

## Minnesota Titled Motor Vehicle Transfer or Trailer Title Transfer

Follow these basic instructions (older titles are somewhat different)

Makes sure ALL previous owners have signed off as sellers (located on most titles, X on left middle of title front)

If there is a lienholder listed on the title you must also submit the lien release (get from previous owner)

All buyers must sign twice, once at the **X** at the middle, right of title front & again at lower left **X** on title front (these are the locations on most but not all titles)

**Print a copy** of each new buyer's Drivers License(s) & a copy of your insurance card.

**Use this same copy to add (write) the following:**

**(DO NOT write the following on the title itself unless you are confident, if not, we can fill it out for you.**

If you have a lien on the vehicle, write down lienholder name, address & date of loan (If no loan, indicate so).

Write sale date, purchase price & mileage. Has this vehicle been totaled? Yes or No

If this is a motorcycle write down the Engine number (engine # is different from the vin#)

Separately, include **your phone # & email address** & verify your home address if different from your drivers license

If you are comfortable with this option, include a signed blank check pay to order of "Brainerd License Office"

Write your DL# & Phone# on check.

For Credit card payment write **Card #, Exp date, Cardholder Name & CVV#** on your request.

Quotes are difficult as fees vary depending on transaction types & how many fees apply.

There is a 2.49% bank charge if paying by card. We will destroy your card information once completed.

Place all of this in a sealed envelope & mail to 623 NW 4th St Brainerd, MN 56401 or place in our outside drop box (next to front door). **For faster service please include a self addressed stamped envelope.**

**\*\*\*\*\*Caution: DO NOT cross out or whiteout any errors nor alter dates or other information. Please write legibly or you may also need to sign a correction form. \*\*\*\*\*This process is based on the information you have provided and is subject to change as that information changes.**

**TENNESSEN WARNING (Minn. Statute 13.04, subd.2)**

When an individual is asked to supply private or confidential data about himself/herself, the Minnesota Government Data Practices Act requires the individual be informed of: • Purpose for collecting the data • Intended use of the data • Whether the individual possessing the data may refuse or is legally required to supply the requested information • Any known consequences arising from supplying the data • Any known consequences arising from refusing to supply the data • The identity of other persons or entities authorized by state or federal law to receive the data