



# MOTOR VEHICLE REGISTRATION MANUAL

NORTH  
**Dakota**  
Be Legendary.

Motor Vehicle  
TRANSPORTATION

Prepared by

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

Bismarck, North Dakota

[dot.nd.gov](http://dot.nd.gov)



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for Motor Vehicle Branch sites hours and locations go to:

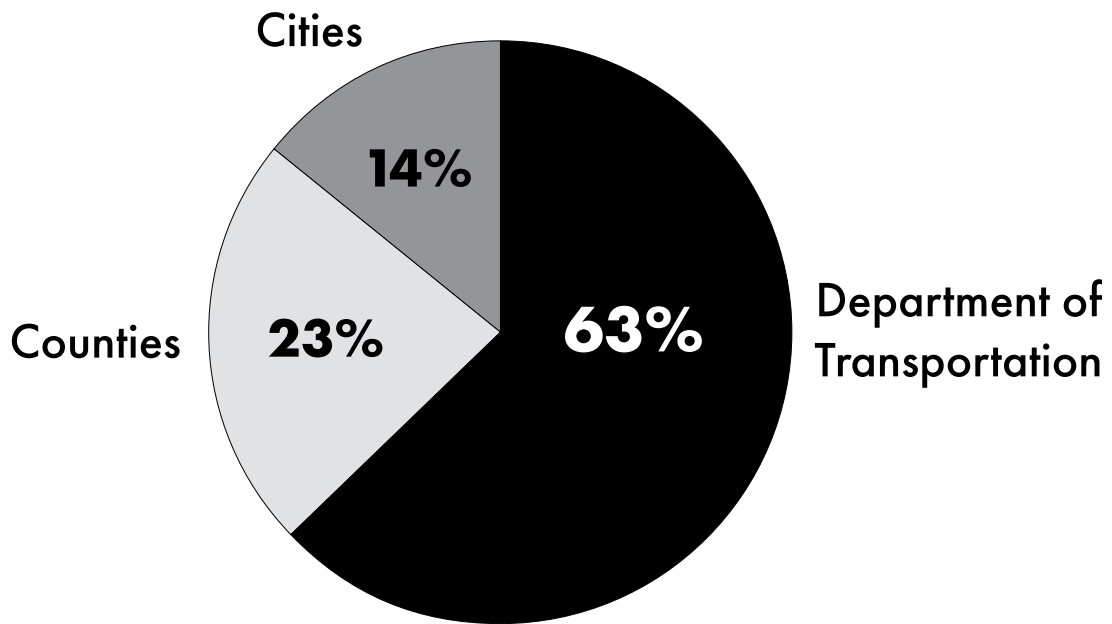
<https://www.dot.nd.gov/dotnet2/view/mvsites.aspx>

**Registration Manual Disclosure**

This manual provides information on how certain activities are performed and is designed to guide and assist individuals in performing registration and titling functions. When appropriate, there may be deviations from these written procedures due to changes in policies, interpretation, law, or evolution of vehicle types. This manual may be changed at any time.

# Where do my vehicle registration fees go?

## Highway Distribution Fund



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# SECTION I

## CERTIFICATE OF TITLE AND REGISTRATION



### **Abandoned Motor Vehicle Disposal Fee: 23.1-15-11 (NDCC)**

- A. Fee of \$1.50 applies to all new and out-of-state vehicles except mobile homes, motorcycles, snowmobiles, off-highway vehicles, travel trailers, and all other trailers.
- B. Fee applies only upon initial application for North Dakota Certificate of Title for a Vehicle.

**NOTE:** For more information contact the North Dakota Department of Environmental Quality, 918 E.Divde Ave, 4th Floor, Bismarck, North Dakota 58501; phone: 701-328-5150.

### **Air Bags:**

Contact the following administration for rules on air bags:

Attention: Air Bag Switch Requests  
National Highway Traffic Safety Administration  
400 7th Street, Southwest  
Washington, DC 20590-1000

### **Amateur Radio Operator: 39-04-10 (NDCC)**

- A. License as a passenger vehicle using passenger fee schedule or as a truck using the truck fee schedule.
- B. Certificate of title fee is \$5.
- C. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- D. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- E. Amateur radio plates bearing the owner's call letters are issued.
- F. Copy of current FCC card must be submitted or on file with the Motor Vehicle Division.
- G. No service charge first time plates are issued; however, a service charge of \$5 is due each time plates are transferred to another vehicle.
- H. Amateur radio license plates must be transferred to a replacement vehicle upon selling or trading the vehicle.
- I. Duplicate amateur radio plates are \$5.

### **Ambulance: 39-04-19 Subsection 2(a), 39-10-26 (NDCC)**

- A. GOVERNMENT OWNED: 39-04-18 Subsection 2(d) (NDCC)
  - 1. License fee is \$5.
  - 3. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - 4. Motor vehicle excise tax is NOT due.
  - 5. Government plates are issued.
  - 6. Current year plates can be transferred to replacement vehicle at no additional cost. Plate number being transferred must be listed on the application.
- B. PRIVATELY OWNED:
  - 1. License as passenger vehicle using the passenger fee schedule.
  - 2. Certificate of title fee is \$5.
  - 3. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - 4. Effective for purchases made on or after April 18, 2007, motor vehicle excise tax is NOT due provided the motor vehicle was originally manufactured for use as an ambulance when purchased by the operator of an emergency medical services operation.



### **Antique: 39-04-10.4 (NDCC)**

- A. Vehicle must be 40 years old or older. (Cars, trucks, motorcycles, and motor homes.)
- B. License fee is \$10. Antique plates are issued.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- F. Seller's Certificate and Vehicle Bill of Sale ([SFN 2888](#)) and Certificate of Vehicle Inspection ([SFN 2486](#)) may be used as proof of ownership if no certificate of title is available.
- G. License is valid for life of vehicle.
- H. Personalized plates may be purchased for a one-time fee of \$100.
- I. License plates from the year of manufacture of the vehicle or in the case of military vehicles, military identification numbers may be displayed in lieu of the antique plates issued by the division. The license plates from the year of manufacture or military identification numbers must be clean and legible and must be restored and approved by the division.
- J. The plate number from the year of manufacture or military identification numbers may not be used in lieu of a distinctive number plate when it would create a duplication of a number in the record keeping system of the department.
- K. A vehicle registered as an antique may not be used in the routine functions of a business or farming operations.

### **Boat License:**

Obtained from the North Dakota Game and Fish Department, 100 North Bismarck Expressway, Bismarck, North Dakota 58501-5095; phone: (701) 328-6300; Web site: <http://gf.nd.gov> (See Trailers, Boat Trailer)

### **Buses: 39-01-01 Subsection 4 (NDCC)**

- A. BUS CONVERTED TO A MOTOR HOME. (See Motor Home)
- B. GOVERNMENT BUS: 39-04-19 Subsection 2(a) (NDCC)
  - 1. **Out of state Registered Bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
    - a. If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
  - 2. Certificate of title fee is \$5.
  - 3. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - 4. Motor vehicle excise tax is NOT due.
  - 5. Government plates are issued.
- C. INTERSTATE BUS: Multi-State Use, 39-04-19 Subsection 2(b) (NDCC)
  - 1. Interstate bus pays a percentage of license fees to each state in which they operate.
  - 2. License fees are computed and collected ONLY by the Motor Carrier Section of the Motor Vehicle Division, North Dakota Department of Transportation, Bismarck, North Dakota 58505. Phone: (701) 328-2725.

D. INTRASTATE BUS: 39-04-19 Subsection 2(b) (NDCC)

1. License fees are based on the Gross Vehicle Weight Rating (GVWR). The truck fee schedule is used.
2. **Out of state Registered Bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
  - a. If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
3. Certificate of title fee is \$5.
4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
5. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

E. MOBILITY IMPAIRED AND SENIOR CITIZENS BUS: 39-04-19 Subsection 2(b) (NDCC)

1. License fees are based on the Gross Vehicle Weight Rating (GVWR). The truck fee schedule is used.
2. **Out of state Registered Bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
  - a. If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
3. Certificate of title fee is \$5.
4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
5. Motor vehicle excise tax is NOT due.

F. NONPROFIT ORGANIZATION BUS: (Religious, Charitable, or Fraternal) 39-04-19 Subsection 2(b) (NDCC)

1. License fees are based on the Gross Vehicle Weight Rating (GVWR). The truck fee schedule is used. Vehicle may not be used for commercial activity.
2. **Out of state Registered Bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
  - a. If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
3. Certificate of title fee is \$5.
4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
5. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

G. SCHOOL BUS: 39-04-19 Subsection 2(b) (NDCC)

1. GOVERNMENT SCHOOL BUS: 39-04-18 Subsection 2(b) (NDCC)
  - a. License fee is \$5, plus.
  - b. Certificate of title fee is \$5.
  - c. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - d. Motor vehicle excise tax is NOT due.
  - e. Government plates are issued.

- f. Current year plates can be transferred to a replacement vehicle at no additional cost. Plate number being transferred must be listed on the application.
2. PRIVATELY-OWNED SCHOOL BUS: 39-04-19 Subsection 2(b) (NDCC)
- a. License fees are based on the Gross Vehicle Weight Rating (GVWR). The truck fee schedule is used.
  - b. **An out of state registered bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
    - (1) If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
  - c. Certificate of title fee is \$5.
  - d. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - e. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
  - f. Bus may not be used for purposes other than transporting school children to school-related activities.
3. PAROCHIAL OR PRIVATE NONPROFIT SCHOOL BUS: 39-04-19 Subsection 2(b) (NDCC)
- a. License fees are based on the Gross Vehicle Weight Rating (GVWR). The truck fee schedule is used.
  - b. **Out of state Registered Bus coming into North Dakota.** Each bus should have a sticker from the manufacturer located on the bus that lists the VIN number and the Gross Vehicle Weight Rating (GVWR). We will accept a photo of the sticker to obtain the Gross Vehicle Weight.
    - (1) If the sticker is illegible, the process would be to require a weight ticket, and add the weight of the passengers (adults: 175 lbs, children: 150 lbs.) multiplied by the number of passengers (we would have to ask for this information) rounded off to the next ton.
  - c. Certificate of title fee is \$5.
  - d. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - e. Motor vehicle excise tax is NOT due.
  - f. Bus may not be used for purposes other than transporting school children to school-related activities.

## **Collector Vehicle: 39-04-10.6 (NDCC)**

- A. Vehicle must be 25 years old or older. A collector vehicle can only be operated on public streets and highways for the purpose of driving the vehicle to and from active entry and participation in parades, car shows, car rallies, other public gatherings held for the purpose of displaying or selling the vehicle, and to and from service or storage facilities.
- B. License fee is \$60. (See Personalized Plate). A set of personalized plates is available for a one-time fee of \$160. A set of collector plates is issued.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title. (See Abandoned Motor Vehicle Disposal Fee)
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- F. When registering a collector vehicle the applicant shall file an Affidavit of Use for a Collector Motor Vehicle ([SFN 16783](#)) with the division which stating the owner's name and address, the make, year, and the manufacturer's identification number of the vehicle, and a statement that the vehicle is owned and operated solely as a collector's item and not for general transportation purposes.
- G. License plates from the year of manufacture of the vehicle may be displayed in lieu of the collector plates issued by the division. The license plates from the year of manufacture must be clean and legible and must be restored and approved by the division. The plate number may not be duplicated.
- H. PENALTY: Any person violating this section or a department rule regarding this section forfeits the right to the registration provided in this section and any registration fees that have been paid.

## **Damage Disclosure: 39-05-17.2 (NDCC) (See Damaged Vehicle and Salvage Certificate of Title)**

- A. The damage disclosure law includes passenger cars, trucks, pickup trucks, motorcycles, motor homes and unconventional vehicles that are less than nine years old. It EXCLUDES all trailers, off-highway vehicles, and snowmobiles. A Damage/Salvage Disclosure Statement ([SFN 18609](#)) must be completed.
- B. Motor vehicle body damage disclosure requirements apply only to the transfer of certificate of title on vehicles of a model year released in the current calendar year and those vehicles of a model year manufactured in the seven years before the current calendar year. When a motor vehicle has been subject to this disclosure requirement and more than eight years have elapsed since the date of manufacture, the holder of the certificate of title with the damage disclosure may have the disclosure removed and a new certificate of title issued for a fee of \$5. The disclosure can only be removed if the vehicle has no prior "SALVAGE" history.
- C. As used in this section, "motor vehicle body damage" means a change in the body or structure of a motor vehicle, generally resulting from a vehicular crash or accident, including loss by fire, vandalism, weather, or submersion in water, resulting in damage to the motor vehicle which equals or exceeds the greater of \$10,000 or 25 percent of the pre-damage retail value of the motor vehicle as determined by the National Automobile Dealers Association Official Used Car Guide. The term does not include body or structural modifications, normal wear and tear, glass damage, hail damage, or items of normal maintenance and repair.
- D. A person repairing, replacing parts, or performing body work on a motor vehicle that is less than nine years old shall provide a statement to the owner of the motor vehicle when the motor vehicle has sustained motor vehicle body damage requiring disclosure under this section. The owner shall disclose this damage when ownership of the motor vehicle is transferred. When a vehicle is damaged in excess of 75 percent of its retail value, as determined by the National Automobile Dealers Association Official Used Car Guide, the person repairing, replacing parts, or performing body work on the motor vehicle that is less than nine (9) years old shall also advise the owner of the motor vehicle that the owner of the vehicle must comply with section 39-05-20.2.
- E. The amount of damage to a motor vehicle is determined by adding the retail value of all labor, parts, and material used in repairing the damage. When the retail value of labor has not been determined by a purchase in the ordinary course of business, for example, when the labor is performed by the owner of the vehicle, the retail value of the labor is presumed to be the product of the repair time, as provided in a generally accepted auto body repair flat rate manual, multiplied by \$35.

F. DAMAGE DISCLOSURE will not be required on the following transactions:

1. Certificate of title transfer into North Dakota from out-of-state if there is no ownership change.
2. Certificate of title transfer when one existing owner is retained.
3. Repossession if the ownership is being transferred to the lien holder.
4. Change of a name by marriage.

G. A person who violates this section or rules adopted pursuant to this section is guilty of a Class A misdemeanor.

<b>DAMAGE DISCLOSURE</b>	
YEAR	YEAR MODEL
2022	2015 and newer
2023	2016 and newer
2024	2017 and newer
2025	2018 and newer
2026	2019 and newer
2027	2020 and newer

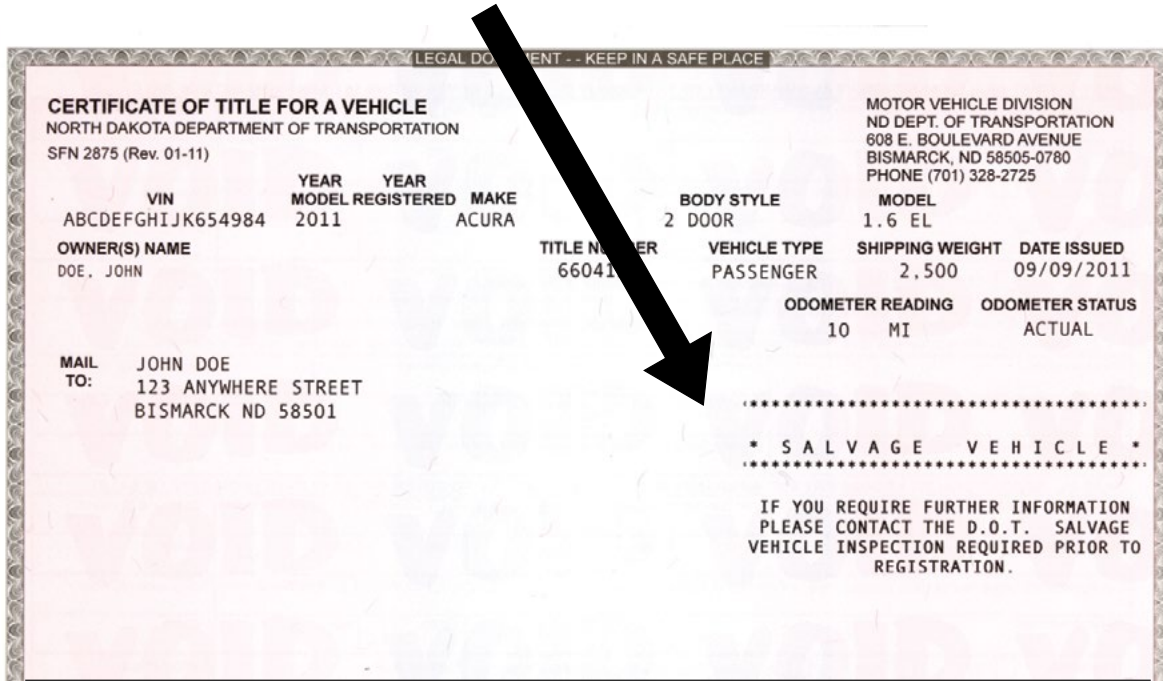
<b>DAMAGE DISCLOSURE FORMULA</b>
1. Calculate 25% of the retail value of the vehicle at the time the vehicle was damaged.
2. Which is the higher amount - 25% of the retail value of the vehicle or \$10,000?
3. What is the amount of the assessed damage?
4. The assessed damage amount must be greater than the higher amount from step 2 to be damaged vehicle.

<b>EXAMPLE 1</b>	<b>EXAMPLE 2</b>
1. \$15,000 (retail value) * 25% = \$3,750	1. \$50,000 (retail value) * 25% = \$12,500
2. \$3,750 OR \$10,000 = \$10,000 is higher	2. \$12,500 OR \$10,000 = \$12,500 is higher
3. Assessed damage is \$7,000	3. Assessed damage is \$13,000
4. Check NO on damage disclosure form	4. Check YES on damage disclosure form



**Damaged Vehicle: 39-05-17.2, 39-05-20.1, 39-05-20.2 (NDCC)**

- A. A vehicle being transferred into North Dakota with a branded certificate of title will be issued a branded North Dakota certificate of title.
- B. North Dakota will not accept a certificate of title for a vehicle from any other state or foreign country that is branded "CERTIFICATE OF DESTRUCTION," "DISMANTLED," "JUNK," "NON-REBUILDABLE," "PARTS ONLY," "UNREPAIRABLE," or any other similar notation.
- C. A certificate of title branded as salvage will be accepted.
- D. A certificate of title issued for a damaged vehicle will have one of the following brands:
  - 1. THIS VEHICLE HAS BEEN PREVIOUSLY DAMAGED. IF YOU REQUIRE FURTHER INFORMATION, PLEASE CONTACT THE DOT.
  - 2. SALVAGE VEHICLE - VEHICLE INSPECTION REQUIRED PRIOR TO REGISTRATION.
  - 3. PREVIOUSLY SALVAGED - THIS VEHICLE HAS BEEN PREVIOUSLY DAMAGED. IF YOU REQUIRE FURTHER INFORMATION, PLEASE CONTACT THE DOT.



**Defacement: 39-05-09.1, 39-15-11 (NDCC)**

- A. When a part of a certificate of title or application for a certificate of title has been defaced or altered, a notarized affidavit must be submitted. The affidavit must state a reason for the defacement or alteration. Statement of Error, Correction, or Alteration ([SFN 2964](#)) must be completed.

**Disabled American Veteran (DAV): 39-01-15 (NDCC), 39-04-18 Subsection 2(j) (NDCC) and 57-40-3-04(1) (NDCC)**

- A. Letter from the Veterans Affairs office attesting eligibility under Public Law 663 of the 79th Congress, as amended, or a 100 percent service-connected disability, or having an extra-schedular rating to include unemployability to a rating of 100 percent service-connected disability, as verified by the Department of Veterans Affairs, is required when first applying for DAV license.
- B. A qualified veteran is eligible for no more than two vehicles at any one time. A passenger, truck, motorcycle, or any motor home not exceeding 26,000 pounds [11793.40 kilograms] registered gross weight may be registered with DAV plates.
- C. No license fee is required. License is renewed January 1 each year.
- D. Certificate of title fee is \$5.
- E. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- F. Motor vehicle excise tax is NOT due. A qualified veteran may lease a vehicle and remain exempt from motor vehicle excise tax.
- G. DAV plates are issued. A vehicle with DAV plates may park in a mobility-impaired zone; in addition, mobility-impaired DAV license plates are also available. Plates must be transferred to the replacement vehicle. No plate transfer fee is assessed.
- H. When a DAV vehicle is resold, applicable registration fees are due from date of sale.
- I. A surviving spouse may apply or retain retain the DAV excise tax exemption and registration exemption for one vehicle. The surviving spouse can apply or retain the DAV, standard, vanity, or any other distinctive plate purchased from the department. A letter from the Veterans Affairs office attesting eligibility is required.
- J. A Disabled American Veteran may choose to receive standard, vanity, or any other distinctive plates instead of DAV plates. They receive the DAV tax and registration exemptions.

**Driver Education Vehicle: 39-04-18 Subsection 2(b) (NDCC)**

- A. Vehicle is to be used for Drivers' Education and training program only and must be titled in the name of the school district. Government license plates are issued.
- B. License fee is \$5.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax is NOT due.
- F. Current year plates must be transferred to replacement vehicle. Plate number being transferred must be on the application.
- G. Any violations are a Class B misdemeanor.

**Duplicate Decal: 39-04-13 (NDCC)**

- A. Fee is \$3.
- B. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must indicate appropriate duplicate, the reason for the duplicate, and must be signed by the registered owner.
- C. Decals and a registration card will be issued.

**Duplicate Plate: 39-04-13 (NDCC)**

- A. Fee is \$5.
- B. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must indicate appropriate duplicate, the reason for the duplicate, and must be signed by the registered owner.
- C. A set of license plates, decals, and registration card will be issued.

### **Duplicate Registration Card: 39-04-13 (NDCC)**

- A. Fee is \$2.
- B. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must indicate appropriate duplicate, the reason for the duplicate, and must be signed by the registered owner.
- C. Registration card will be issued.

### **Duplicate Certificate of Title: 39-05-09.1 (NDCC)**

- A. Fee is \$5.
- B. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must indicate appropriate duplicate, the reason for the duplicate, and must be signed by the registered owner or legal owner.
- C. A duplicate certificate of title will contain the following legend: "This is a duplicate certificate and may be subject to the rights of a person under the original certificate."
- D. A duplicate certificate of title will be mailed to the lien holder named. If there is no lien holder, a duplicate certificate of title will be mailed to the owner.
- E. If the Motor Vehicle Division record shows a lien, the certificate of title must be mailed to the lien holder unless a lien release is provided, Release of Lien by Legal Owner ([SFN 2876](#)).

### **Electric and Plug-in Hybrid Vehicle Road Use Fee: 39-04-19.2 (NDCC)**

- A. An electric vehicle road use fee is \$120 for each electric vehicle registered will be in addition to the annual registration fee. "Electric vehicle" means a vehicle propelled by an electric motor powered by a battery or other electric device incorporated into the vehicle and not propelled by an engine powered by the combustion of a hydrocarbon fuel, including gasoline, diesel, propane, or liquid natural gas.
- B. A plug-in hybrid vehicle road use fee is \$50 for each plug-in hybrid vehicle registered. "Plug-in hybrid vehicle" means a vehicle drawing propulsion energy from an internal combustion engine, an energy storage device, and a receptacle to accept grid electricity.
- C. An electric motorcycle road use fee is \$20 for each electric motorcycle registered. "Electric motorcycle" means a motor vehicle that has a seat or saddle for the use of the rider, is designed to travel on not more than three wheels in contact with the ground, and is propelled by an electric motor powered by a battery or other electric device incorporated into the vehicle and not propelled by an engine powered by the combustion of a hydrocarbon fuel, including gasoline, diesel, propane, or liquid natural gas.
- D. The road use fees will be collected at the beginning of each annual registration period, non-transferrable, and deposited into the highway tax distribution fund.

### **Estate: 30.1-23-01 (NDCC)**

- A. An estate under \$50,000 may require an Affidavit for Collection of Personal Property of the Decedent ([SFN 2916](#)).
- B. If certificate of title is in Joint Tenants with Right of Survivorship (JTWROS), the survivor must present a copy of the death certificate along with the certificate of title for transfer.
- C. If A or B do not apply, a copy of the letter of administration, letter of testamentary, or an order of the court must accompany the certificate of title for transfer.
- D. A last will and testament cannot be accepted for certificate of title transfer.

### **Farm Truck: 39-04-19 Subsection 5, 39-04-26 (NDCC)**

- A. A truck with a gross weight of 22,000 pounds through 105,500 pounds, owned or leased by a resident farmer to transport their own property, is eligible for a farm license. If the vehicle is leased, it must be leased for one year or longer.
- B. If the truck is used commercially, the unused portion of the farm fee will be credited toward any additional fee to be collected. New plates and decals will be issued.
- C. License as farm truck using farm truck fee schedule. A set of personalized license plates cannot be issued.
- D. Certificate of title fee is \$5.
- E. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- F. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- G. A resident beekeeper qualifies for a farm license.

### **FFA Foundation Number Plate: 39-04-10.12 (NDCC)**

- A. There are no restrictions on who may apply for or display FFA license plates.
- B. Plates cannot be issued to an owner of a passenger vehicle or truck when the registered gross weight exceeds 20,000 pounds [9071.84 kilograms].
- C. License fees are based on the type of vehicle being registered, plus a one time fee of \$10 for the FFA license plates.
- D. Personalized plates may be issued. An annual fee of \$25 is due. (See Personalized Plates)
- E. Certificate of title fee is \$5.
- F. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- G. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

### **Firefighter's Association License Plate: 39-04-10.11 (NDCC)**

- A. Eligibility: A registrant is eligible for distinctive number plates under this section if the registrant is a member of the North Dakota Firefighter's Association. Application for North Dakota Firefighter's Plate ([SFN 52908](#)) must be completed.
- B. Plates cannot be issued to an owner of a passenger motor vehicle or truck when the registered gross weight exceeds 20,000 pounds [9071.84 kilograms].
- C. License fees are based on the type of vehicle being registered, plus additional annual fee of \$15 for the Firefighter's license plate.
- D. Personalized plates may be issued. An annual fee of \$25 is due. (See Personalized Plates)
- E. Certificate of title fee is \$5.
- F. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- G. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- H. On termination of the registrant's eligibility, the registrant shall return the decals and plates to the director, who shall reissue for a fee of not more than \$5 another number plate to which the registrant is entitled under this chapter.

### **Fleet Registration: 39-04-12 Subsection 2 (NDCC) (See Trailers)**

- A. Fleet registration is available to an owner of 100 or more vehicles (includes passenger, truck, and trailers). The registrant shall file with the division a corporate surety bond in the amount of \$10,000.
- B. License fees apply. Fleet plates are issued.
- C. Registration for all vehicles expires in December of the current year.
- D. Certificate of title fee is \$5.
- E. Abandoned motor vehicle disposal fee of \$1.50 applies upon application for North Dakota certificate of title.
- F. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title. Plates must be transferred to a replacement vehicle. Registration fees will be prorated from the date of sale for the balance of the current year.

### **Gold Star Number Plate: 39-04-10.14 (NDCC)**

- A. A Gold Star Number plate is issued to a surviving spouse, parent, including stepmother, stepfather, parent through adoption, and foster parent who stands or stood in loco parentis, grandparents, child, including stepchild and child through adoption, and sibling, including half-brother and half-sister, of a member of the armed forces of the United States who died while serving on active duty during a time of military conflict.
- B. Application for North Dakota Gold Star Plate ([SFN 59183](#)) must be completed by the North Dakota State Veteran Affairs office. [www.nd.gov/veterans](http://www.nd.gov/veterans).
- C. Gold Star Number plates are issued with a distinctive gold star insignia symbolizing Honor and Courage. The lettering GS precedes the plate number. Qualified applicants are eligible for one set of plates.
- D. Once a plate number is issued to an eligible family member, the department may not assign the plate to another eligible person.
- E. Plates cannot be issued to an owner of a passenger motor vehicle or truck when the registered gross weight exceeds 20,000 pounds [9071.74 kilograms].
- F. License fees are due upon initial plate request and thereafter.
- G. Personalized plates with up to five characters may be issued. (See Personalized Plates)
- H. Certificate of title fee is \$5.
- I. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- J. Motor Vehicle excise tax (5%) must be remitted when applying for a certificate of title.

### **Government: 39-04-18 Subsection 2(d) (NDCC)**

- A. DRIVER EDUCATION VEHICLE: (See Driver Education Vehicle)
- B. GOVERNMENT AMBULANCE: (See Ambulance)
- C. GOVERNMENT BUSES: (See Buses; School Bus)
- D. POLICE: 39-04-10.9 (NDCC)
  - 1. Plates with the word "POLICE" will be issued upon request for vehicles used and owned by a city's police department. A vehicle that displays a plate under this section must have a clearly visible distinctive identification number on the rear of the vehicle assigned by the appropriate law enforcement agency.
  - 2. License fees are \$5. Plates may be transferred to a replacement vehicle at no additional cost.
  - 3. Certificate of title fee is \$5.
  - 4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - 5. Motor vehicle excise tax is NOT due.
- E. SHERIFF: 39-04-10.9 (NDCC)
  - 1. Plates with the word "SHERIFF" will be issued upon request for vehicles used and owned by a sheriff's department. A vehicle that displays a plate under this section must have a clearly visible distinctive identification number on the rear of the vehicle assigned by the appropriate law enforcement agency.
  - 2. License fees are \$5. Plates may be transferred to a replacement vehicle at no additional cost.



3. Certificate of title fee is \$5.
  4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  5. Motor Vehicle excise tax is NOT due.
- F. STATE AGENCY OR POLITICAL SUBDIVISION: 39-04-18 Subsection 2(d) (NDCC)
1. Government plates will be issued to vehicles used, owned, or leased by a state agency or political subdivision.
  2. License fee is \$5. Plates may be transferred to a replacement vehicle at no additional cost.
  3. Certificate of title fee is \$5.
  4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial applications for North Dakota certificate of title.
  5. Motor vehicle excise tax is NOT due.
  6. See Buses (Government Bus) and Driver Education Vehicle.

**Hearse: 39-04-19 Subsection 2(a) (NDCC)**

- A. License as a passenger vehicle using the passenger fee schedule.
- B. Certificate of title fee is \$5.
- C. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- D. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

**Heavy Vehicle Use Tax: 39-04-05 Subsection 8 (NDCC)**

- A. An owner of a truck with a gross weight of 55,000 pounds or more must file each year with the Internal Revenue Service a Form 2290 Schedule 1.
- B. FORM 2290 SCHEDULE 1, stamped by the Internal Revenue Service or the printed electronically filed receipt, must be sent in with the application for registration before the division will issue a license.
- C. Upon purchasing a truck, registered with a gross weight of 55,000 pounds or more, the Form 2290 Schedule 1 is not required if certificate of title and registration are applied for within 60 days from the date of purchase.
- D. The Motor Vehicle Division is not responsible for the collection of the Heavy Vehicle Use Tax. Contact the Internal Revenue Service for the forms and any further information. Telephone 1-866-699-4096.
- E. A vehicle owned by state agency or political subdivision and tribal government are exempt from the IRS 2290 requirements.

<b>INTERNAL REVENUE SERVICE OFFICES</b>			
<b>City</b>	<b>Street Address</b>	<b>Days/Hours of Service</b>	<b>Telephone*</b>
Bismarck	4503 N Coleman St, Ste 101 Bismarck ND 50503	Monday-Friday - 8:30 am - 4:30 pm (Closed for lunch 11:00 am - 12:00 noon)	701-221-5834
Fargo	657 2nd Ave N Fargo ND 58102	Monday-Friday - 8:30 am - 4:30 pm	701-232-4710
Grand Forks	102 N 4th St Grand Forks ND 58203	Monday-Friday - 8:30 am - 4:30 pm (Closed for lunch 11:00 am - 12:00 noon)	701-746-5283
Minot	315 S Main St, Ste 316 Minot ND 58701	Monday-Friday - 8:30 am - 4:30 pm (Closed for lunch 11:00 am - 12:00 noon)	701-839-7741

\* These phone lines are answered by a recorded business message with information about office hours and locations. Leave a message to schedule an Everyday Tax Solutions appointment or to reschedule an existing IRS appointment.

## House Mover: 39-04-18 Subsection 2(I) (NDCC)

- A. Vehicle may be used only for moving buildings or building moving equipment.
- B. The following fees are charged:
  - 1. \$25 for single axle truck. (25,000 pounds is printed on registration card.)
  - 2. \$50 for single axle tractor and tandem axle truck. (50,000 pounds is printed on registration card.)
  - 3. \$75 for tandem axle tractor. (75,000 pounds is printed on registration card.)
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

## Imported Vehicle:

- A. The following documents are required to title and register imported vehicles:
  - 1. The original registration, a copy of the registration, or a letter of verification from the foreign government agency.
  - 2. Proper chain of ownership from the registered owner to the purchaser. A Bill of Sale that transfers ownership from each seller to the next buyer must be provided.
  - 3. US Customs documentation is required to meet Federal Government Regulations covering the vehicle being imported. Acceptable forms include: 368, 7523, 3299, 3311, 7501, 7533, 6059B or 3461. If documents are written in a language other than English, documents translated to English must be included.
  - 4. If the odometer has been converted from kilometers to miles, certification is required from the business and from the individual responsible for the change.
  - 5. Secure Odometer Disclosure form, if applicable.
  - 6. An Indemnifying Affidavit ([SFN 60662](#)) must be completed by the owner releasing the State of North Dakota and its agencies from any and all liability.
  - 7. If you need to know if a document is acceptable, please call the Motor Vehicle Division.

## Insurance Requirements:

<https://www.insurance.nd.gov/consumers/insurance/auto>

- A. LIABILITY INSURANCE: 26.1-41-02, 39-08-20, 39-16.1-11 (NDCC)
  - 1. Insurance protection for a third-party claim resulting from bodily injury or property damage you may cause to someone else.
  - 2. State law requires each motor vehicle to carry a minimum of \$25,000 per person, \$50,000 per accident for bodily injury, and \$25,000 per accident for property damage.
  - 3. MOTORCYCLE AND MOPED
    - a. A motorcycle and a moped is required to have liability insurance. A motorcycle does not meet the no-fault definition of a motor vehicle and; therefore, is not required to carry no-fault insurance.
  - 4. OFF-HIGHWAY VEHICLE
    - a. An off-highway vehicle is required to have liability insurance when the vehicle leaves the owner's property and is operated on the highway shoulder or right of way. Please contact your insurance agent for further information.
  - 5. SNOWMOBILE: 39-24-09 Subsection 11 (NDCC)
    - a. A person may not operate a snowmobile on any state snowmobile trails without liability insurance. The liability insurance insures the snowmobile owner named on the policy and any operator of that snowmobile, with permission of the owner. Upon request of a law enforcement officer, a person operating a snowmobile shall provide proof of liability insurance to that officer within 20 days.
  - 6. LOW SPEED VEHICLE
    - a. A low-speed vehicle is required to have liability insurance when the vehicle leaves the owner's property and is operated on a highway on which the designated speed limit does not exceed 35 mph.

**NOTE:** When using the term “LIABILITY INSURANCE,” it is common practice to automatically include all mandatory coverage as listed below in its meaning.

**B. UNINSURED MOTORIST: 26.1-40-15.2, 39-16.1-11 (NDCC)**

1. Insurance that provides bodily injury protection for you if the other party causing the injury has no insurance.
2. State law requires each motor vehicle to carry a minimum of \$25,000 per person for bodily injury and \$50,000 per accident for bodily injury.

**C. UNDERINSURED MOTORIST: 26.1-40-15.3 (NDCC)**

1. Insurance that provides bodily injury protection for you if the other party causing the injury had bodily injury liability coverage less than the amount of your uninsured motorist coverage.
2. State law requires each motor vehicle to carry underinsured limits equal to the uninsured motorist limit.

**D. BASIC NO-FAULT (PERSONAL INJURY PROTECTION): 26.1-40-16 (NDCC)**

1. Insurance that provides protection for economic loss as a result of accidental injury regardless of fault.
2. Basic limit required by state law is \$30,000.
3. Payment for medical expenses and rehabilitation expenses plus: work loss not to exceed \$150 per week; survivor income loss not to exceed \$150 per week; funeral, cremation, and burial expense of \$3,500. Replacement service loss not to exceed \$15 per day.

**Leased Motor Vehicle: 39-04-19, 57-40.3 (NDCC)**

**A. A lease is subject to the following:**

1. Motor vehicle excise tax (5%) is imposed on the lease price of a vehicle which is operated and required to be registered in North Dakota.
2. A qualifying vehicle (including a trailer) must have an actual weight of 10,000 pounds or less.
3. A lease must be for a period of 12 months or more.
4. [SFN 60399](#), Lease Tax Worksheet, must be submitted to show the calculation of tax due.

**Note to Dealers:** Additional Charges: Tax will apply on additional charges that may apply after the inception of the leases, such as excess mileage charges, excess wear charges, damage or repair charges, lease cancellation charges, option to renew charges, and end-of-the lease payments. The additional tax must be computed and paid directly to the North Dakota State Tax Commissioner.

5. If a vehicle is leased and later sold to the lessee (buyout), the motor vehicle excise tax will be due on the purchase price at the time the lessee registers the vehicle.
6. A leased vehicle entering North Dakota from another state is subject to tax on the remaining lease period from the date the vehicle enters North Dakota.

**B. Credit for tax paid to another state will be allowed if one of the following conditions exist:**

1. Tax was paid to another state for the lease period remaining after the vehicle entered North Dakota, up to 5 percent. (If less than 5 percent, the remaining lease periods are taxed based on the difference in tax rates.)
2. The owner of the vehicle paid sales, use, or motor vehicle excise tax to another state on the purchase price of the vehicle.
3. A vehicle leased by a non-resident military personnel transferring into North Dakota may be titled and registered without the payment of any motor vehicle excise tax. This exemption applies only to a vehicle that is titled outside of North Dakota by the applicant in the name of the lease company, but is now being titled in North Dakota.

**C. License fees are based on type of vehicle being leased. Use proper fee schedule.**

**D. Certificate of title fee is \$5.**

**E. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.**

F. Motor vehicle excise tax (5%) must be remitted or proof of tax paid on an out-of-state vehicle entering North Dakota.

1. Exemptions

a. A motor vehicle leased to the following is not subject to tax:

- (1) Federal or state government and political subdivisions. (See Government)
- (2) A disabled veteran (maximum – two vehicles).
- (3) A prisoner of war (maximum – two vehicles).
- (4) A nonprofit senior citizen or mobility-impaired person's corporation.
- (5) A parochial or private nonprofit school (for use in transporting students).

G. Miscellaneous:

1. New motor vehicle leases: A licensed motor vehicle dealer who leases a vehicle they do not have a franchise for will continue to be subject to the motor vehicle excise tax on the purchase price and must also collect the tax on the total consideration of a qualifying lease agreement.
2. Re-lease: Where a lease ends and the owner of the vehicle initiates a second lease agreement for a period of 12 months or more, the tax must again be computed at the inception of the second lease. Tax must be paid directly to the North Dakota Tax Department.
3. Sale of Lease: When the owner (lessor) sells a vehicle currently being leased, the transfer of ownership will not be taxable if the lessee remains the same and the conditions of the lease do not change.

H. Tax credit on a stolen or totally destroyed leased vehicle may not exceed the total amount of motor vehicle excise tax paid.

**Legal Name: 39-04-02 Subsection 1, 39-05-05 Subsection 1(f) (NDCC)**

- A. An application for certificate of title must be made by the owner using their legal name evidenced by a valid state-issued driver's license, non-driver identification card, or any other document confirming the true identity of the owner.
- B. Non-residents and military personnel must provide a paper copy of their current driver's license card or non-driver identification card with their certificate of title application.
- C. A business, trust, partnership, or corporation must provide a paper copy document confirming the legal name.

**Lemon Law: 51-07-16, 51-07-17, 51-07-18, 51-07-18.1, 51-07-19, 51-07-20, 51-07-21, and 51-07-22 (NDCC)**

- A. If a new passenger vehicle or truck with a registered gross weight of 10,000 pounds or less does not conform to all applicable warranties, the manufacturer or dealer shall make the necessary repairs to conform the vehicle to the express warranties.
- B. If the manufacturer or dealer is unable to repair or correct the defects after a reasonable number of attempts, they shall replace the vehicle or refund the consumer the full purchase price less a reasonable allowance for the consumer's use of the vehicle not exceeding ten cents per mile driven or ten percent of the purchase price, whichever is less.
- C. If a leased vehicle does not conform to all applicable warranties, the manufacturer shall provide to the lessee the sum of all payments previously paid to the lessor. Payments include all cash payments, security deposits, and trade-in allowance, if any. The lease agreement is terminated and no penalty for early termination may be assessed.

## **Low-Speed Vehicle: 39-29.1 (NDCC)**

- A. "Low-speed vehicle" means a four-wheeled vehicle that is able to attain a speed, upon a paved surface, of more than 20 mph (32 kilometers) in one mile (1.6 kilometers) and not more than 25 mph (40 kilometers) in one mile (1.6 kilometers) and may not exceed 3,000 pounds (1361 kilograms) in weight when fully loaded with passengers and any cargo.
- B. A low-speed vehicle must be equipped with head lamps, front and rear turn signal lamps, tail lamps, stop lamps, red reflex reflectors on each side as far to the rear of the vehicle as practicable and one red reflector on the rear, brakes, a parking brake, a windshield, a vehicle identification number, a safety belt installed at each designated seating position, an exterior mirror mounted on the operator's side of the vehicle, and either an exterior mirror mounted on the passenger's side of the vehicle or an interior rear view mirror.
- C. A person may not operate a low-speed vehicle on a highway on which the speed limit exceeds 35 mph (56.33 kilometers). The operator of a low-speed vehicle may make a direct crossing of a highway on which the speed limit exceeds 35 mph (56.33 kilometers) if the crossing is made so the operator can continue on the highway on which the speed limit doesn't exceed 35 mph (56.33 kilometers).
- D. License fee is \$20 for a two-year period ending March 31 of each odd numbered year.
- E. Certificate of title fee is \$5.
- F. Abandoned motor vehicle disposal fee is NOT due.
- G. Motor vehicle excise tax (5%) must be remitted when applying for certificate of title.
- H. No odometer or damage disclosure required.
- I. Liability insurance required. (See Insurance Requirements)

## **Manufactured Home: 39-05-35 (NDCC)**

- A. A manufactured home is a home that is sold as real property and can qualify for Federal Home Loan Mortgage Corporation (FHLMC) financing.
- B. The Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must be submitted along with a fee of \$5.
- C. Affidavit of Use for a Manufactured Home ([SFN 53658](#)) must be completed by the applicant certifying the manufactured home is real property.
- D. A copy of the Affidavit of Affixation, as recorded with the county recorder's office in the county where the real property is affixed, must be submitted with the certificate of title application. This affidavit is not provided by the Motor Vehicle Division. The following can assist with this affidavit:
  - 1. If financed, it is likely the form is available through the creditor.
  - 2. If no financing, it is the owner's responsibility to make certain the form is completed and sent to the county recorder's office.
  - 3. One can be prepared by an attorney. A fee is likely associated with this assistance.
- E. The Motor Vehicle Division will process the application and create a record. NO CERTIFICATE OF TITLE WILL BE ISSUED. Effective August 1, 2017, a Manufactured Home Conversion Confirmation will be issued.
- F. The only time NDDOT will be required to complete these requests is when the owner has a manufacturer's certificate of origin or title and the manufactured home is affixed to real property for the first time.
- G. The online title search is also available to check the status of a record at:  
<https://apps.nd.gov/dot/mv/mvrenewal/titleStatus.htm>



## **Mobile Home: 39-01-01 Subsection 45, 39-05-01, 39-18-03 (NDCC)**

- A. A mobile home MUST be titled. Certificate of title fee is \$5.
- B. Tax on a mobile home is as follows:
  - 1. A new mobile home purchased from a North Dakota or out-of-state dealer is 3 percent.
  - 2. A used mobile home purchased from a North Dakota or out-of-state dealer—no tax.
  - 3. A used mobile home purchased from private individuals in North Dakota or out-of-state—no tax.
- C. Tax collected by a dealer on a mobile home sale must be remitted on the sales tax report to the North Dakota Tax Department, 600 East Boulevard Avenue, Bismarck, ND 58505.
- D. North Dakota State Board of Equalization Statement of Mobile Home Full Consideration ([SFN 3004](#)) must be submitted with the certificate of title application when the transfer of ownership involves a sale.
- E. No license is required unless the mobile home is being moved on a public street or highway.
- F. Landlord's Mobile Home Lien: Section 35-20-17 (NDCC)
  - 1. Complete Request for Vehicle Information ([SFN 51269](#)) processing fee is \$3 to determine/verify current registered owner's name, address, and lien holder information (if applicable).
  - 2. A notice of lien must be posted on the primary entrance of the mobile home. Notice of lien must state/include the following information.
    - a. The name and last-known address of the owner of the mobile home.
    - b. The name and post-office address of the lien claimant.
    - c. The amount of the lien.
    - d. A description of the location and type of mobile home.
    - e. A recitation of the penalty provisions of NDCC 35-20-17.
  - 3. A copy of the notice of lien must be mailed, by certified mail, to registered owner and lien holder on record with the Motor Vehicle Division.
  - 4. Contact the lien holder on record to obtain a lien release ([SFN 2876](#)) Release of Lien by Legal owner.
  - 5. 30 days from the date the notice of lien was mailed and posted must have elapsed before title work can be submitted to the Motor Vehicle Division for the title. The follow documents would be required:
    - a. A copy of the results from the completed Request for Vehicle Information ([SFN 51269](#)).
    - b. Indemnifying Affidavit ([SFN 60662](#)) completed and signed by the mobile home park releasing the State of North Dakota and its agencies from any and all liability.
    - c. A copy of the notice of lien, the original certified mail form (to verify mail date) and the original certified mail return receipt. If the notice of lien is returned as undeliverable submit the entire letter / envelope with the title work.
    - d. Lien release (if applicable).
    - e. Application for Certificate of Title & Registration of a Vehicle ([SFN 2872](#)) completed in full, signed, and dated.
    - f. North Dakota State Board of Equalization form ([SFN 3004](#)) completed in full, signed and dated.
    - g. Proof of legal name for the mobile home park as required by NDCC 39-05-05 Subsection 1(f).
    - h. \$5 title fee

## **Mobility-Impaired License Plate and Parking Permit: 39-01-15, 39-04-10.2 (NDCC)**

- A. Application for Mobility-Impaired Parking Permit ([SFN 2886](#)), either written or electronic must be completed and contain a certification by a qualified physician, physician assistant, chiropractor, or advanced practice registered nurse or physical therapist.
  - 1. Applicant uses portable oxygen; or
  - 2. Applicant has an orthopedic, neurological, or other medical condition that makes it impossible to walk 200 feet without assistance or rest; or

3. Applicant is restricted by cardiac, pulmonary, or vascular disease from walking 200 feet without rest; or
  4. Applicant has a forced expiratory volume of less than one liter for one second or an arterial oxygen tension of less than 60 millimeter of mercury on room air while at rest and is classified III or IV by standards for cardiac disease set by the American Heart Association.
- B. A mobility-impaired parking permit will be issued to a qualifying applicant. This permit must be hung from the inside rearview mirror of the motor vehicle whenever the vehicle is occupying a space reserved for the mobility impaired. The permit may be transferred from vehicle to vehicle. A permanent permit is free; a temporary permit is \$3 each; a duplicate permanent or a temporary permit is \$3 each.
  - C. The applicant may obtain one set of mobility-impaired license plates, provided they do not possess more than one parking permit. License plates bearing the wheelchair emblem will be issued to a mobility-impaired applicant. One set of plates per mobility-impaired individual may be issued to a vehicle where the mobility-impaired individual is not listed as the owner and if the vehicle is designated for the exclusive use of transporting that mobility-impaired individual. A mobility-impaired DAV license plate is available; however, a personalized license plates is not. The fee for replacing regular license plates with mobility-impaired license plates is \$5.
  - D. License as a passenger vehicle, a truck, or a motorcycle using the appropriate fee schedule.
  - E. Certificate of title fee is \$5.
  - F. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
  - G. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
  - H. Mobility impaired parking permits may be issued for a vehicle owned and operated by care providers licensed by the state, veterans-related organizations, and other entities that regularly transport mobility impaired individuals. An application for Care Providers Mobility-Impaired Parking Permit(s) ([SFN 54306](#)) must be completed.
  - I. Mobility-impaired license plates must be transferred to a replacement vehicle upon selling or trading the vehicle.

**NOTE:** If the mobility-impaired individual is a minor, please contact the Motor Vehicle Division for further information.

### **Moped: 39-01-01 Subsection 48, 39-10.2 (NDCC)**

- A. A moped is defined as a vehicle equipped with two or three wheels, foot pedals to permit muscular propulsion or footrests for use by the operator, a power source providing up to a maximum of two brake horsepower having a maximum piston or rotor displacement of 3.05 cubic inches (49.98 milliliters) if a combustion engine is used, which will propel the vehicle, unassisted, at a speed not to exceed 30 mph (48.28 kilometers) on a level road surface, and a power drive system that functions directly or automatically only, not requiring clutching or shifting by the operator after the drive system is engaged, and the vehicle may not have a width greater than 32 inches (81.28 centimeters).
- B. License fee is \$25. An electric motorcycle road fee is \$20 for each electric motorcycle registered.
- C. Certificate of title fee is \$5.
- D. A personalized plate may be issued. An annual fee of \$25 is due. (See Personalized Plate)
- E. Abandoned motor vehicle disposal fee is NOT due.
- F. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- G. Odometer certification is required; damage disclosure certification is not required.
- H. Liability insurance is required on a registered moped. (See Insurance Requirements)

### **Motor Home: 39-01-01 Subsection 31, 39-04-19 Subsection 2(a) (NDCC)**

- A. "Motor Home" or "House Car" means a motor vehicle which has been reconstructed or manufactured primarily for private use as a temporary or recreational dwelling and having at least four of the following permanently installed systems:
  - 1. Cooking facility.
  - 2. Icebox or mechanical refrigerator.
  - 3. Potable water supply including plumbing and a sink with faucet either self-contained or with connections for an external source, or both.
  - 4. Self-contained toilet or a toilet connected to a plumbing system with connection for external water disposal, or both.
  - 5. Heating or air conditioning system or both, separate from the vehicle engine or the vehicle engine electrical system.
  - 6. A 110-115 volt alternating current electrical system separate from the vehicle engine electrical system either within its own power supply or with a connection for an external source, or both, or a liquefied petroleum system and supply.
- B. The license fee is based on 40 percent of the actual weight of the motor home, but not less than 4,000 pounds. The passenger fee schedule is used.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- F. If a school bus is converted to a motor home, the purchaser must change the color of the vehicle and deactivate or remove the warning signal lights and the stop sign on the control arm.

**NOTE:** The Vehicle Identification Number (VIN) identifying the completed vehicle, after a multi-stage manufacture, shall be the VIN on the incomplete chassis.

### **Motorcycle: 39-01-01 Subsection 48, 39-04-14.4, 39-04-10.3, 39-04-19 (NDCC)**

- A. A motorcycle must comply with provisions of Chapter 39-27 of the North Dakota Century Code (NDCC) relating to motorcycle equipment. If a motorcycle does not meet the equipment requirements, it cannot be titled or licensed and the dealer must collect sales tax and submit the tax to North Dakota Tax Department, 600 East Boulevard Avenue, Bismarck, North Dakota 58505.
- B. When a motorcycle has been modified, rebuilt, or homemade, an inspection is required. A Certificate of Vehicle Inspection ([SFN 2486](#)) must be completed by a business that is registered with the Secretary of State, is in good standing, and offers motor vehicle repair to the public. Submit ([SFN 2486](#)) with an Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)).
- C. License fee is \$25. Motorcycle plates are issued. An electric motorcycle road fee is \$20 for each electric motorcycle registered.
- D. Personalized plates may be issued. An annual fee of \$25 is due. (See Personalized Plate)
- E. Certificate of title fee is \$5.
- F. Abandoned motor vehicle disposal fee is NOT due.
- G. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- H. Odometer certification and damage disclosure certification are required.
- I. Liability insurance is required on a registered motorcycle. (See Insurance Requirements)

## **National Guard Plate: 39-04-10.8 (NDCC)**

### **A. Eligibility:**

1. A registrant is eligible for a distinctive number plate under this section if the registrant is a member of the National Guard or if the registrant has retired from the National Guard after 20 years or more of service.
  2. Registrant must contact the Adjutant General Office to obtain a National Guard license plate approval letter. A memorandum stating the individual is eligible will be issued.
  3. A one-time fee of \$5 is due to obtain a set of National Guard plates. Personalized plates may be issued as assigned by the Adjutant General. (See Personalized Plate)
- B. A set of National Guard plates may be issued to the owner of a passenger motor vehicle, a motorcycle, or a truck in which the registered gross weight does not exceed 20,000 pounds [9071.84 kilograms]. License fees are based on the type of vehicle being registered.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- F. On termination of the registrant's eligibility, the registrant shall return the distinctive number plates to the director who shall re-issue, for a fee of not more than \$5, another number plate to which the registrant is entitled under this chapter.

## **New Vehicle: 39-04-02 Subsection 3, 39-05-05 Subsection 3 and 4 (NDCC)**

- A. Manufacturer's Certificate of Origin (MCO) must be completed on the reverse side in addition to the odometer disclosure for retail sale. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must be completed in full and signed on the reverse side.
- B. License fees are based on the type of vehicle being registered. Use proper fee schedule.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted. The tax is computed on the full purchase price less any trade-in allowance. The vehicle traded must be identified by year, make, and vehicle identification number.
- F. Odometer certification and damage disclosure certification are required.

**NOTE:** See Passenger or Truck section(s) to determine the proper license type.

## Odometer Disclosure: 39-05-05 Subsection 1(g) (NDCC)

- A. The Truth in Mileage Act (TIMA) is a federal law requiring the seller of a motor vehicle to make an odometer disclosure to the buyer at the time of sale or transfer of ownership. Under the federal law, the Motor Vehicle Division is required to refuse to transfer ownership of a motor vehicle unless the odometer disclosure is completed.
- B. TIMA covers passenger vehicles, motor homes, motorcycles, pickup trucks, trucks, and unconventional vehicles if they are less than 10 years old. A truck with a manufacturer's Gross Vehicle Weight Rating (GVWR) over 16,000 pounds is exempt from the TIMA.

ODOMETER DISCLOSURE	
Year	Year Model
2020-2030	2011 and newer
2031	2012 and newer
2032	2013 and newer
2033	2014 and newer
2034	2015 and newer
2035	2016 and newer

- C. If you acquire a motor vehicle, the seller or transferor must complete the odometer disclosure on the certificate of title for the vehicle. If you sell a motor vehicle, you must complete the odometer disclosure on the certificate of title for the vehicle. Reassignment/Odometer Disclosure (SFN 18773, contact MVD for form) may be used.
- D. An odometer reading can be changed from kilometers to miles by multiplying the kilometers by .6214. When the odometer has been converted, the original certification is required from the business and individual responsible for the change. For example:

$$\begin{array}{r} 82,141 \\ \times .6214 \\ \hline 51,042 \text{ miles} \end{array}$$

- E. Violation of this section is a Class C felony if the person has previously been convicted of violating this section, or if the person has violated this section with respect to more than one vehicle, and a Class B misdemeanor in all other cases.

## Off-Highway: 39-29-01, 39-29-03, 39-29-09, 39-29-09.1 (NDCC)

### A. DEFINITION:

1. "Off-highway vehicle" means any motorized vehicle not designed for use on a highway and capable of cross-country travel on land, snow, ice, marsh, swampland, or other natural terrain. An off-highway vehicle must be classified into one of the following categories:
  - a. Class I off-highway vehicle is a vehicle that does not qualify as road capable under Chapters 39-21 and 39-27, has a seat or saddle designed to be straddled by the operator, and has handlebars for steering control of two wheels.
  - b. Class II off-highway vehicle is fifty inches [1270 millimeters] or less in width, weighs one thousand two hundred pounds [544.31 kilograms] or less, and travels on three or more nonhighway tires, or is sixty-five inches [1651 millimeters] or less in width, weighs two thousand pounds [907.19 kilograms] or less, and travels on four or more nonhighway tires.
  - c. Class III off-highway vehicle weighs less than eight thousand pounds [3628.74 kilograms]; travels on skis, runners, tracks, or four or more tires; has a seat; has a wheel, handlebars, or steering for steering control; and is designated for or capable of cross-country on or over land, water, sand, snow, ice, marsh, swampland, or other natural terrain, but does not include a vehicle registered by the department under Chapter 39-04 or 39-24.

**B. TITLE AND REGISTRATION:**

1. License fee is \$20 for a two-year period ending December 31 of each even numbered year.
2. Certificate of title fee is \$5.
3. Abandoned motor vehicle disposal fee is NOT due.
4. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
5. One off-highway vehicle plate or decal is issued and must be securely affixed and displayed on the vehicle in a position as to provide clear legibility for identification.
6. Personalized plates may be issued. A biannual fee of \$25 is due. (See Personalized Plate)
7. Fee for duplicate plate or decal is \$5.
8. An off-highway vehicle is required to be titled and registered if it is used on public or private property not owned or controlled by the off-highway owner.
9. An off-highway vehicle is required to have liability insurance when it leaves the owner's property and is operated on the highway shoulder or right of way. (See Insurance Requirement) Please contact your insurance agent for further information.
10. A motor-powered recreational vehicle dealer is required to collect a \$5 safety fee on each new or used off-highway vehicle sold. This vehicle fee must be remitted quarterly to the North Dakota Parks and Recreation Department. This fee is NOT payable to the Motor Vehicle Division at the time of registration.

**C. OPERATION REQUIREMENTS: 39-29-09 (NDCC)**

1. An individual may not operate an off-highway vehicle on the roadway, shoulder, or inside bank or slope of any road, street, or highway except in emergencies.
2. An individual may operate a registered off-highway vehicle on a paved highway designated and posted at a speed not exceeding 55 miles [88.51 kilometers] per hour.
3. A licensed driver over 16 years of age may operate a registered Class III off-highway vehicle on a paved highway designated and posted at a speed not exceeding 65 miles [104.61 kilometers] per hour.

**D. EQUIPMENT REQUIREMENTS: 39-27-09, 39-27-15, 39-27-16, 39-27-17.1, 39-29-09 (NDCC)**

1. To operate an off-highway vehicle on a paved highway or gravel, dirt, or loose surface roadway, the off-highway vehicle must be equipped with:
  - a. At least one mirror securely affixed to the handlebar and capable of adjustment within a range that will reflect an image that includes at least the horizon and the road surface to the rear, must have a minimum reflective surface of ten square inches, and shall not contain sharp edges or projections capable of producing injury.
  - b. Horn in good working order and must operate from a control device located on the left handlebar.
  - c. Speedometer and odometer calibrated in miles per hour respectively and must be fully illuminated when the headlamp is activated.
  - d. Brake light and lighted headlamp which may be either single or multiple beam type, must be sufficient intensity to reveal a person or vehicle at a distance of not less than 100 feet when operated at any speed less than 25 miles per hour, not less than 200 feet when operated at 25 miles per hour, and not less than 300 feet when operated at a speed of 35 miles per hour.
  - e. A motor of at least 350 cubic centimeters.

## **Organizational Plate: 39-04-10.13 (NDCC)**

### **A. ELIGIBILITY:**

A qualifying public or non-profit organization recognized by the Internal Revenue Service as tax exempt under 26 USC 501(c)(3). The following organizations do not qualify:

1. An out-of-state college and university
  2. A group within a high school, junior college, university, and technical school, including individual boosters, athletic boosters, and similar groups
  3. Unions, political organizations, and religious organizations
  4. Groups that promote racial or social disharmony
  5. Public offices
- B. Organization Plate Program Application ([SFN 54340](#)) must be completed and submitted with a design for approval by the director.
- C. Upon approval, a minimum of 50 applicants and a one-time payment of \$1,500 must be submitted by the organization.
- D. Organization plate may be issued to the owner of a passenger motor vehicle, or a truck, in which the registered gross weight does not exceed 20,000 pounds [9071.84 Kilograms]. License fees are based on the type of vehicle being registered, plus an additional annual fee of \$25 for the organizational license plate.
- E. Personalized plates may be issued. An annual fee of \$25 is due. (See Personalized Plate)
- F. Certificate of title fee is \$5.
- G. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for certificate of title.
- H. Motor Vehicle excise tax (5%) must be remitted when applying for certificate of title.

## **Out-of-State Vehicle: 39-04-18 Subsection 2(c)(e), 39-04-21 (NDCC)**

- A. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must be completed in full, signed on the front side, and submitted with the out-of-state certificate of title.
- B. License fees are based on type of vehicle being registered. Use proper fee schedule.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for certificate of title.
- E. Motor vehicle excise tax (5%) is due on a vehicle purchased outside the state of North Dakota for use in this state. Tax is computed on the full purchase price less any trade-in allowance. The traded vehicle must be identified by year, make, and vehicle identification number.
- F. A vehicle leased by a non-resident military personnel transferring into North Dakota may be titled and registered without the payment of any motor vehicle excise tax. This exemption applies only to a vehicle titled outside of North Dakota by the applicant in the name of the lease company, but is now being titled in North Dakota.
- G. Any lien or mortgage on an out-of-state title must be released if ownership is being transferred at the time of applying for a North Dakota certificate of title. If ownership is not being transferred, any lien or mortgage shown and not released will be shown on the North Dakota certificate of title.



### **Park Model Trailer: 39-18-03.2, 57-55-10 Subsection 2 (NDCC)**

- A. Park Model trailer is a recreational vehicle not exceeding 40 feet (12.19 meters) in length primarily designed to provide temporary living quarters for recreation, camping, or seasonal use. A Park Model trailer is built on a single chassis, mounted on wheels, has a gross trailer area not exceeding 400 square feet (37.16 square meters) of enclosed living space in the setup mode, and is certified by the manufacturer as complying with American National Standards Institute, Standard A119.5.
- B. The owner of a Park Model trailer may pay the Motor Vehicle Division a fee of \$20 per calendar year to qualify for the exemption under Section 57-55-10 (NDCC). The Motor Vehicle Division will provide a receipt; Park Model Trailer Fee – Receipt (SFN 54098), to the owner. No certificate of title or license plate will be issued.
- C. Statement of Use must be completed ([SFN 59689](#)).
- D. Upon owner request, the Motor Vehicle Division shall register the Park Model trailer as a travel trailer. Payment of the registration fee qualifies the trailer for an exemption under Section 57-55-10 (NDCC) in lieu of issuing the receipt of payment.
- E. License fee is \$20.
- F. Certificate of title fee is \$5.
- G. Abandoned motor vehicle disposal fee is NOT due.
- H. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- I. If no source document is available, refer to Untitled Vehicle.

### **Passenger: 39-01-01 Subsection 59, 39-04-15, 39-04-18 Subsection 2(c)(e) (NDCC)**

- A. License fee is an annual fee, based on year first registered and weight of the vehicle.
- B. Certificate of title fee is \$5.
- C. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- D. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- E. A vehicle model such as: Blazer, Bronco, Envoy, Expedition, Navigator, Suburban, Tahoe, Yukon, etc., shall be registered as a passenger vehicle.

### **Patriotic Plate: NDCC 39-04-10.15**

- A. Complete SFN 54397 Application for Organization Plate.
- B. Initial payment of \$25 plus the annual registration fee.
- C. Personalized Plate fee is \$25.
  - 1. Flag of the United States
  - 2. Bald Eagle
  - 3. Boonie Stomper
    - a. The Boonie cap signifies all veterans that have served in the Military and have fought the good fight for freedom.
    - b. The boots that are covered in mud, and blood of the ones who did not come home. The boots also represent the people who have gone on to walk with others who have walked in their shoes (boots). We do not want to forget that it takes a special person to fill the boots that we once walked in, no others can claim that they have walked the distance that a Veteran has.
    - c. The dog tags represent the Veteran that has returned home. There is only one dog tag. The other one is now with a loved one when the Military/Veteran has returned.
    - d. The torn dollar bill (that does not appear due to art being so small) is reminiscent that when a Military member went over, they gave their spouse, loved one or a good friend to hold onto the other half so when they return the dollar bill can be used to buy a toast that they are home. From those who gave the sacrifice, the torn dollar bill was buried with their half and the rest was retained by the family or friend.

**Permits: 39-04-18.2, 39-04-18 Subsection 2(f), 39-04-21, 39-04-36 (NDCC)**

**A. NORTH DAKOTA RESIDENT 30-DAY TEMPORARY PERMIT**

1. To be used for a North Dakota resident/business only.
2. This permit should be issued to a customer who will be handling the title and registration application -- paying tax, title, and license fees directly to MVD.
3. If for a business, a valid North Dakota driver's license of a representative of the business must be used.
4. 30-day Registration Permit printed or typed on SFN 51429 is no longer valid.
5. Only available online at: <https://apps.nd.gov/dot/mv/mvrenewal/thirtyDayRegWelcome.htm>
6. This permit may also be issued at the Motor Vehicle Central Office in Bismarck or any Contracted Motor Vehicle Service Office.

**B. COMBINE PERMIT: 39-04-18 Subsection 2(h), 39-04-19 Subsection 6 (NDCC)**

1. A nonresident custom combiner is issued a temporary license from June 1 through December 31 for a fee of \$50.
2. A North Dakota resident custom combiner may purchase a \$25 temporary license to be used in conjunction with a North Dakota farm truck registration.
3. A permit must be obtained from the North Dakota Highway Patrol Motor Carrier Operations. Web site: [www.nd.gov/ndhp/motor-carrier](http://www.nd.gov/ndhp/motor-carrier).
4. Personal and other vehicles used in conjunction with custom combine operations must be registered with a temporary license.

**C. DEMONSTRATION PERMIT: 39-04-10.1 (NDCC)**

1. Truck or Trailer Demo Permit (SFN 2383) may be used by new and used motor vehicle dealers and trailer dealer who have a customer that would like to demo a truck or trailer prior to purchase.
2. Dealer plates should not be used on the permitted vehicle.
3. A permit may be used for any number of trips within the stated time limit.
4. A permit may be purchased online at: <https://apps.nd.gov/dot/mv/mvrenewal/thirtyDayRegWelcome.htm>.

<b>TRUCK OR TRAILER DEMO PERMIT</b>				MOTOR VEHICLE DIVISION ND DEPT OF TRANSPORTATION 608 E BOULEVARD AVE BISMARCK ND 58505-0780			
North Dakota Department of Transportation, Motor Vehicle SFN 2383 (6-2020)							
<input type="checkbox"/> 30 day Trailer In-transit Permit - \$5 <b>Permit No.</b> T2834101 <input checked="" type="checkbox"/> 72 Hour Demo Permit - \$10 <input type="checkbox"/> 20 Day Demo Permit - \$50 Valid for Trucks 24,000 Pounds G.V.W. & Over or Trailers							
Date Issued 04/15/2021	Date Expires 04/18/2021	Year 2021	Make PETERBILT	Vehicle Identification Number 1XXX6EENXL1113XXX	Truck Gross Weight 55000		
Customer TEST PERMIT				Final Destination Test City			
Address 608 E BOULEVARD AVE				City BISMARCK	State ND	Zip Code 58505	
Dealer TEST MV DEALER				Dealer Number TST123			
Address 608 E Boulevard Ave				City Bismarck	State ND	Zip Code 58505	

D. DRIVE-OUT PERMIT: 39-04-21 (NDCC)

1. Drive-Out Permit (SFN 2940) is issued to a non-resident who purchases a vehicle in North Dakota and needs registration to return to their home state.
2. A permit is valid for 30 days.
3. Fee is \$5 per permit.
5. A permit may be purchased online at: <https://apps.nd.gov/dot/mv/mvrenewal/thirtyDayRegWelcome.htm>

Drive Out Permit		
North Dakota Department of Transportation, Motor Vehicle SFN 2940 (6-2020) 608 East Boulevard, Bismarck, ND 58505-0780 Phone (701) 328-2725		
Purchase Date 04/15/2021	Permit Number D2834001	
Issue To (Name) TEST PERMIT		
Address 100 MAIN STREET		
City TEST CITY	State SD	
Year 2021	Make CHEVROLET	Style TEST VEHICLE
Vehicle Identification Number 1G1PF5S90B7164XXX		
Destination Test City		
Not valid after 30 days! Not valid if erased or altered in any way. Not valid for residents of North Dakota. (Section 39-04-21 of the North Dakota Century Code)		

E. NOTARY PUBLIC OR DEALER CERTIFICATE OF LICENSE APPLICATION: 39-04-17 (NDCC)

1. Notary Public or Dealer Certificate of License Application (SFN 59087) is issued by notary public or authorized agent of dealership if fees for license are collected by the notary public or dealership and mailed to the Motor Vehicle Division.
2. Certificate can be issued for a new or used vehicle application and is valid for 75 days from date of issuance.
3. A violation is punishable by a fine of not less than \$50.

**NOTARY PUBLIC OR DEALER CERTIFICATE OF LICENSE APPLICATION**

North Dakota Department of Transportation, Motor Vehicle  
SFN 59087 (4-2016)

608 E BOULEVARD AVE  
BISMARCK ND 58505-0780  
Telephone (701) 328-2725  
Website: <https://dot.nd.gov>

Certificate must be completed by Notary Public or Authorized Agent of Dealership

I HEREBY CERTIFY that the following has made proper application for registration of the below described vehicle.

Date	Purchaser's Name		City
Make	Model	Weight	Year
Vehicle Identification Number (VIN)			
Remittance covering the fee has been mailed on the date by _____ to the Motor Vehicle Division, NDDOT, Bismarck, ND.			
Dealership name	Dealer Number		
Address	City		
Signature of Authorized Agent		Notary Seal	
		Signature of Notary Public	
		My Commission Expires	

Display this in your vehicle. Good for only 75 days from date (NDCC Section 39-4-17).

Moisten here and attach to window

Moisten here and attach to window

F. OVERSIZE AND OVERWEIGHT VEHICLE AND/OR LOAD contact the North Dakota Highway Patrol, Motor Carrier Permit Operations, phone: 701-328-2621

G. TEMPORARY REGISTRATION: Sections 39-04-18, 39-04-18.2, and 39-04-21 NDCC

Available online or from North Dakota Highway Patrol, Contracted Motor Vehicle Service Offices, or the Motor Vehicle Division Bismarck office.

Register online at: [www.dot.nd.gov](http://www.dot.nd.gov) and click on the Non-Resident Temporary Registration link or click on: <https://secure.apps.state.nd.us/dot/mv/mvrenewal/tempRegWelcome.htm>.

**Option 1:** A nonresident gainfully employed or engaged in trade, profession, or occupation within this state and owns, leases, or rents a place of residence or otherwise lives within this state for the purposes of employment is considered a resident and must purchase a temporary registration; or

**Option 2:** Regardless of domicile or any other circumstance remains in this state for a period of 90 consecutive days is considered a resident and must purchase a temporary registration. Excludes a college student.

An owner, lessee or operator of a motor vehicle employed in this state on a temporary or full-time basis must purchase a temporary permit in lieu of registering the vehicle permanently in this state.

Temporary registration must be displayed in vehicle rear window on driver's side visible to law enforcement. Vehicle must also display valid registration and license plate from any jurisdiction and be properly insured.

A motor vehicle temporarily registered in this state must be furnished a permit as follows:

1. A passenger vehicle, pickup, van, and truck not exceeding 20,000 registered gross weight pounds [9071.84 kilograms] temporarily registered in this state must be furnished a permit upon payment of \$60 for 6 months or \$120 for 12 months of required registration.
2. A truck or a combination of a truck and trailer weighing more than 20,000 registered gross weight pounds [9071.84 kilograms] temporarily registered in this state must be furnished a permit upon payment of the following fees:

Weight	Six Month Fee	Twelve Month Fee
20,001 - 42,000	\$220	\$ 440
42,001 - 62,000	\$380	\$ 760
62,001 - 82,000	\$530	\$1,060
82,001 - 105,000	\$900	\$1,800

3. A motorcycle temporarily registered in this state must be furnished a permit upon payment of \$30 for 6 months or \$60 for 12 months.
4. An additional fee of \$10 applies to each temporary registration permit.
5. A permit is non-transferable and no refunds will be issued.

A temporary license can be obtained for an out-of-state snowmobile. Online Temporary Registration is available through North Dakota Parks and Recreation for \$15 at their website: <http://www.parkrec.nd.gov/> or call 701-328-5357 for more information.

### Personalized Plate: 39-04-10.3 (NDCC)

- A. A personalized plate is available for a passenger car, truck, motor home, motorcycle, trailer, travel trailer and off-highway. (See Antique and Collector Vehicles)
- B. In addition to annual registration fees, \$25 is due when a personalized plate is ordered.
- C. A plate can have a combination of up to seven characters including spaces (numbers and letters).
- D. All personalized plate requests must be made in writing, provide meaning of the plate, and be signed by the customer. Requests must be approved by the Motor Vehicle Division. Special Plate Request ([SFN 53612](#)) can be accessed online ([www.dot.nd.gov](http://www.dot.nd.gov)), completed, and submitted to the Motor Vehicle Division with the appropriate fee(s).
- E. A set of duplicate personalized plates of the same characters may be obtained for \$5.
- F. A change of characters on a replacement personalized plate may be obtained for \$25.

Antique plate	up to 7 characters	\$100 one-time fee
Antique plate (motorcycle)	up to 6 characters	\$100 one-time fee
Collector plate	up to 7 characters	\$160 one-time fee
Firefighter plate	up to 5 characters	
FFA plate	up to 5 characters	
Gold Star plate	up to 5 characters	
Mobility Impaired plate	up to 6 characters	
Mobility Impaired Motorcycle plate	up to 5 characters	
Motorcycle plate	up to 6 characters	
National Guard plate & Motorcycle	up to 4 characters	
Off-Highway plate	up to 5 characters	
Official plate	up to 6 characters	
Organizational plate	up to 5 characters	
Prisoner of War (POW)	up to 7 characters	
Standard plate	up to 7 characters	
Trailer plate	up to 7 characters	
Unconventional plate	up to 5 characters	
Veteran non-branch of service plate	up to 5 characters	
Veteran logo plate	up to 5 characters	
a. Army		
b. Air Force		
c. Navy		
d. Coast Guard		
e. Marine		
f. Purple Heart		

## **Plate With Owner: 39-04-36 (NDCC)**

- A. Plate with owner legislation applies to all vehicles except snowmobiles, off-highway, prorate trucks, and prorate trailers, antiques, collectors, DAVs (Disabled American Veterans), POWs (Former Prisoner of War), and government vehicles.
- B. When the owner of a vehicle sells, trades, or otherwise transfers the ownership of the vehicle, the owner must remove the license plate(s) and the vehicle will be considered unlicensed. When the transferee (buyer) applies for a certificate of title transfer, a full-year license fee will be due on the vehicle, less any available credit.
- C. The transferee (buyer) may operate the vehicle for a maximum of five days from date of acquisition without displaying any visible evidence of registration. However, the transferee must have dated evidence of ownership in the vehicle during these five days. Dated evidence can be either a dated bill of sale or a dated copy of the certificate of title.
- D. The Motor Vehicle Division has available a self-issuing temporary registration permit that can be used on vehicles for 30 days from date of acquisition, during which time the transferee must obtain proper registration and certificate of title for the vehicle. These permits are not intended to replace the notary certificates issued by dealerships and others who submit an application on behalf of their customer. Transferred plates may not be displayed on the replacement vehicle until the vehicle has been registered with the Motor Vehicle Division and a new registration card has been received by the owner.
- E. The owner who has removed license plates from a vehicle at the time it was transferred will be allowed a credit towards the registration fees on a replacement vehicle based on the number of unused months left on the registration. The license plate number from which the credit is calculated must be noted on the application for certificate of title and registration. The owner must use the license plates regardless of whether there is credit remaining. Credits are calculated from the month after the plates are transferred. If the plates are lost, replacement plates are \$5.
- F. Available credit can be used towards only one replacement vehicle. If the available credit exceeds the registration fees, the balance of the credit will be lost. A credit transfer fee of \$5 is due. There are no refunds available.
- G. To transfer a license credit, the license type does not need to be the same. Example, motorcycle license credit can be transferred to a passenger vehicle.
- H. Only license fees are transferable. Special fees collected at the time of registration: public transportation fund, abandoned motor vehicle disposal fee, and motorcycle education fee are not transferable.
- I. A license fee credit can be transferred from the transferor (seller) to the transferee (buyer) if the transferor is the spouse, a sibling, or a lineal ancestor or descendant of the transferee.
- J. A credit on a vehicle repossessed by a recorded lien holder is available only to the registered owner.
- K. A credit on a lease vehicle belongs to the lessee. A lessee(s) who has a personalized plate will be allowed to retain the plate and the \$25 personalized plate fee.
- L. If a corporation dissolves and a new corporation (business reorganization) is formed with the same stockholder(s), plates and registration fees can be retained.
- M. A dealer must remove North Dakota license plates from any vehicle they have in their inventory.

## **Power of Attorney (POA)**

### **A. General POA**

1. When a certificate of title or an application is signed by an individual for another and requires NO odometer certification, a general power of attorney may be used.
2. A copy of the original may be submitted.

### **B. Secure POA**

1. When a certificate of title or an application requiring a federal odometer certification is signed by an individual for another, a secure power of attorney must be submitted.
2. A secure power of attorney is effective only for vehicle transfers if the original certificate of title has become lost or is being held by a lien holder.
3. Original must be submitted.

## **Prisoner of War (POW): 39-04-10.5, 39-04-18 Subsection 2(o) (NDCC)**

- A. A letter from the Department of Veteran's Affairs stating the applicant was a prisoner of war must accompany the Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) when first applying for a POW license.
- B. Passenger, truck, or motor home not exceeding 20,000 pounds gross weight may be registered with POW plates. License must be renewed by January 1 of each year. Plates may be transferred to a replacement vehicle.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax is NOT due. Eligibility for this exemption is two vehicles at a time.
- F. Upon the death of a former prisoner of war, the surviving spouse may elect to retain the POW plates and retain exemption of deceased veteran for one vehicle for their own use until such time as the surviving spouse remarries. Within 30 days of remarriage, the surviving spouse must surrender the plates to the Motor Vehicle Division. If requested, a free commemorative plaque will be issued by the division as a keepsake for the family.

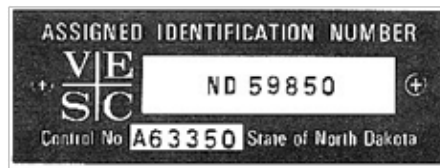
## **Purple Heart Plate: 39-04-18 Subsection 2 (NDCC)**

- A. A purple heart plate is issued to an individual eligible for interment in the North Dakota Veterans's Cemetery and who have been awarded the Purple Heart. Application for North Dakota Veterans's Number Plate ([SFN 51628](#)) must be completed.
- B. A passenger, truck, or any motor home not exceeding 26,000 pounds [11793.40 kilograms] registered gross weight may be registered with a set of purple heart plates.
- C. Qualified veterans who have received a Purple Heart and display a Purple Heart plate are exempt from paying registration fees for one motor vehicle owned by that veteran. Any additional vehicles, full registration fees are due.
- D. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- E. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- F. The initial \$15 plate fee and subsequent \$10 plate fee is not due for a motor vehicle owned by that veteran.



**Rebuilt or Reconstructed Vehicle: 39-01-01 Subsection 70, 39-04-02 Subsection 2, 39-05-05 Subsection 1(e), 39-05-20.2 Subsection 2, 39-21-45.1 (NDCC)**

- A. A rebuilt vehicle must be inspected by a business that is registered with the Secretary of State, is in good standing and offers motor vehicle repair to the public. The business must complete a Certificate of Vehicle Inspection (SFN 2486). The business completing the inspection may not be the same business that reconstructed the vehicle.
- B. A bill of sale and/or a title for major parts must accompany Certificate of Title and Registration of a Vehicle (SFN 2872). If a certificate of title is not available, procedures outlined in Chapter 37-12-04 of the North Dakota Administrative Code must be followed. (See Untitled Vehicle)
- C. License fees are based on type of vehicle being rebuilt. Use the proper fee schedule.
- D. Certificate of title fee is \$5.
- E. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- F. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- G. A North Dakota vehicle identification number (VIN) may be issued by Motor Vehicle Division, NDDOT, to a rebuilt vehicle and must be stamped in a designated place.



**Registration Renewal: 39-04-14, 39-04-14.1, 39-04-18 Subsection 1, 39-04-19 Subsection 2 (NDCC)**

- A. A registration renewal invoice must be submitted by the registered owner(s).
- B. Validation decals and a registration card are issued.
- C. The registration takes effect on the first day of the first month of the registration period.
- D. North Dakota has no grace period.
- E. A registration renewal can be done online at <https://apps.nd.gov/dot/mv/mvrenewal/renewal.htm>. Possession of your receipt, using the online registration renewal process, will be evidence of compliance for current registration for a period of 15 days from the date of the printed receipt.
- F. Military personnel, who have stored their vehicles during active duty, may be exempt from prior registration fees.
  - 1. Application for Certificate of Title and Registration of a Vehicle (SFN 2872) must be completed in full, provide induction date, date of discharge, or military leave.
  - 2. Fees will be prorated upon the month of return from service.

## Repairman's Lien: 35-13, 39-05-19, 39-05-20 (NDCC)

- A. Vehicle acquired through repair facility must follow the required steps to obtain a title.
1. Request for Vehicle Information.
    - a. Complete and submit Request for Vehicle Information (SFN 51269) with the \$3 processing fee to determine/verify the current registered owner's name, address, and any lienholder information.
  2. Notice to existing lienholder(s) if the repair costs exceed \$6,000 or 30% of the value of the property or \$15,000 or 30% of the value of the property for agricultural or construction purposes.
    - a. A registered or certified letter must be mailed to the lienholders of record.
    - b. The registered or certified letter must include the following:
      1. A list of the proposed repairs
      2. Estimated cost of repairs
      3. The estimated value of the property in its repaired condition.  
*\*Any associated storage fees may not begin to accrue until 15 days after the owner is requested to take possession of the property.*
  3. Adding repair business as a lienholder on the title.

Submit the following documentation to the North Dakota Motor Vehicle Division to be added as a lienholder on the title.

    - a. A copy of the Request for Vehicle Information (SFN 51269) stamped as processed and a copy of the registered owner information provided at the time the request was processed.
    - b. Indemnifying Affidavit (SFN 60662) completed and signed by the repair business releasing the State of North Dakota and its agencies from any and all liability. The Indemnifying Affidavit must be very specific on how the person presenting the affidavit had consent of the registered owner of the vehicle to repair the vehicle. Need to state that they will be added as second lienholder if they don't meet repair costs to be listed as priority lien holder.
    - c. A copy of the certified letter or registered letter given to any lienholder(s) of record, the original certified or registered mail form (to verify ship date), and the original return receipt (to verify receipt date/date returned as undeliverable).
    - d. If letter is returned as undeliverable, submit the entire letter/envelope with the title work.
    - e. Application for Certificate of Title and Registration of a Motor Vehicle (SFN 2872) completed and signed.
    - f. Proof of legal name for the repair facility as required by NDCC 39-05-05 Subsection 1(f). Requirement may be satisfied by:
      1. Print out of most recent Secretary of State filing.
      2. Copy of the top section of the most recent state or federal tax return filed in the name of the repair facility name.
    - g. Applicable fees.
- B. "Notice before foreclosure," section 35-13-05 to foreclose on the vehicle. This process is provided below.
1. Step One – (must be completed with step 3 above to receive title added as lienholder)
    - a. Send a registered or certified letter to both the owner and the lienholder on record, notifying the intent to foreclose on the property. The letter shall give a 10-day notice to the parties of the intent to sell the vehicle. The letter must include the following:
      1. The date/time frame by which the outstanding balance must be paid.
      2. You must allow a minimum of 30 days from the date the certified letter was received or returned as undeliverable.

3. The certified letter notice to the lienholder must include:
  - a. A description of the property subject to the lien.
  - b. The grounds for the lien.
  - c. The name, address, and telephone number of the lienholder.
  - d. The amount owed.
  - e. The date after which the property subject to the lien will be offered for sale.
  - f. A statement that the lienholder of record or property owner may reclaim the property subject to the lien before the property is offered for sale by paying the amount owed.

2. Step Two

The sale can now take place and the new buyer will need to submit the following documentation to the Motor Vehicle Division:

- a. Title for the vehicle, (if applicable) or will need to issue title with repair facility as lienholder.
- b. If applicable, documentation showing proof that all parties were notified of the foreclosure sale. This should include the letter and the registered or certified mailing confirmations.
- c. If the repair lienholder purchases the vehicle at a sale, excise tax is owed and must be paid prior to putting the title into the name of the repair business as owner.
- d. If selling a vehicle to a private party the following is required: Release of Lien by Legal Owner (SFN 2876), a current title reassigned or Part 1 Assignment and Warranty of Title (SFN 2877) (repair lien facility is eligible to sign off as seller), and a Bill of Sale from the repair lien facility.

**Repossession: 39-05-19, 39-05-20.3 Subsection 3 (NDCC)**

- A. Repossession Affidavit (SFN 2880) is used when a vehicle is legally repossessed. The affidavit must be completed and signed by the lienholder.
- B. Part 1 of the North Dakota certificate of title must be signed by the reposessor as seller if certificate of title is being transferred to a new owner. In Part 1, the reposessor must sign as buyer and complete odometer information if certificate of title is being transferred into the reposessor's name.
- C. A lien release will be required from any additional lienholder(s) identified on the certificate of title.
- D. A voluntary repossession requires a Repossession Affidavit (SFN 2880).

**Salvage Certificate of Title: 39-04-44, 39-05-20.1, 39-05-20.2 (NDCC)**

- A. The owner of a vehicle damaged in excess of 75 percent of the vehicle's retail value, as determined by the National Automobile Dealers Association official used car guide, shall forward the certificate of title for that vehicle to the Motor Vehicle Division within ten days and the division shall issue a salvage certificate of title.
- B. Glass damage and hail damage must be excluded in the determination of whether a vehicle has been damaged in excess of 75 percent of the retail value.
- C. Salvage requirements apply to all model year vehicles. All brands must be carried forward regardless of the age of the vehicle.
- D. A trailer, travel trailer, off-highway, and snowmobile is covered by the salvage law requirements. No inspection required; however, the certificate of title for the vehicle will be branded as "Previously Salvaged."
- E. An owner who involuntarily and permanently destroys a vehicle may return the license plates, registration card, and the certificate of title to the Motor Vehicle Division. A refund for the unused portion of the license fee applies only if the vehicle is not replaced. License fee credit will be applied to the replacement vehicle. Affidavit for Refund of License Fee of a Permanently Destroyed Vehicle (SFN 2889) must be completed. A salvage certificate of title will be issued.

- F. If a vehicle for which a salvage certificate of title has been issued is reconstructed, a certificate of title may be obtained with a previously salvaged brand status assigned on the certificate of title.
  - 1. A reconstructed vehicle must be inspected by a business that is registered with the Secretary of State and in good standing. The business should offer motor vehicle repair to the public. (Certificate of Vehicle Inspection, [SFN 2486](#)). The business completing the inspection may not be the same business that reconstructed the vehicle. Application must be accompanied by a Certificate of Vehicle Inspection ([SFN 2486](#)).
  - 2. Salvage certificate must be surrendered.
  - 3. Certificate of title fee is \$5.

### **Snowmobile: 39-24 (NDCC)**

- A. A snowmobile is required to be titled and licensed if used on public or private property not owned or controlled by the snowmobile owner.
- B. License fee is \$50 for a two-year period ending September 30 of each odd-numbered year. Two snowmobile decals are issued and must be securely affixed on each side of the snowmobile in a position as to provide clear legibility for identification.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee is NOT due.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- F. Fee for duplicate decals is \$5.
- G. A registered snowmobile is required to have liability insurance if it is operated on a state trail. (See Insurance Requirements)
- H. If a snowmobile is registered in another country or another state, the owner is required to display on the snowmobile a decal available from the North Dakota Parks and Recreation Department. The fee for the decal is \$25 and it is payable yearly.
- I. A motor-powered recreational vehicle dealer is required to collect a \$5 safety fee on each new or used off-highway vehicle sold. This fee must be remitted quarterly to the North Dakota Parks and Recreation Department. This fee is NOT payable to the Motor Vehicle Division at the time of registration.
- J. COLLECTOR SNOWMOBILE: 39-24-04 Subsection 2(f) (NDCC)
  - 1. A collector snowmobile is a snowmobile that is 25 years old or older, was originally produced as a separate identifiable make by a manufacturer, and is owned and operated solely as a collector's item.
    - a. Complete Affidavit of Use for a Collector Snowmobile (SFN 54339).
    - b. Certificate of title fee is \$5.
    - c. Abandoned motor vehicle disposal fee is NOT due.
    - d. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
    - e. License fees are NOT due.

### **Soil Conservation: 39-04-19.1 (NDCC)**

- A. Only a truck with a gross weight of 26,000 pounds or more and used exclusively in soil conservation work or for township road construction shall qualify for license at the soil conservation rate. Contract for work cannot exceed \$3,000. Owner may register only one truck under this provision.
- B. License as a truck using one-half the fee shown on the truck fee schedule.
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

### **Special Mobile Equipment: 39-01-01(84), 39-04-18 Subsection 2(a) (NDCC)**

- A. A vehicle not designed or used primarily to transport property or haul product and only incidentally operated or moved over a highway, shall qualify as Special Mobile Equipment.
- B. Refer to the Permit Policies from the North Dakota Highway Patrol Motor Carrier Operations: [www.nd.gov/ndhp/motor-carrier](http://www.nd.gov/ndhp/motor-carrier) (Permit Policy for Movement of Over-Dimensional Equipment).

### **Stack Mover: 39-12-04 Subsection 1(d) (NDCC)**

- A. A stack mover vehicle is not licensed. A commercial mover must obtain a permit for \$50 from the North Dakota Highway Patrol. No permit may be issued unless proof of insurance showing coverage of \$300,000 of liability insurance is provided. A farmer hauling their own hay is exempt from buying the permit.
- B. Certificate of title fee is \$5.
- C. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.

### **Staggered Registration: 39-04-14.2 (NDCC)**

- A. The Motor Vehicle Division uses a system of staggered registration for the following types of vehicles:
  - 1. A passenger car
  - 2. A motor home
  - 3. A trucks with a registered gross weight of 10,000 pounds or less
  - 4. A pickup truck with a registered gross weight not exceeding 20,000 pounds
- B. Staggered registration does not apply to the following types of vehicles:
  - 1. off-highway
  - 2. antique
  - 3. collector
  - 4. DAV (Disabled American Veteran)
  - 5. fleet vehicle
  - 6. government vehicle
  - 7. motorcycle
  - 8. POW (Prisoner of War)
  - 9. snowmobile
  - 10. trailer
  - 11. truck with a registered gross weight exceeding 10,000 pounds
  - 12. unconventional
- C. A new vehicle, out-of-state vehicle, and North Dakota titled vehicle subject to staggered registration will pay an annual (12-month) registration fee from the date of sale or date first used in North Dakota.

### **Tax: Vehicle Excise 57-40.3 (NDCC)**

- A. The tax law imposes an excise tax at the rate of (5%) on a vehicle purchased either in or outside the state of North Dakota for use in this state. The tax is payable to the Motor Vehicle Division at the time certificate of title application for the vehicle is made. The tax is computed on the full purchase price less any trade-in allowance. The vehicle traded must be identified by year, make, and vehicle identification number.
  - 1. Excise tax applies on a vehicle purchased outside the state.
  - 2. Excise tax applies on a North Dakota vehicle purchased from an individual or any vehicle purchased from a licensed North Dakota dealer.
  - 3. If the vehicle is a gift and does not qualify for an exemption, the value is based on the National Automobile Dealers Used Car Guide.

4. When a vehicle is involuntarily destroyed, the amount of the settlement from the insurance company can be used as a trade-in allowance. A notarized affidavit from the insurance company, which states the amount of the settlement, must be submitted with the application for certificate of title for the replacement vehicle.

**B. TAX EXEMPTIONS:**

1. Transfer of a motor vehicle by way of gift between a husband and wife, parent and child, brother and sister, or grandparent and grandchild.
2. Transfer between joint tenants, provided the vehicle was previously titled or licensed in the name of two or more joint tenants and subsequently transferred without monetary consideration to one or more of the joint tenants.
3. Transfer resulting from inheritance from or bequest of a decedent. However, a PURCHASE from an estate is subject to tax.
4. Change of name only because of marriage, adoption, or court order (entire document).
5. Vehicle acquired through a lease purchase agreement.
  - a. If tax was paid on the total lease consideration, tax is due on the lease buyout amount.
  - b. If tax was paid on the full purchase price and you have been in possession of the vehicle over one year, no tax is due.
  - c. If tax was paid on the full purchase price and you have been in possession of the vehicle for less than one year, tax is due on the lease buyout amount.
6. A vehicle which is expressly exempt from North Dakota registration provisions, such as a vehicle purchased or leased by the State of North Dakota.
7. Lien change. Applicable only to a change of a lien on a motor vehicle when the registered owner has not changed.
8. Interstate carrier vehicle. Percent due based on intrastate miles (contact Motor Carrier).
9. Credit or reciprocity for tax paid to any state which grants a similar credit or reciprocity for tax paid to the State of North Dakota. Proof of tax payment must be submitted with the application.
  - a. Reciprocity cannot be granted for Alaska, Delaware, Georgia, Montana, New Hampshire, and Oregon.
  - b. Canada is not part of the United States. Vehicles transferred into this state from Canada are subject to 5 percent excise tax on the fair market value at the time it is titled and registered.
  - c. Imported vehicles from another country are subject to 5 percent excise tax on the purchase price if a new vehicle or on the fair market value if a used vehicle, with no credit allowed for tax paid to another country.
10. Public transportation under contract with NDDOT.
11. Dealer resale – USED vehicle
12. Dealer resale – NEW vehicle
  - a. Vehicles purchased for the sole purpose of resale by licensed dealer.
  - b. Any motor vehicle with a registered gross vehicle weight of at least a class six, seven, or eight chassis, purchased for installation or assembly of heavy duty equipment by a person engaged in the business of installing or assembling the equipment, which when completed forms an integral part of a vehicle, has limited marketability, and is not normally sold to the general public. This exemption applies only when the Manufacturer's Statement of Origin is reassigned to the installer or assembler by a licensed new motor vehicle dealer on a Form 22056 prescribed by the State Tax Commissioner. The motor vehicle and installed equipment must be sold as a unit when completed. "Heavy duty equipment" includes a fuel delivery tank, refuse body, crane, aerial bucket device, bus body regardless of gross vehicle weight, and digger derrick.

13. The sale of a motor vehicle to an American Indian at any location is exempt from motor vehicle excise tax if the Native American purchaser is an enrolled member of a federally recognized Indian tribe and the enrolled member lives within the boundaries of a North Dakota Indian reservation. The Tribal Claim for Tax Exemption ([SFN 18085](#)) must be completed and accompany the application for certificate of title. There is **NO** exemption in the motor vehicle excise tax law for an American Indian leasing a motor vehicle because the ownership of the motor vehicle remains with the lease company.
14. A disabled veteran purchasing or leasing a motor vehicle under the provisions of Public Law 663 of the 79th Congress of the United States, as amended or a 100 percent service-connected disability as verified by the Department of Veteran Affairs. A vehicle purchased or leased by former prisoner of war.
15. A vehicles in possession of a nonprofit senior citizen or a mobility-impaired persons' corporation used exclusively to transport a senior citizen or mobility-impaired person and not used for any commercial activity. A motor vehicle donated to a qualified nonprofit organization which is 501(c)(3) exempt. The vehicle must be transferred from the nonprofit to the new owner within 90 days. The nonprofit organization will receive tax exempt status **IF** the transfer is completed within 90 days. The Tax Commissioner will issue a certificate of exemption to the qualified nonprofit organization.
16. Specially equipped vehicle, purchased or leased, to transport a permanently physically disabled person(s). Eligibility letter from the North Dakota Driver License Division required (Limited to one vehicle).
17. A vehicle manufactured by a person for their own use.
18. A vehicle owned by an individual and transferred to a newly formed partnership, corporation, or farm corporation. Certificate of title transfer must be completed within 180 days from the effective date of the reorganization.
19. A vehicle transferred from a partnership to one of the partners when the partnership dissolves. A vehicle transferred from a corporation including a farm corporation to one of the stockholders when a corporation is dissolved and liquidated. Certificate of title transfer must be completed within 180 days from the effective date of the dissolution or liquidation. A vehicle previously transferred under this section may be transferred back to original owner.
20. A vehicle purchased or leased by any parochial or private nonprofit school, which are used for the transportation of students.
21. An assembled vehicle by a motor vehicle dealer.
22. Transfer into a family trust.
23. A vehicle acquired by military personnel who claim North Dakota as their home state of residence, but is stationed outside the state of North Dakota must complete a Military Claim for Tax Exemption ([SFN 17147](#)). A motor vehicle transferred without consideration to or from a person within 30 days prior to the person entering into the armed forces of the United States or within 30 days after discharge there from or while serving in the armed forces of the United States.
24. Used mobile home.
25. North Dakota political subdivision (purchased or leased).
26. A vehicle acquired through repossession.
27. Non-resident military lease vehicle. Lease must take place, prior to entering North Dakota. Existing certificate of title must be in the name of the lessor.
28. A damaged motor vehicle transferred to an insurance company in a settlement of an insurance claim.
29. Other.
30. A motor vehicle transferred from an individual to a former spouse of the individual if the transfer is the result of a divorce decree. A transfer of a motor vehicle is the result of a divorce if the transfer occurs within one year after the date of the divorce became final. A divorce decree is required to be submitted to receive this tax exemption.



**Title Transfer: (North Dakota Certificate of Title) 39-04-06 Subsection 9, 39-04-36, 39-05-16.1, 39-05-17 (NDCC)**

- A. Seller must deliver certificate of title to purchaser within 15 days. Purchaser must submit certificate of title to the division for transfer within 30 days of receipt.
- B. All liens (if any) on front of certificate of title must be released.
- C. Certificate of title fee is \$5.
- D. Motor vehicle excise tax (5%) must be remitted when purchase constitutes a sale.
- E. Odometer disclosure may be required. (See Odometer Disclosure).
- F. Part 1 must be signed by seller(s) or transferor(s). If certificate of title is in the name of a company, it must be countersigned. Legal name and address of new owner or applicant must be typed or printed legibly. (Definitions of legal name: DL - Driver License; CID - non-driving customer identification; Corpid - Corporate identification; FEIN - Federal Employer Identification Number.) Odometer certification must be completed, if applicable. New owner(s) must sign and print their name certifying the mileage stated.
- G. Part 2 must be completed if vehicle is sold by a dealer. Dealer must sign and show dealer number. Name and address of new owner(s) must be typed or printed legibly. Odometer certification must be completed, if applicable. New owner(s) must sign and print their name certifying the mileage stated.
- H. Part 3 must be completed and signed by new owner(s). (i.e., John and Mary Doe - by John Doe); in company name, must be countersigned (i.e., Smith Company by John Smith, President).

<b>Examples:</b> How names appear on the face of a certificate of title and how they must be signed off.	
John Jones	John Jones must sign.
John Jones or Mary Jones	Either John Jones or Mary Jones must sign.
John and Mary Jones	Both John and Mary Jones must sign.
John and Mary Jones, as joint tenants with rights of survivorship	Both must sign unless one is deceased, in which case the survivor must sign and attach a certified copy of the death certificate.
Northwest Trucking, Inc.	Agent of the company must sign and indicate their title and business name. For example: John Jones, President of the Northwest Trucking Inc.
Name changes during ownership	Must sign using the name that appears on the title.

**NOTE:** See ESTATE for requirements of deceased owner(s).

**Trailers: 39-01-01 Subsection 97, 39-04-11, 39-04-19 Subsection 4 and 5, 39-04-26 (NDCC)**

1. A trailer is a vehicle without motor power designed to carry property or passengers wholly on its own structure and to be drawn by a motor vehicle.
  2. The gross weight of a trailer must be included in the registered gross weight of the towing vehicle when the vehicle or combination of vehicles is for hire or commercial use.
  3. License fees for trailers are \$20.
  4. Certificate of title fee is \$5.
  5. Abandoned motor vehicle disposal fee is NOT due.
  6. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- A. BOAT TRAILER: 39-04-18 Subsection 2(m) (NDCC)
1. No certificate of title issued.
  2. Not required to be registered, but may acquire an identification plate upon payment of a \$5 fee.
  3. See Boat License.
- B. CAR-DOLLIE: 39-04-18 Subsection 2(m) (NDCC)
1. A vehicle designed to transport a motor vehicle by placing either front or rear axle of the motor vehicle on the car dollie and towing it behind another motor vehicle.
  2. No certificate of title or registration required.
  3. An identification plate may be issued upon request for a fee of \$5.
- C. COMBINE TRAILER: 39-04-18 Subsection 2 (H), 39-04-19 Subsection 6 (NDCC)
1. If over dimensional, the owner or operator must contact the North Dakota Highway Patrol Motor Carrier Operations. Website: [www.nd.gov/ndhp/motor-carrier](http://www.nd.gov/ndhp/motor-carrier).
  2. No certificate of title or registration is required.
  3. An identification plate may be issued upon request for a fee of \$5.
  4. See Permits, Combine Permit.
- D. FLEET TRAILER: 39-04-12 Subsection 2 (NDCC)
1. Registration is available to an owner of 100 or more vehicles (includes passenger, truck, and trailer). The registrant shall file with the division a corporate surety bond in the amount of \$10,000.
  2. Certificate of title and registration is required.
  3. See Fleet Registration.
- E. HOMEMADE TRAILER: 39-04-19 Subsection 4 and 5 (NDCC)
1. A trailer that has been built or reconstructed and used to transport property.
  2. The applicant must submit a written request to have a Vehicle Identification Number (VIN) number assigned. The written request must include: name, address, phone number, and description of trailer.
  3. Upon assignment of the VIN, it must be affixed in a designated space and inspected. An inspection must be done by a qualified business, registered and in good standing with the N.D. Secretary of State, that offers motor vehicle repairs to the public. Certificate of Vehicle Inspection ([SFN 2486](#)) must be completed.
  4. Application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) and a Vehicle Statement of Ownership ([SFN 2903](#)) must be completed in full.
  5. License fee is \$20. A trailer plate is issued.
  6. Certificate of title fee is \$5.
  7. Abandoned motor vehicle disposal fee is NOT due.
  8. Motor vehicle excise tax (5%) is NOT due upon initial certificate of title application.

F. PERMANENT TRAILER: 39-04-18 Subsection 1(b) 39-04-19 Subsection 4(b)(1) (NDCC)

1. Registration is available to an owner of a farm or semi trailer and is non-transferable.
2. Certificate of title and registration is required.
3. Fee is \$120.

G. OFFICE (JOB SITE TRAILER): 39-05-02.2 (NDCC)

1. A trailer designed for office use only cannot be used for storage or transporting product or property. It can be moved from one job to another.
2. A temporary permit is required to move the trailer from one job site to another.
3. Not required to be titled or registered.
4. Motor Vehicle excise tax (5%) must be remitted when the purchase constitutes a sale.

H. TRAVEL (CAMPER) TRAILER: 39-18-03, 39-01-01 Subsection 98 (NDCC)

1. A vehicular unit mounted on wheels, designed to provide temporary living quarters for recreation, camping, or travel use, and not required to obtain a special highway movement permit when towed.
2. License fee is \$20. A trailer plate is issued. Plates must be transferred to a replacement trailer and any unused license fees may be used as a credit.
3. Certificate of title fee is \$5.
4. Abandoned motor vehicle disposal fee is NOT due.
5. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
6. A premium portable fish house is required to be titled and registered as a travel (camper) trailer. A premium fish house would be a trailer with a bed or bunk, stove or cook top, refrigerator, heat, etc.

**NOTE:** A travel trailer must be titled and licensed regardless of weight.

I. UTILITY (PRIVATE) OR RECREATIONAL TRAILER: 39-04-18 Subsection 2(m) (NDCC)

1. A trailer not exceeding 1,500 pounds gross weight and not for hire or commercial use, but used to transport recreational vehicle(s) or boat is not required to be licensed.
2. A trailer used to transport a recreational vehicle may include off-highway, snowmobile, vessel, personal watercraft, or a motorcycle not required to be registered.
3. Utility (private) trailer plate may be issued when the trailer is going out-of-state.
4. Utility (private) trailer plate fee is \$5.
5. No certificate of title is issued.

**NOTE:**

- A trailer transporting a race car must be titled and registered.
- A trailer manufactured as a basic fish house is not required to be titled and registered. A basic fish house would be a trailer that has four walls and holes in the floor for fishing.



**TRAILER REQUIREMENTS**  
NORTH DAKOTA HIGHWAY PATROL  
MOTOR CARRIER DIVISION  
NDHP 943 (Rev. 1/2016)

**Trailers less than 80 inches in width:**

- Two red reflectors on rear, one on each side (mounted 15 to 60 inches above ground) (39-21-05, 10).
- One stop light (unless stoplight on towing vehicle may be seen from the rear) (39-21-06, 08).
- One taillight on the rear (mounted 15 to 72 inches above the ground). Trailers manufactured or assembled after January 1, 1964, shall be equipped with at least two tail lamps mounted on the rear (39-21-04).

**Trailers over 80 inches wide require:**

- Two red reflectors on rear, one on each side (mounted 15 to 60 inches above ground) (39-21-05, 10).
- Two red clearance lamps on rear, one on each side (39-21-08).
- Two amber clearance lights on front, one on each side (39-21-09).
- One stop light on the rear (39-21-06, 08).
- One taillight on the rear (mounted 15 to 72 inches above ground). Trailers manufactured or assembled after January 1, 1964, shall be equipped with at least two tail lamps mounted on the rear (39-21-04).

**Turn signal lights:**

- Trailers over 3,000 pounds gross weight are required to have turn signal lights (39-21-06).
- Trailers less than 3,000 pounds gross weight are not required to have signal or stop lamps, if such lamps are visible from the rear of the towing vehicle (39-21-06, 08).

**Pulling two trailers:**

- A motor vehicle may draw two trailers. This would allow the towing of a boat behind a gooseneck or bumper hitch camping trailer.

**Safety chains or brakes:**

- Every trailer or semitrailer when operated upon a highway at a speed in excess of 25 miles per hour shall be equipped with safety chains or brakes (39-21-32).
- If a second trailer is pulled behind a gooseneck or fifth wheel trailer, the first trailer must be equipped with brakes; the second trailer must be equipped with safety chains. If the first trailer is a bumper hitch design, the trailer must be equipped with brakes and safety chains. If the gross weight of the second trailer exceeds 3,000 pounds, brakes are also required. The brakes must be so designed as to be applied by the driver of the truck from the cab. The brakes must be so designed and connected that in case of an accidental breakaway, the brakes will be automatically applied on the trailer that breaks loose (37-06-03-02, NDAC).

**Mirrors:**

- Every motor vehicle, operated singly or when towing any other vehicle (trailers, etc.), shall be equipped with a mirror so located as to reflect to the driver a view of the highway for a distance of at least 200 feet to the rear of such motor vehicle (39-21-38).

**Trailer hitches, drawbar, or connections between vehicles:**

- When a second trailer is pulled, the hitch on the first trailer must be attached to the frame. The hitch must be a ball and socket type with a locking device or a pintle hook (37-06-03-02, NDAC).
- The drawbar or other connection between any two vehicles, one of which is towing or drawing the other on a highway, shall be of such design, strength, and construction so as to prevent the unintentional uncoupling of the vehicles (39-21-44.2).

**Lamp or flag on projecting load:**

- Whenever the load upon any vehicle extends to the rear four feet or more, a red light or lantern or a red flag is required (39-21-13).

**Registration:**

- All trailers and semitrailers for hire or commercial use and all trailers, semitrailers, and farm trailers exceeding 1,500 pounds, not including the weight of the towing vehicle, must be registered.
- Any trailer, semitrailer, or farm trailer used to transport recreational vehicles or boats does not have to be registered unless it is for hire or commercial use. The registration fee is \$20.
- Trailers not required to be registered, such as privately-owned utility trailers, may be furnished an identification plate for a fee of \$5.

**Truck: 39 -01-01 Subsection 81 and 99, 39-04-19 Subsection 2(b), 39-04-26, 39-12-05, 39-04-23 (NDCC)**

- A. License fees are based on registered gross weight of vehicle and year first registered. A truck with a registered gross weight exceeding 10,000 pounds is subject to a calendar registration. A pickup truck with a registered gross weight not exceeding 20,000 pounds is subject to an annual registration.
- B. Minimum registered weight for a truck is double the unloaded weight. A super cab, club cab, crew cab, etc., are registered as pickup trucks.
- C. A single axle truck may not exceed 20,000 pounds on the rear axle.
- D. A tandem axle truck may not exceed 17,000 pounds per axle on rear axles.
- E. A fixed load truck, that cannot be used to transport other property, is licensed at actual weight. Examples: a wrecker, a truck with special mounted equipment, etc.
- F. A four-axle straight truck, issued an "equipment approval" certificate from the North Dakota Highway Patrol, must be registered for the weight authorized on the certificate. Website: [www.nd.gov/ndhp/motor-carrier](http://www.nd.gov/ndhp/motor-carrier)
- G. Tire size and wheel base determine the legal gross weight—maximum allowable is 550 pounds per inch width of tire. Maximum registered gross weight is 105,500 pounds.
- H. Certificate of title fee is \$5.
- I. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- J. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- K. A weight increase requires a minimum fee of \$5. Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must be completed.

**NOTE:** Heavy vehicle use tax due on a truck with a gross weight of 55,000 pounds and greater. (See Heavy Vehicle Use Tax and North Dakota Axle and Weight Limitation Chart)



# NORTH DAKOTA WEIGHT LIMITATIONS CHART

NORTH DAKOTA HIGHWAY PATROL

11/2013

Computed to nearest foot by the weight formula in Section 39-12-05 and Section 39-12-05.3 of the North Dakota Century Code.

$$W = 500 \left( \frac{LN}{N-1} + 12N + 36 \right)$$

W = Maximum weight in pounds on any group of two or more axles.  
 L = Distance in feet between extremes of any group of two or more consecutive axles.  
 N = Number of axles in group under consideration.

Distance in feet between the extremes of any groups of 2 or more consecutive axles	Maximum Load in Pounds Carried on any Group of 2 or More Consecutive Axles							
	2 Axles	3 Axles	4 Axles	5 Axles	6 Axles	7 Axles	8 Axles	9 Axles
4	34,000							
5	34,000							
6	34,000							
7	34,000	34,000						
8	38,000	42,000						
9	39,000	43,000						
10	40,000*	43,500						
11		44,500						
12		45,000	50,000					
13		46,000	50,500					
14		46,500	51,500	57,000				
15		47,500	52,000	57,500				
16		48,000	52,500	58,000				
17		49,000	53,500	58,500				
18		49,500	54,000	59,500				
19		50,500	54,500	60,000				
20		51,000	55,500	60,500	66,000			
21		52,000	56,000	61,000	66,500			
22		52,500	56,500	62,000	67,000			
23		53,500	57,500	62,500	68,000			
24		54,000	58,000	63,000	68,500	74,000		
25		55,000	58,500	63,500	69,000	74,500		
26		55,500	59,500	64,500	69,500	75,000		
27		56,500	60,000	65,000	70,000	76,000		
28		57,000	60,500	65,500	71,000	76,500	82,000	
29		58,000	61,500	66,000	71,500	77,000	82,500	
30		58,500	62,000	67,000	72,000	77,500	83,000	
31		59,500	62,500	67,500	72,500	78,000	84,000	
32		60,000*	63,500	68,000	73,000	78,500	84,500	90,000
33			64,000	68,500	74,000	79,500	85,000	90,500
34			64,500	69,500	74,500	80,000	85,500	91,000
35			65,500	70,000	75,000	80,500	86,000	91,500
36	Two consecutive sets of tandem axles may carry a gross load of 34,000 pounds each provided the overall distance between the first and last axles of such consecutive sets of tandem axles is 36 feet or more.		66,000	70,500	75,500	81,000	86,500	92,500
37			66,500	71,000	76,000	81,500	87,000	93,000
38			67,500	72,000	77,000	82,000	87,500	93,500
39			68,000	72,500	77,500	83,000	88,500	94,000
40			68,500	73,000	78,000	83,500	89,000	94,500
41			69,500	73,500	78,500	84,000	89,500	95,000
42			70,000	74,500	79,000	84,500	90,000	95,500
43			70,500	75,000	80,000	85,000	90,500	96,000
44			71,500	75,500	80,500	85,500	91,000	97,000
45			72,000	76,000	81,000	86,500	91,500	97,500
46			72,500	77,000	81,500	87,000	92,500	98,000
47			73,500	77,500	82,000	87,500	93,000	98,500
48			74,000	78,000	83,000	88,000	93,500	99,000
49			74,500	78,500	83,500	88,500	94,000	99,500
50			75,500	79,500	84,000	89,000	94,500	100,000
51			76,000	80,000	84,500	90,000	95,000	100,500
52			76,500	80,500	85,000	90,500	95,500	101,500
53			77,500	81,000	86,000	91,000	96,500	102,000
54			78,000	82,000	86,500	91,500	97,000	102,500
55			78,500	82,500	87,000	92,000	97,500	103,000
56	Gross weight limit on interstate. Gross weight limit on county and other local highways unless designated for more.		79,500	83,000	87,500	92,500	98,000	103,500
57			80,000*	83,500	88,000	93,500	98,500	104,000
58				84,500	89,000	94,000	99,000	104,500
59				85,000	89,500	94,500	99,500	105,000
60				85,500	90,000	95,000	100,500	105,500*
61				86,000	90,500	95,500	101,000	
62				87,000	91,000	96,000	101,500	
63				87,500	92,000	97,000	102,000	
64				88,000	92,500	97,500	102,500	
65				88,500	93,000	98,000	103,000	
66				89,500	93,500	98,500	103,500	
67				90,000	94,000	99,000	104,500	
68				90,500	95,000	99,500	105,000	
69				91,000	95,500	100,500	105,500*	
70				92,000	96,000	101,000		
71				92,500	96,500	101,500		
72				93,000	97,000	102,000		
73				93,500	98,000	102,500		
74				94,500	98,500	103,000		
75				95,000	99,000	104,000		
76				95,500	99,500	104,500		
77				96,000	100,000	105,000		
78				97,000	101,000	105,500*		
79				97,500	101,500			
80				98,000	102,000			
81				98,500	102,500			
82				99,500	103,000			
83				100,000*	104,000			
84					104,500			
85					105,000			
86					105,500*			

\*Maximum Gross Weight

**Note:** On highways other than the Interstate System, only the exterior bridge measurement shall be used to determine the gross vehicle weight of a vehicle or combination of vehicles.



**NORTH DAKOTA AXLE WEIGHT LIMITATIONS**

11/2013

No single axle shall carry a gross weight in excess of 20,000 pounds. Axles spaced 40 inches or less apart are considered one axle. Axles spaced eight (8) feet apart or over are considered as individual axles. The gross weight of two individual axles may be restricted by the weight formula except that on highways other than the interstate, two axles spaced eight (8) feet apart or more may have a combined gross weight not to exceed 40,000 pounds. Spacing between axles shall be measured from axle center to axle center.

Axles spaced over 40 inches apart and less than eight (8) feet apart shall not carry a gross weight in excess of 19,000 pounds per axle. The gross weight on a tandem axle shall not exceed 34,000 pounds. The gross weight of three or more axles in a grouping is determined by the measurement between the extreme axle centers except that on highways other than the interstate, groupings of three or more axles may have a gross weight not to exceed 48,000 pounds.

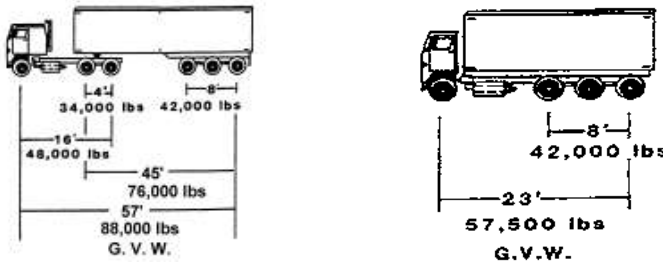
The weight per inch width of tire shall not exceed 550 pounds. Metric tire sizes are converted to inches by dividing millimeters by 25.4. The width of tire for solid tires shall be the rim width. For pneumatic tires the width of tire shall be the manufacturer's width. The weight in pounds on any one wheel shall not exceed one-half the allowable axle weight. Dual tires are considered one (1) wheel.

The weight on the steering axle shall be determined by the manufacturer's axle rating and shall not exceed 20,000 pounds when travel is on the interstate system or on Defense Highways. When travel is on Defense Highways, the load shall be for the US Department of Defense.

Tire Width	Single Axle (2 Tires)	Single Axle (4 Tires)	Tandem Axle (4 Tires)	Tandem Axle (8 Tires)	Triple Axle (6 Tires)	Triple Axle (12 Tires)
7:00	7,700	15,400	15,400	30,800	23,100	Determined by Weight Formula
7:50	8,250	16,500	16,500	33,000	24,750	
8:00	8,800	17,600	17,600	34,000	26,400	
8:25	9,075	18,150	18,150	34,000	27,225	
9:00	9,900	19,800	19,800	34,000	29,700	
10:00	11,000	20,000	22,000	34,000	33,000	
11:00	12,100	20,000	24,200	34,000	Determined by Weight Formula	
12:00	13,200	20,000	26,400	34,000		
13:00	14,300	20,000	28,600	34,000		
14:00	15,400	20,000	30,800	34,000		
15:00	16,500	20,000	33,000	34,000		
16:50	18,150	20,000	34,000	34,000		
17:50	19,250	20,000	34,000	34,000		
18:00	19,800	20,000	34,000	34,000		

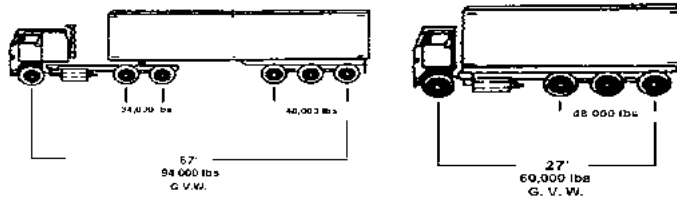
**NOTE:** Axle weights may be reduced during the spring breakup season or on otherwise posted highways. Axle weights may be reduced by Bridge Load Limitations Map.

**Examples of Bridge Formula Application on the Interstate System**



**Note:** On the Interstate System, the interior and exterior bridge measurement shall be used to determine the gross vehicle weight of a vehicle or combination of vehicles. Maximum legal gross vehicle weight on the interstate system is 80,000 pounds without a permit.

**Examples of Bridge Formula Application on the State Highway System**



**Note:** On highways other than the Interstate System, only the exterior bridge measurement shall be used to determine the gross vehicle weight of a vehicle or combination of vehicles. Groupings of three or more axles may have a gross weight not to exceed 48,000 pounds. See Highway Patrol for additional information on 4-axle straight trucks.

**Examples of Metric Tire Conversion**

Metric Tire Size	Tire Width in Inches	Metric Tire Size	Tire Width in Inches
245/75R22.5	9.6 inches	315/75R22.5	12.4 inches
255/70R22.5	10.0 inches	385/65R22.5	15.1 inches
265/75R22.5	10.4 inches	425/65R22.5	16.7 inches
275/80R22.5	10.8 inches	445/65R22.5	17.5 inches
285/75R24.5	11.2 inches	455/65R22.5	17.9 inches
295/75R22.5	11.6 inches	465/65R22.5	18.3 inches

**Tire Size and Dimensional Definitions**

- 13/80R20
- 13 = Tire width (inches)
- 80 = Ratio of tire width to tire height
- R = Radial
- 20 = Rim diameter (inches)
- 295/75R22.5
- 295 = Tire width (millimeters)
- 75 = Ratio of tire width to tire height
- R = Radial
- 22.5 = Rim diameter (inches)

### **Trust: (North Dakota Certificate of Title) 39-05-17, 57-40.3-04 Subsection 5 (NDCC)**

- A. A transfer of a vehicle into a trust by an individual who created the trust or is a beneficiary of the trust is exempt from motor vehicle excise tax.
- B. Certificate of title fee is \$5.
- C. A license fee credit can be transferred from the transferor (seller) to the transferee (buyer/applicant).
- D. A vehicles transferred without monetary consideration from a Revocable Living Trust to a trustor or to the spouse, child, or sibling of the trustor, is exempt of motor vehicle excise tax.
- E. A transfers from an Irrevocable Living Trust continues to be taxable unless the trust is dissolved or the vehicle is acquired by inheritance from the trust.

### **Unconventional Vehicle: 39-29.2-01, 39-29.2-03, 39-05-05 (NDCC)**

- A. "Unconventional vehicle" means a motor vehicle that is designed to travel on at least three wheels in contact with the ground, has an unladen weight of at least 300 pounds [136.08 kilograms] but less than 8,000 pounds [3628.7 kilograms], has a permanent upright seat that does not require the operator to straddle or sit astride it, has a steering device for front-wheel steering control, is capable of speeds in excess of 65 miles [104.61 kilometers] per hour, complies with equipment listed in Chapter 39-21 or 39-27, as appropriate, and has an identifying number. This term does not include a motor vehicle that otherwise may be registered under this title.
- B. To operate an unconventional vehicle on the highway, the operator must be a Class D licensed driver.
- C. An operator and passengers in an unconventional vehicle shall comply with seat belt use laws.
- D. An operator may operate an unconventional vehicle on any highway.
- E. License fee is \$50. A set of unconventional plates is issued. Registration expires in December of the current year.
- F. A personalized plate may be issued. An annual fee of \$25 is due. (See Personalized Plate)
- G. Certificate of title fee is \$5.
- H. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- I. Motor Vehicle excise tax (5%) must be remitted when applying for a certificate of title.
- J. Odometer certification and damage disclosure certification are required.

### **Untitled Vehicle: ND Admin. Rule Ch. 37-12-04-01**

**An untitled vehicle 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.

- A. Complete a NMVTIS Vehicle History Check to verify no certificate of title or ownership record exists in this database.
  - 1. A NMVTIS Vehicle History Check may be purchased through an approved provider at [www.vehiclehistory.gov](http://www.vehiclehistory.gov).
  - 2. If a certificate of title or ownership record is found in any state, the Untitled Vehicle process cannot be completed.  
*\*\* A record search is also conducted by the Motor Vehicle Division during processing of an untitled vehicle application; an additional record may be found at that time. \*\*\**
  - 3. If a North Dakota record exists and information to obtain a duplicate title or title transfer is needed, a Request for Vehicle Information form [SFN 51269](#) will need to be filled out, with the number eleven exception initialed, and submitted with payment of the \$3 fee. The Administrative Rules Chapter 37-12-04-01 Subsection 4 is the law that allows the release of this information. This should be notated on the required document with detailed explanation outlining the qualifications for access under this exception that must be attached to the [SFN 51269](#) form.

B. Upon receipt of the following, North Dakota Motor Vehicle will start the title process. An untitled vehicle will be reviewed. A record check of all 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 and signed as indicated. Fillable PDF forms are available online at [dot.nd.gov](http://dot.nd.gov) under [Forms](#).

1. Results of the NMVTIS Vehicle History Check.
2. Photo of the VIN plate.
3. A notarized Seller's Certificate and Vehicle Bill of Sale ([SFN 2888](#)).
  - a. Seller should provide the reason why a title cannot be furnished.
4. A Notarized Vehicle Statement of Ownership ([SFN 2903](#)).
  - a. You must be detailed in your explanation regarding how you came into possession of this vehicle without a title.
5. A VIN inspection utilizing Certificate of Vehicle Inspection ([SFN 2486](#)).
  - a. 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 Subsection 3.
  - b. You must include a copy of the current North Dakota Secretary of State filing for the inspection facility, which can be obtained directly from the [Secretary of State's website](#).
6. Application for Certificate of Title & Registration of a Vehicle ([SFN 2872](#)).
7. \$5 title fee, \$1.50 Abandoned Vehicle Disposal Fee and 5% Motor Vehicle Excise Tax.
  - a. Tax is calculated based on the current Fair Market Value of the Vehicle. Dealer appraisal may be requested.
8. Registration fee.
  - a. Statement of Fact ([SFN 60689](#)) is required if the vehicle will not be registered.
  - b. A vehicle inspection utilizing Certificate of Vehicle Inspection ([SFN 2486](#)) may be required prior to registration if the vehicle is rebuilt, modified, antique or homemade.
9. Current photos of the front, side, and rear of the vehicle.
10. Proof of North Dakota residency.
  - a. An individual must provide a North Dakota Driver's License/State ID number.
  - b. A business 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](#).
11. Any other information required by the department per NDCC 39-05-05 Subsection 1(h).

**ALL DOCUMENTS REQUIRE ORIGINAL SIGNATURES**

## Untitled Off-Highway & Low-Speed Vehicle: ND Admin. Code 37-12-04-01

**An untitled vehicle will be reviewed by the Bismarck Central Office. The title will be mailed once the re-view 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.

- A. Complete a NMVTIS Vehicle History Check to verify no certificate of title or ownership record exists in this database.
  1. A NMVTIS Vehicle History Check may be purchased through an approved provider at [www.vehiclehistory.gov](http://www.vehiclehistory.gov).
  2. If a certificate of title or ownership record is found in any state, the untitled vehicle process cannot be completed.  
*\*\* A record search is also conducted by the Motor Vehicle Division during processing of untitled vehicle applications; an additional record may be found at that time. \*\*\**
  3. If a North Dakota record exists and information to obtain a duplicate title or title transfer is needed, a Request for Vehicle Information ([SFN 51269](#)) will need to be filled out, with the number eleven exception initialed, and submitted with payment of the \$3 fee. The Administrative Rules Chapter 37-12-04-01 Subsection 4 is the law that allows the release of this information. This should be notated on the required document with detailed explanation outlining the qualifications for access under this exception that must be attached to the Request for Vehicle Information ([SFN 51269](#)) form.
- B. Upon receipt of the following, North Dakota Motor Vehicle will start the title process. An untitled vehicles will be reviewed. A record check of all 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 and signed as indicated. Fillable PDF forms are available online at [dot.nd.gov](http://dot.nd.gov) under [Forms](#).

1. Results of the NMVTIS Vehicle History Check.
2. Photo of the VIN plate.
3. A notarized Seller's Certificate and Vehicle Bill of Sale ([SFN 2888](#)).
  - a. Seller should provide the reason why a title cannot be furnished.
4. A notarized Vehicle Statement of Ownership ([SFN 2903](#)).
  - a. You must be detailed in your explanation regarding how you came into possession of this vehicle without a title.
5. A VIN inspection utilizing Certificate of Vehicle Inspection Off-Highway/Low-Speed Vehicle ([SFN 58953](#)).
  - a. 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 Subsection 3.
  - b. You must include a copy of the current North Dakota Secretary of State filing for the inspection facility which can be obtained directly from the [Secretary of State's website](#).
6. Application for Certificate of Title & Registration of a Vehicle ([SFN 2872](#)).
7. \$5 title fee and 5% Motor Vehicle Excise Tax.
  - a. Tax is calculated based on the current fair market value of the vehicle. Dealer appraisal may be requested.
8. Registration Fees.
  - a. Statement of Fact ([SFN 60689](#)) is required if the vehicle will not be registered.
  - b. A vehicle inspection utilizing Certificate of Vehicle Inspection Off-Highway/Low-Speed Vehicle ([SFN 58953](#)) is required prior to registration.
    1. If the vehicle does not pass inspection additional information may be required.
    2. A golf cart requires additional documentation to register as low-speed.

9. Current photos of the front, side and rear of the vehicle.
10. Proof of North Dakota residency.
  - a. An individual must provide a North Dakota Driver's License/State ID number.
  - b. A business 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](#).
11. Any other information required by the department per NDCC 39-05-05 Subsection 1(h).

**ALL DOCUMENTS REQUIRE ORIGINAL SIGNATURES**

**Veterans' Number Plate: 39-04-10.10 (NDCC)**

- A. A veterans' number plate is issued to an individual eligible for interment in the North Dakota Veteran's Cemetery. Application for North Dakota Veterans' Number Plate ([SFN 51628](#)) must be completed.
- B. A veterans' number plate may be issued with a distinctive insignia of the Air Force, Army, Coast Guard, Marine, Navy, or Purple Heart. (See Purple Heart Plate for specific fees and information regarding this plate type)
- C. License fee, plus \$15 is due upon initial plate request. License fee, plus \$10 thereafter.
- D. A personalized plate may be issued. An annual fee of \$25 is due. (See Personalized Plate)
- E. Certificate of title fee is \$5.
- F. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- G. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

**Volunteer Emergency Responder: 39-04-10.16 (NDCC)**

- A. A set of plates is issued to a volunteer emergency responder at no initial or annual cost to the volunteer. Volunteer Emergency Responder Plate ([SFN 61572](#)) must be completed including all necessary signatures.
- B. A volunteer shall include a fire fighter, an emergency medical responder and search and rescue personnel.
  1. Types of emergency medical responders eligible include an Emergency Medical Responder (EMR), an Emergency Medical Technician (EMT), an Advanced Emergency Medical Technician (AEMT), a Paramedic, a Nurse, and a driver who meets the definition of a volunteer defined by the North Dakota Department of Health, Division of Emergency Medical Systems.
  2. Volunteer search and rescue personnel includes an active water and dive rescue personnel member.
- C. For a volunteer to qualify for this plate, they must have volunteered for a continuous period exceeding 2 years. A volunteer will need to recertify annually to continue being eligible for the plates.
- D. A qualified applicant is eligible to receive one set of plates.
- E. Plate registration will expire December 31 of each year.
- F. The set of plates may not be displayed on a vehicle with a registered gross weight exceeding 20,000 pounds.
- G. The first three digits of the plate are the last three digits of the zip code where the volunteer's department is located. The last three characters are of the volunteer's choosing.
- H. When a volunteer no longer qualifies for the volunteer emergency responder license plate, a plate recall letter will be issued to the customer and the volunteer emergency responder set of plates must be returned to NDDOT.

**Well Driller: 39-04-18 Subsection 2 (L) (NDCC)**

- A. Eligibility: A vehicle used only for drilling water wells or moving water well drilling equipment.
- B. License fees are based on the number of axles.
  - 1. \$25 for a single axle truck
  - 2. \$50 for a single axle tractor and tandem axle truck
  - 3. \$75 for a tandem axle tractor
- C. Certificate of title fee is \$5.
- D. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
- E. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title.

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# TITLE & REGISTRATION FORMS









# Certificate of Origin for a Vehicle (page 2)

	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p style="text-align: center;"><b>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</b></p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading _____ No Tenths. <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p style="text-align: right;"><b>WARNING ODOMETER DISCREPANCY</b></p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's No. _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>Signature(s) of Purchaser(s) _____ Notary Public</p> <p>Printed Name(s) of Purchaser(s) _____ State of _____</p> <p>Address of Purchaser(s) _____ County of _____</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
LIENHOLDER	<p>1st lien in favor of _____</p> <p>whose address is _____</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>

T007978290



**REASSIGNMENT/ODOMETER DISCLOSURE**

North Dakota Department of Transportation, Motor Vehicle  
SFN 18773 (1-2018)

MOTOR VEHICLE DIVISION  
ND DEPT OF TRANSPORTATION  
608 E BOULEVARD AVE  
BISMARCK ND 58505-0780  
Telephone (701) 328-2725  
Fax (701) 328-1487  
Website: <https://dot.nd.gov>

This form may be used only as a supplement to a North Dakota certificate of title or to a Manufacturer's Certificate of Origin when there are no more reassignments available.  
Any erasure or alteration will void this form.

Year	Make	Model	Vehicle Identification Number (VIN)	Title Number
------	------	-------	-------------------------------------	--------------

**1. ASSIGNMENT AND WARRANTY OF TITLE**

Applicant's/Buyer's Legal Name (first,middle,last) or Firm Name (Lessor,Trust)		<input type="checkbox"/> Driver's License <input type="checkbox"/> FEIN		Telephone Number
Mailing Address	City	State	ZIP Code	County
Co-Applicant's/Buyer's Legal Name(first,middle,last) or Firm Name(Lessee,Trust)		<input type="checkbox"/> Driver's License <input type="checkbox"/> FEIN		Telephone Number
Mailing Address	City	State	ZIP Code	County
Check One: <input type="checkbox"/> or <input type="checkbox"/> and <input type="checkbox"/> and/Joint Tenants with Right of Survivorship <input type="checkbox"/> Vehicle is Leased				
Name of Dealer	Dealer License Number	Date of Sale	Selling Price	

**VOID**

**Odometer Disclosure:** Federal and State laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.  
I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

Mileage stated is in excess of its mechanical limits.  Odometer reading is not the actual mileage (**warning\***odometer discrepancy)

Signature of Seller/Transferor	Date (mmddyy)	Signature of Applicant/Buyer/Transferee	Date(mmddyy)
Signature of Seller/Transferor	Date (mmddyy)	Signature of Applicant/Buyer/Transferee	Date(mmddyy)
Hand Printed Name(s) of Seller(s)/Transferor(s)	Daytime Number	Hand Printed Name(s) of Applicant(s)/Buyer(s)/Transferee(s)	

**2. ASSIGNMENT AND WARRANTY OF TITLE**

Applicant's/Buyer's Legal Name (first,middle,last) or Firm Name (Lessor,Trust)		<input type="checkbox"/> Driver's License <input type="checkbox"/> FEIN		Telephone Number
Mailing Address	City	State	ZIP Code	County
Co-Applicant's/Buyer's Legal Name(first,middle,last) or Firm Name(Lessee,Trust)		<input type="checkbox"/> Driver's License <input type="checkbox"/> FEIN		Telephone Number
Mailing Address	City	State	ZIP Code	County
Check One: <input type="checkbox"/> or <input type="checkbox"/> and <input type="checkbox"/> and/Joint Tenants with Right of Survivorship <input type="checkbox"/> Vehicle is Leased				
Name of Dealer	Dealer License Number	Date of Sale	Selling Price	

**Odometer Disclosure:** Federal and State laws require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.  
I certify to the best of my knowledge the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

Mileage stated is in excess of its mechanical limits.  Odometer reading is not the actual mileage (**warning\***odometer discrepancy)

Signature of Seller/Transferor	Date (mmddyy)	Signature of Applicant/Buyer/Transferee	Date(mmddyy)
Signature of Seller/Transferor	Date (mmddyy)	Signature of Applicant/Buyer/Transferee	Date(mmddyy)
Hand Printed Name(s) of Seller(s)/Transferor(s)	Daytime Number	Hand Printed Name(s) of Applicant(s)/Buyer(s)/Transferee(s)	

Original Copy - Motor Vehicle Division

Yellow Copy - Seller

Pink Copy - Buyer



# SECTION II

## COMPLIANCE & DEALER SERVICES



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## Dealer's License Requirements

### A. LOW SPEED VEHICLE DEALER: 39-29.1 (NDCC)

1. A dealer license is not required.
2. Dealer license fee is \$20, which includes one plate and registration card. Each additional plate is \$20.
3. No bond is required.
4. Issued for the sale of a four-wheeled low-speed vehicle that is able to attain a speed, upon a paved surface, of more than 20 miles per hour (32 kilometers per hour) and not more than 25 miles per hour (40 kilometers per hour) in one mile and may not exceed 3,000 pounds in unloaded weight.

### B. MOBILE HOME AND MANUFACTURED HOME DEALER: 39-18 (NDCC)

1. Dealer license fee is \$35, which includes one dealer plate and registration card. Each additional plate is \$10.
2. \$50,000 surety bond is required.
3. A dealer certificate issued for the sale of mobile homes, manufactured homes, travel trailers, and motor homes; must be displayed at place of business.
4. The dealer must have an office, place of business and an adequate service department.

### C. MOTOR-POWERED RECREATIONAL (MPR) VEHICLE DEALER: 39-22.3 (NDCC)

1. Dealer license fee is \$25, which includes one dealer plate and registration card. Each additional plate is \$10.
2. \$50 inspection fee is due on initial application.
3. \$10,000 surety bond is required.
4. A dealer certificate issued for the sale of licensable motor-powered recreational vehicles (motorcycles, ATVs, snowmobiles, off-highway); must be displayed at the place of business.
5. The dealer must have an established place of business with an office and repair facility; place of business may not be a residence.
6. The dealer must collect a \$5 safety fee from the buyer of a new or used snowmobile. The dealer must file a quarterly report of sales with the State Parks and Recreation Department and include the fees collected from those buyers. Failure to collect and timely transmit the fees can be grounds for a dealer suspension or revocation.

### D. NEW MOTOR VEHICLE DEALER: 39-22 (NDCC)

1. Dealer license fee is \$100, which includes one dealer plate and registration card. Each additional dealer plate is \$20.
2. \$100 inspection fee is due on initial application for license.
3. The dealer must have an established place of business with an office; place of business may not be a residence. The office space must be 250 square feet, heated and lighted as to be comfortable for customers and have a public restroom available. The facility must be 2,500 square feet including office and display lot.
4. The established place of business must have a business sign that measures at least 32 square feet in size with 10-inch letters identifying the business as an auto dealer and must be clearly visible from the road.
5. \$25,000 surety bond is required.
6. A franchise agreement with a manufacturer is required.
7. Continuous garage liability insurance is required. Certificate of liability insurance must be submitted.
8. A dealer certificate issued for the sale of new and used motor vehicles must be displayed at the place of business.
9. The dealer must maintain normal business hours.
10. The dealer must have eight retail sales in a calendar year to qualify for a dealer's license the following year.

11. A new motor vehicle dealer is inspected annually.

**E. TRAILER DEALER: 39-22.1 (NDCC)**

1. Dealer license fee is \$30, which includes one dealer plate and registration card. Each additional dealer plate is \$10 each.
2. \$10,000 surety bond is required.
3. A dealer's certificate issued for the sale of all trailers required to be registered; must be displayed at the place of business.
4. The dealer must have an established place of business with an office; place of business may not be a residence.

**F. USED MOTOR VEHICLE DEALER: 39-22 (NDCC)**

1. Dealer license fee is \$100, which includes one dealer plate and registration card. Each additional dealer plate is \$20.
2. \$100 inspection fee is due on initial application for license.
3. The dealer must have an established place of business with an office; place of business may not be a residence. The office must be 250 square feet, heated and lighted as to be comfortable for customers and have a public restroom available. The facility must be 2,500 square feet including an office and a display lot.
4. The established place of business must have a business sign clearly visible from the road that measures at least 32 square feet in size with 10- inch letters identifying the business as an auto dealer.
5. A \$25,000 Surety Bond is required.
6. Continuous garage liability insurance is required.
7. A dealer certificate issued for the sale of used motor vehicle; must be displayed at the place of business.
8. A dealer must maintain normal business hours.
9. A dealer must have eight retail sales in a calendar year to qualify for a dealer's license the following year.
10. A used motor vehicle dealer is inspected annually.

**Dealer Plate Usage: 39-22-17 (NDCC)**

**A. PERMITTED USAGE—new or used dealer plate may be used:**

1. By the dealership owner, the spouse of the dealership owner, and family members of the dealership owner who reside at the dealer's residence.
2. By sales personnel and other employees of the dealership who are authorized the use of the dealership vehicle by the dealership owner.

**NOTE:** Permitted dealer plate use includes incidental personal use including, but not limited to transporting family members, personal (non-business) travel, and other uses authorized by the dealership owner and not otherwise prohibited in these guidelines.

**B. PROHIBITED USAGE—dealer plate may not be used:**

1. On a service vehicle including:
  - a. A tow truck used for customer service
  - b. A vehicle used for service or delivery
  - c. A vehicle used for farming or other business purposes
  - d. A courtesy vehicle
2. On a sold unit in a customer's possession.
3. By a family member not residing at the dealer's residence, including a child attending college away from home.

4. On a vehicle used by an individual not directly involved in the daily operation of the dealership including:
  - a. A family member, other than the spouse of the dealership owner, residing at the dealer's residence but employed elsewhere.
  - b. A silent partner not involved in the daily operation of the dealership.
5. A vehicle being leased or rented.
6. A vehicle used to tow a trailer that is transporting a vehicle that is part of another business or commercial operation, including transporting a race car or another vehicle used for paid competitive purposes.

### **Manufacturer's Plate: 39-04-10.1 (NDCC)**

- A. A factory representative license fee is \$150 per calendar year. For a new application received during the calendar year, the fee is prorated by the month. The fee includes one license plate and registration card.
- B. A manufacturer's license plate is issued to authorized representatives of a motor vehicle manufacturer.
- C. A manufacturer's license plate is not assigned to a specific vehicle and may be transferred to a replacement vehicle at any time.

### **Rental Motor Vehicle**

- A. North Dakota sales tax (5%) and rental surcharge (3%) are imposed on rentals of a motor vehicle for a period of less than 30 days. These are separate charges, with each applying to the rental charges.
- B. 5 PERCENT SALES TAX
  1. Applies on the rental charges of a licensed motor vehicle, including a trailer or semi trailer, for periods less than 30 days in this state.
  2. Collected at the time you collect payment for the rental of the vehicle and must be listed separately on the invoice.
  3. City and county sales taxes do not apply to the motor vehicle rental charges.
  4. The sales tax is computed and collected on the total rental charge excluding:
    - a. Taxes
    - b. Fuel collections
    - c. Collision damage waiver charges
    - d. Supplemental liability protection
    - e. Personal accident insurance
    - f. Personal effects coverage
    - g. Airport authority fees
- C. 3 PERCENT RENTAL SURCHARGE
  1. Must be collected on the rental charges of a motor vehicle for a period of less than 30 days in this state provided the motor vehicle has a gross vehicle weight of ten thousand pounds [4535.92 kilograms] or less and is required to be titled.
  2. A trailer rental under 30 days is not subject to the 3 percent rental surcharge. A trailer rental is subject to the 5 percent sales tax.
  3. Collected at the time you collect payment for the rental of the vehicle and must be listed separately on the invoice.
  4. The rental surcharge collected during the prior year is to be reported on an annual special surcharge return to be filed with the State Tax Commissioner on or before February 15th of each year.



5. The rental surcharge is computed and collected on the total rental charge excluding:
  - a. Taxes
  - b. Fuel collections
  - c. Collision damage waiver charge
  - d. Supplemental liability protection
  - e. Personal accident insurance
  - f. Personal effects coverage
  - g. Airport authority fees

#### D. RENTAL OR LOANER VEHICLE

1. If a licensed dealer or repair business is charging a customer for use of a motor vehicle, the 5 percent sales tax and 3 percent rental surcharge must be collected from the customer. If no charge is being made to the customer, no sales tax or rental surcharge is due.
2. If a third party is being billed for the vehicle rental, such as a vehicle being provided under an extended warranty or service contract, 5 percent sales tax and 3 percent rental surcharge must be included in the billing to the third party.
3. Sales tax and rental surcharge will not apply on charges for a vehicle rental being provided under the manufacturer's original warranty.

### **Sale of a Motor Vehicle**

#### A. ENROLLED MEMBER OF AN INDIAN RESERVATION

1. The sale of a motor vehicle to an American Indian is not subject to motor vehicle excise tax when the purchaser is an enrolled member of a federally recognized Indian Tribe and the enrolled member lives within the boundaries of a North Dakota Indian reservation.
2. A Tribal Claim for Tax Exemption ([SFN 18085](#)) must be completed and accompany the application for certificate of title.
3. See Tax (Exemptions) subsection 13.

#### B. NON-FRANCHISED VEHICLE SALE

1. A licensed motor vehicle dealer must pay motor vehicle excise tax on a new motor vehicle entering the dealer's resale inventory if the dealer does not hold a new motor vehicle dealer's license that would entitle that dealer to deal in new motor vehicles as provided by a franchise agreement with a manufacturer or distributor.
2. A used motor vehicle dealer's license allows the dealer to sell used motor vehicles only.

#### C. PHYSICALLY DISABLED PERSON

1. The sale or lease of a motor vehicle to a physically disabled, licensed driver who is restricted to operating a motor vehicle equipped with special controls to compensate for the disability is exempt from motor vehicle excise tax.
2. An application for Certificate of Title and Registration of a Vehicle ([SFN 2872](#)) must be accompanied by a statement from the North Dakota Department of Transportation, Driver License Division, regarding the need for a restricted driver's license.
3. The driver is allowed this exemption for only one vehicle at any one time.

#### D. PROMOTIONAL PURPOSES

1. When a dealer sells a vehicle to a charitable organization to be awarded as a prize in a promotional giveaway, the charitable organization is not subject to motor vehicle excise tax provided the vehicle will be subject to excise tax by the eventual prize winner.
2. A vehicle purchased by a business or group, other than a charitable organization, must be registered and motor vehicle excise tax must be paid on the purchase price. The eventual prize winner also would have to report and pay excise tax on the fair market value of the vehicle when taking possession of the prize.

#### E. SERVICE VEHICLE

1. A service vehicle owned by a licensed dealer must be titled and licensed when the unit is put into service. Motor vehicle excise tax (5%) must be paid.
2. The vehicle cannot be titled for resale.
3. The vehicle should not display a dealer plate
4. The vehicle can include the following:
  - a. Parts trucks
  - b. Wreckers
  - c. Courtesy cars and vans
  - d. Similar vehicles

**NOTE:** Further information regarding excise, sales, or use tax requirements can be obtained from the North Dakota Office of State Tax Commissioner, 600 East Boulevard Avenue, Bismarck, ND 58505-0599; phone: 701-328-3470; Web site: [www.nd.gov/tax](http://www.nd.gov/tax)

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# SECTION III

## MOTOR CARRIER SERVICES



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## Motor Carrier Vehicle

### A. UNIFIED CARRIER REGISTRATION (UCR): 39-19-06 (NDCC)

1. In September 2007, a federal law took effect: If you operate a commercial motor vehicle as defined, you are required to participate in the UCR program.
  - a. A commercial motor vehicle is defined as any self-propelled or towed vehicle used on the highways in interstate commerce to transport passengers or property, if the vehicle has a gross vehicle weight rating or gross vehicle weight of at least 10,000 pounds; is designed to transport more than 8 passengers including the driver for compensation; or used to transport more than 15 passengers including the driver without compensation; or is used in transporting material deemed hazardous and transported in a quantity requiring placarding.
2. The UCR program is administered through the [www.ucr.gov](http://www.ucr.gov). The fees for this program vary according to the number of self-propelled or towed commercial motor vehicle(s) operated in interstate commerce.
3. No credentials are required; however, a motor carrier safety officer can access this information electronically. After the completion of the UCR registration online, a paid receipt to carry will be provided.

### B. INTERNATIONAL FUEL TAX AGREEMENT (IFTA) LICENSE: 57-43.1-44 (NDCC)

1. This license is for a motor carrier (weighing 26,001 pounds) who travel across state lines. The carrier is required to distribute the fuel taxes due to the state or province in which the fuel is burned.
2. A new fuel tax license, additional licenses, and renewals are available from the central office in Bismarck; however, branch offices in Dickinson, Fargo, Grand Forks, Minot, and Williston can only issue additional licenses.
3. A new fuel tax license fee is \$25. Additional licenses added during the year are \$3. The yearly fuel tax renewal fee is \$5.
4. A vehicle covered by the fuel tax license is required to have a decal. The decal fee is \$1.

### C. PRORATED VEHICLE (Tractor, Truck, & Bus): 39-04-18 Subsection 2(m), 39-19, 57-40.3-04 Subsection 3 (NDCC)

1. License fees are computed and collected for each state or province in which a prorated vehicle operates. The Motor Carrier section of the Motor Vehicle Division in Bismarck processes all renewals. The Central Office in Bismarck and branch offices in Dickinson, Fargo, Grand Forks, Minot, and Williston can open a new account, add or delete a vehicle, raise a registered weight, add a state or province, and/or issue duplicate credential.
2. Motor vehicle excise tax (5%) must be remitted when applying for a certificate of title. An interstate tax exemption may apply. This exemption is based off accrued actual mileage from your established IFTA and IRP account(s).
3. Certificate of title fee is \$5.
4. Abandoned motor vehicle disposal fee of \$1.50 applies upon initial application for North Dakota certificate of title.
5. One apportioned plate will be issued for a truck or tractor. An additional apportioned plate can be purchased for \$5 if the vehicle does not pull a trailer. Two plates will be issued for a bus.
6. This exemption is based off accrued actual mileage from your established IFTA and IRP account(s).

D. COMMON HOUSEHOLD GOODS CARRIER (INTRASTATE): 39-31 (NDCC)

1. Complete an Application for Household Goods Carrier Permit ([SFN 10539](#))
2. A nonrefundable \$100 fee must be submitted with the application.
3. Upon initial application, a party must also submit proof of registration with the Secretary of State, either proof of workers compensation insurance coverage or an affidavit of nonemployment, and proof of public liability insurance.
4. A party must renew annually upon the renewal application form available from the Motor Carrier section of the Motor Vehicle Division in Bismarck.
5. A \$35 annual filing fee and proof of public liability insurance must be submitted with the renewal application.
6. A permit issued under this chapter remains in force subject to this chapter. A permit is transferable only upon approval by the department.

**Transporter Certificate: 39-04-44.1 (NDCC)**

- A. A vehicle otherwise properly registered may be used to transport another vehicle not registered provided the transported vehicle has displayed a transporter's license plate and the transporting vehicle carries a transporter's registration card.
- B. Fee for the license plate and transporter certificate is \$65 per year.
- C. Complete Application for Transporter Registration ([SFN 52111](#)).
- D. Contact the Motor Carrier section of the Motor Vehicle Division in Bismarck for details.

# FORMS LIST

## Title and Registration Forms

- SFN 2475 - Purchaser's Certification and Application (Part 3)
- SFN 2486 - Certificate of Vehicle Inspection
- SFN 2872 - Application Certificate of Title and Registration of a Vehicle (page 1)
- SFN 2872 - Tax Exemption/Damage Disclosure Statement (page 2)
- SFN 2876 - Release of Lien by Legal Owner
- SFN 2877 - Assignment and Warranty of Certificate of Title (Part 1)
- SFN 2878 - Dealer Reassignment and Warranty (Part 2)
- SFN 2880 - Repossession Affidavit
- SFN 2883 - Application and Claim for Motor Vehicle Tax Refund
- SFN 2886 - Application for Mobility Impaired Parking Permit
- SFN 2888 - Seller's Certificate and Vehicle Bill of Sale
- SFN 2889 - Affidavit for Refund of License Fee of a Permanently Destroyed Vehicle
- SFN 2903 - Vehicle Statement of Ownership
- SFN 2916 - Affidavit for Collection of Personal Property of the Decedent NDCC 30.1-23-001
- SFN 2964 - Statement of Error, Correction, or Alteration
- SFN 3004 - ND State Board of Equalization Statement of Mobile Home Full Consideration
- SFN 16782 - Affidavit of Non-Receipt
- SFN 16783 - Affidavit of Use for a Collector Motor Vehicle
- SFN 17147 - Military Claim for Tax Exemption
- SFN 18085 - Tribal Claim for Tax Exemption
- SFN 18609 - Damage/Salvage Disclosure Statement
- SFN 51269 - Request for Vehicle Information
- SFN 51628 - Application for North Dakota Veteran's Number Plate
- SFN 52908 - Application for North Dakota Firefighter's Plate
- SFN 53386 - Total Loss Statement
- SFN 53612 - Special Plate Request
- SFN 53658 - Affidavit of Use for a Manufactured Home
- SFN 54306 - Application for Care Providers Mobility – Impaired Parking Permit(s)
- SFN 54339 - Affidavit of Use for a Collector Snowmobile
- SFN 54340 - Organization Plate Program Application
- SFN 54397 - Application for Organization Plate
- SFN 58953 - Certificate of Vehicle Inspection Off-Highway/Low Speed Vehicles
- SFN 59183 - Application for North Dakota Gold Star Plate
- SFN 60399 - Lease Tax Worksheet
- SFN 60467 - Application for North Dakota Assigned Vehicle Identification Number (VIN)
- SFN 60662 – Indemnifying Affidavit
- SFN 60689 – Statement of Fact
- SFN 60806 – Odometer Correction
- SFN 61572 – Volunteer Emergency Responder Plate



## **Compliance and Dealer Services Forms**

SFN 2898 - Trailer Dealer Bond

SFN 2932 - Application for Dealer's License

SFN 2933 - Motor Vehicle Dealer Bond

SFN 2935 - Mobile Home and Manufactured Home Dealer Bond

SFN 3003 - Motor-Powered Recreational (MPR) Vehicle Dealer Bond

## **Motor Carrier Services Forms**

SFN 2479 - International Registration Plan Supplemental Application (Schedule C)

SFN 10539 - Application for Certificate of Public Convenience and Necessity

SFN 16921 - International Vehicle Mileage and Fuel Report

SFN 19156 - IFTA Decal Application

SFN 52111 - Application for Transporter Registration

SFN 53330 - IRP Weight Increase

SFN 60450 - Agreement to Maintain Records for IRP and IFTA

SFN 61272 - Motor Carrier Affidavit of Non-Receipt

SFN 61273 - Application for Duplicate Motor Carrier Credentials

SFN 61274 - Lease Change Notification

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