no certificate of title or ownership record exists, as well as a check of the National Crime Information Center, before issuing a North Dakota Certificate of Title.

All forms must be completed in full, printed or typed, with legible information. Fillable PDF forms are available online at dot.nd.gov under [Forms](#).

- a. A notarized [SFN 2888 Seller's Certificate and Vehicle Bill of Sale](#).
 - i. Seller should provide the reason why a title cannot be furnished.

ALL DOCUMENTS REQUIRE ORIGINAL SIGNATURES

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- b. [SFN 2903 Vehicle Statement of Ownership](#).
 - i. You must be detailed in your explanation regarding how you came into possession of this vehicle without a title.
- c. A VIN inspection utilizing [SFN 58953 Certificate of Vehicle Inspection Off-Highway/Low-Speed Vehicles](#).
 - i. Inspection must be completed by a Qualified Business registered with the North Dakota Secretary of State, which offers motor vehicle repairs to the public, per NDCC 39-05-20.2.
 - ii. You must include a copy of the current North Dakota Secretary of State filing which can be obtained directly from the [Secretary of State's website](#).
- d. A photo of the VIN plate.
- e. [SFN 2872 Application for Certificate of Title & Registration of a Vehicle](#).
- f. \$5 title fee and 5% Motor Vehicle Excise Tax.
 - i. Tax is calculated based on the current Fair Market Value of the Vehicle.
- g. Registration Fees.
 - i. [SFN 60689 Statement of Fact](#) is required if the vehicle will not be registered.
 - ii. A vehicle inspection utilizing [SFN 58953 Certificate of Vehicle Inspection Off-Highway/Low-Speed](#) is required prior to registration.
 - 1. If the vehicle does not pass inspection additional information may be required.
 - 2. Golf Carts require additional documentation to register as Low-Speed.
- h. Current photos of the front, side and rear of the vehicle.
- i. Proof of North Dakota residency.
 - i. Individuals must provide a North Dakota Driver's License/State ID number.
 - ii. Businesses must provide a current North Dakota Secretary of State filing indicating the State of Origin as North Dakota which can be obtained directly from the [Secretary of State's website](#).
- j. Results from the completed Untitled Vehicle Request for Vehicle Information.
- k. Any other information required by the department per NDCC 39-05-05.

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