

What to Bring to Your Motor Vehicle Appointment

1. Vehicle Purchase

Bring the following items:

Valid Identification

- A current state or government-issued photo ID.

Vehicle Title or Manufacturer's Certificate of Origin (MCO)

- Must be properly completed for transfer of ownership.
- No write-overs, cross-outs, mutilations, or use of white-out.

Secure Odometer Disclosure (2011 and Newer Vehicles)

- Mileage must be completed by the seller.
- Typically included on the vehicle title.

Damage Disclosure –SFN 18609 (Completed by Seller)

- Required for vehicles less than nine model years old (current model year plus previous eight).
- Seller must provide a completed SFN 18609.

Bill of Sale

- Required for purchases from a dealership.
- Large trucks may require an empty weight ticket.

Payment Methods Accepted

- Cash, Check, Visa, Mastercard, Discover, American Express

Additional Documentation

- Depending on your transaction, additional forms may be required.

Tip: Review all forms for accuracy before your appointment to help avoid delays.

2. Update Vehicle Information:

a. Lien Change

Bring:

- Valid state or government-issued photo ID
- Lien release (required only when removing a lien)
- Title (a lien release may be required if the title is lost)
- Vehicle information (VIN, plate number, or title number)
- Payment

b. Address Change

Bring:

- You must be listed as the vehicle owner
- VIN or plate number for each vehicle needing an address update
- Valid state or government-issued photo ID
- Payment (if applicable)

c. Legal Name Change

Bring:

- North Dakota title
- Current vehicle mileage
- Valid state or government-issued photo ID showing your new legal name
- Payment

d. Add or Remove an Owner

Bring:

- North Dakota vehicle title (if available) or required ownership documents
- Current vehicle mileage
- Valid state or government-issued photo ID
- Vehicle information (VIN, plate number, or title number)
- Payment

Note: Additional documentation may be required depending on your situation.

Tip: Review all forms for accuracy before your appointment to help avoid delays.

3. Transfer Vehicle to North Dakota (If You Recently Moved to ND)

Bring:

- Valid state or government-issued photo ID
- Out-of-state title
 - If the title is held by a lienholder, provide:
 - Lienholder's full name
 - Lienholder's mailing address (not payment address)
 - Proof of ownership such as an out-of-state registration card
- Current vehicle mileage
- Proof of tax paid may be required
- Lease agreement (if the vehicle is leased)
- Vehicles titled in Delaware, Oregon, Georgia, Montana, Alaska, or New Hampshire:
 - Tax is due on the fair market value

Note: Additional documentation may be required depending on your situation.

Tip: Review all forms for accuracy before your appointment to help avoid delays.

4. Renew Registration or Register a Vehicle

Bring:

- Renewal invoice or vehicle information (VIN, plate number, or title number)
- Valid state or government-issued photo ID
- Photo of the VIN plate (may be required)
- **Large Truck Renewal (over 54,999 pounds):**
 - Current IRS 2290 with correct VIN and valid eFile watermark or IRS stamp
- Vehicle information (VIN, plate number, or title number)

- **Inspection Documents (If Required)**

- For vehicles previously branded “SALVAGE” bring:
- Salvaged Title
- SFN 2486 – Certificate of Motor Vehicle Inspection, or
- SFN 58953 – Certificate of Low-Speed, Off-Highway, and Trailer Inspection

- **Payment Methods Accepted:**

- Cash, Check, Visa, Mastercard, Discover, American Express

Note: Additional documentation may be required depending on your transaction.

Tip: Review all forms for accuracy before your appointment to help avoid delays.
