

UNTITLED MOBILE HOME PROCESS

If a resident or business in North Dakota owns a mobile home but is unable to obtain a proper certificate of title, the Motor Vehicle Division will follow specific procedures and utilize the appropriate forms to establish ownership and issue a certificate of title. **To apply for a title through this Untitled Mobile Home process, applicants must be residents of North Dakota, or businesses registered with the North Dakota Secretary of State. Additionally, the mobile home must be physically located within North Dakota.**

1) Submit SFN 51269 – Request for Vehicle Information

Complete [SFN 51269 – Request for Vehicle Information](#) with the following instructions:

- a. Attach a copy of your driver's license, ID card, or valid government-issued photo ID
- b. Be as detailed as possible in Section B
- c. For Section C, consider exception 11
- d. The form must be notarized, mailed in, with payment

2) Submit Request for VIN Inspection

After receiving the results of the Request for Vehicle Information, forward the information along with a letter requesting a VIN inspection for the mobile home to the North Dakota Department of Transportation, Motor Vehicle Division. The letter should include the following details: the contact person's phone number, the mobile home's VIN, year, make, and model, as well as the address where the mobile home is located. The documents can be submitted via email to mv@nd.gov, faxed to **(701) 328-1487**, or mailed to **608 East Boulevard Avenue, Bismarck, ND 58505**. Please note: If a certificate of title or ownership is found, the Untitled Mobile Home Process cannot be completed.

3) VIN Inspection Request

When the information is received, The Motor Vehicle Division will request North Dakota Highway Patrol (NDHP) conduct a VIN Inspection on the Mobile Home. Allow up to 15 business days to process the request.

4) VIN Inspection by NDHP

NDHP will contact the individual listed in the letter to arrange the inspection.

- a. If a VIN cannot be found, NDHP will assign a VIN, affix it to the mobile home, and complete [SFN 60467 – Application for North Dakota Assigned Vehicle Identification Number \(VIN\)](#). Additionally, SFN 60463 – Request for Highway Patrol Inspection must be filled out by the inspecting officer.
- b. If a VIN is found, only SFN 60463 – Request for Highway Patrol Inspection needs to be completed by the inspecting officer.

5) Submit Final Paperwork

To complete the application for the Untitled Mobile Home, submit the following documents:

- a. Results of the Request for Vehicle Information
- b. [SFN 60467 – Application for North Dakota Assigned Vehicle Identification Number \(VIN\)](#), *if applicable*.
- c. SFN 60463 – Request for Highway Patrol Inspection
- d. [SFN 2872 – Application for Certificate of Title & Registration of a Vehicle](#)
- e. [SFN 3004 – North Dakota Board of Equalization Statement of Mobile Home Full Consideration](#) OR
- f. [SFN 53658 – Affidavit of Use for A Manufactured Home](#) AND Affidavit of Affixation from County Recorder's Office, if real property
- g. Proof of ownership (e.g., copy of purchase agreement or tax documents)
- h. Proof of legal name
- i. \$5.00 title fee