

Out of State Title Transfer

Makes sure ALL previous owners have signed off as sellers X on the title.

If there is a lienholder listed on the title you must also submit the notarized lien release (get from previous owner or it may have been signed off on the title by the bank). No copies scans or faxes are accepted.

All buyers must sign at the buyer's signature **X** on the title Caution, any alteration, cross out or white out will void the title.

Print, fill out, & sign (**ALL Buyers must sign**) a **Title & Registration (PS2000)** This form can be found on our website www.licensemn.com under the **Forms** tab. Any alteration, cross out or white out will void this form.

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

Use this same copy to add (write) the following: (DO NOT write the following on the title)

If you have a lien on the vehicle, write down lienholder name, address & date of loan

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

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

Separately, include **your phone # & email address** & verify your mailing address if different from 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 or Debit Card Payment* write **Card #, Exp date, Cardholder Name & cvv#** on your request. (you must use your card). A 2.49% handling is also charged by the bank. We will destroy your card information once completed. Money orders are also acceptable.

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

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 large 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