



## Application for Title

Is the vehicle a lease: Yes ☐ No ☐ If yes, leasing company name: \_\_\_\_\_ C/O \_\_\_\_\_

NAME: \_\_\_\_\_

DELAWARE  
ADDRESS: \_\_\_\_\_ DE \_\_\_\_\_  
Street City State ZIP Code

MAILING  
ADDRESS: \_\_\_\_\_  
Street City State ZIP Code

EMAIL ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

### DESCRIPTION OF VEHICLE

Odometer Reading: \_\_\_\_\_ Actual ☐ Exempt/Not Required ☐  
Not Actual ☐ Exceeds Mechanical Limits ☐ Title Brand: \_\_\_\_\_  
Type of Fuel: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Body Style: \_\_\_\_\_

Registration Weight: \_\_\_\_\_ Federal DOT#: \_\_\_\_\_ Vehicle Identification Number \_\_\_\_\_

MGVWR: \_\_\_\_\_ Color(s): \_\_\_\_\_

Tare Weight: \_\_\_\_\_ Brakes: Yes ☐ No ☐ (Trailers only) Number of Axles: \_\_\_\_\_

Examined By: \_\_\_\_\_ Tag Number: \_\_\_\_\_  
Motor Vehicle Associate / Self-Inspect Technician Date

Yearly Fee: \_\_\_\_\_ Number of Passengers (buses only) \_\_\_\_\_ Retained Tag: Yes ☐ No ☐

Combination Vehicle: Yes ☐ No ☐ Passenger Van Seats (8+) \_\_\_\_\_ Special Plate No.: \_\_\_\_\_

### Liens or Encumbrances

SECURED PARTY NAMED (Lienholder Name and Address) If none, enter 'none' and initial

Tag Background: \_\_\_\_\_  
No. of Months: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
NAIC Code: \_\_\_\_\_

**I/We certify, under penalty of perjury, that all liens have been accurately stated and that the statements made herein are true and correct to the best of my/our knowledge, information and belief.**

Signature of Applicant and/or Officer

Officer Title

Signature of Co-Applicant

Driver License No. \_\_\_\_\_ DOB \_\_\_\_\_ Driver License No. \_\_\_\_\_ DOB \_\_\_\_\_  
and State (if not DE) and State (if not DE)

Parent or Guardian's consent if under 18 years of age

DOCUMENT FEE RECORDING FORM	
Total Vehicle Price	_____
Less Trade-In Value	_____
(Credit shall be given for only one motor vehicle or trailer per application)	
Net Cost	_____
Document Fee	_____
Registration Fee	_____
Vanity Fee	_____
Retention Fee	_____
Title Fee	_____
Lien Fee	_____
Other Fee	_____
Total Amount Due	0

### TRADE-IN INFORMATION FOR DELAWARE REGISTERED VEHICLES ONLY

Credit shall be given for only one motor vehicle or trailer per application

	Year	Make	TITLE, TAG & REGISTRATION NUMBER	STATE
Describe Vehicle				
Trade-In				
Selling Dealer's Name				
Dealer Number				
Address				
By				
	Print Name	Sign Name		Official Title

The selling dealer can verify a VIN for new vehicles which have an MSO/CO by completing the above section of the application if an approved MOU is on file with the Division (dealer name and number, address, printed/signed name, title). If this is not completed, new vehicles require VIN verification at a Delaware DMV inspection lane.

#### DMV USE ONLY

Business License Verified Yes ☐ No ☐ N/A ☐ NMVTIS Checked Yes ☐ No ☐

Division of Corp. Verified Yes ☐ No ☐ N/A ☐ Associate Initials \_\_\_\_\_

Date \_\_\_\_\_

Form 212 is required to apply for a Delaware Title. Submit this completed application, proper identification and all supporting documents. Application must be completed in blue or black ink ONLY. No alterations, corrective tape, or erasable ink permitted.

•**Original Documents:** These are required when a release of lien or when a Power of Attorney is used, and all title-related documents.

•**Originals or Certified Copies:** These are required for court documents, such as divorce decrees and court orders.

•**Photocopies, Faxes, or Scans:** These are acceptable when photo identification (ID) is required.

#### Initial Delaware Title

Form MV212 must be completed and submitted when applying for a Delaware title with an out-of-state (non-Delaware) title, Certificate of Origin/MSO or a Delaware title reassigned out of state. In-state title transfers do not require form MV212 to be submitted with the Delaware title.

If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order payable to Delaware DMV. Do not mail cash or credit card information.

#### Vehicle Information

The information provided must match the signed and executed documentation or the current Delaware record.

Include all requested information: VIN, make, model, year of vehicle, body style, color, fuel type and odometer information.

- Federal Law requires the current mileage must be provided upon transfer of ownership. Failure to complete this statement, or providing false information, may result in fines and/or imprisonment. When writing in the odometer reading, you are certifying the number reflects the actual mileage of the vehicle unless one of the following is checked: Not actual mileage or Mileage has exceeded mechanical limitations.
- Tare Weight - The weight of the unit empty. (Shipping weight, curb weight, unladen weight are also acceptable)
- MGVR - The weight assigned by the vehicle manufacturer or fabricator and represents the maximum weight the vehicle can carry when loaded in accordance with Section 45 of Title 21 of the Delaware Code.
- Registration Weight - Weight not to exceed MGVR nor lower than Tare weight.
- Axles – The number of axles on the vehicle, including the drive axle.
- Combination Vehicle - If selecting combination vehicle, validation of ownership of a power unit or trailer registered in the applicant's name is required in accordance with 21 *Del. C.* § 2104.

Federal DOT # - A Federal DOT number will be required for all Delaware registered vehicles with registration weight of 10,001 to 80,000 pounds traveling **interstate** and operating while transporting passengers, cargo or hazardous materials for compensation. A Federal DOT number will be required for all Delaware registered vehicles with registration weight of 10,001 to 80,000 pounds traveling **intrastate** and operating while transporting more than 8 passengers or hazardous materials. Register at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) or contact the Eastern Service Center at 443-703-3523.

*\*\*If applicant has a Federal DOT # the name must be an exact match on all documents.*

Trade-In Credit shall be given for only one motor vehicle or trailer per application. Vehicle information must be entered on MV212 and vehicle must be Delaware titled in applicants name for consideration in accordance with 30 *Del. C.* § 3001 and 30 *Del. C.* § 3002.

#### Applicant(s)

All applicant(s) listed on the MSO/title must sign the form 212. If an individual, provide the full legal name, driver license number, date of birth, residential address, official mailing address (if applicable), email address, and phone number. If a business entity, an officer from the company must sign as applicant and enter their official title. The residential address to title/register any vehicle must be a Delaware address. A PO Box or out of state address is only allowed for a mailing address. *\*\*If Power of Attorney is used, the applicant signature should read 'applicant's name, by authorized POA name, POA'.*

If the applicant is a business; the business must be registered with Delaware Division of Corporations, be in good standing, and have a current Delaware Business License in accordance with 21 *Del. C.* §2119.

#### Leases

If the vehicle is leased, the title/registration will read: 'Leasing Company c/o individual/entity name'. The individual entity must be entered on the 'Name' line of this form. The residential address to title/register any vehicle must be a Delaware address. A PO Box or out of state address is only allowed for a mailing address. Applicant signature should be completed by the leasing company. If POA is used, applicant signature should read 'leasing company name, by authorized POA name, POA'.

Lienholder Information – The lienholder name and address entered on the MV212 and the MSO/Title must be exactly the same.

#### Signature of Individual other than the owner(s)

Signatures on the MSO/Title & MV212 signed by a representative must obtain and present an original, signed, and notarized Power of Attorney.

Using Power(s) of Attorney: If a Power of Attorney (POA) is used, the above requirements apply for both the individual or the entity granting the POA and the individual or the entity being granted POA. For an individual, whether granting or being granted POA, a copy of photo ID is required. For an entity, whether granting or being granted POA, both a copy of the representative's photo ID and a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity, are required. The Power of Attorney must be either all typed or all handwritten and include all vehicle information. ([POA](#) available on [DMV.DE.Gov](http://DMV.DE.Gov) under 'Forms & Manuals')

*\*\*Individuals given a power of attorney directly or who are authorized to sign on behalf of a dealership must sign and print the names on the documents as follows:*

John Smith by *Shannon L. McDonald* POA

John Smith by Shannon L. McDonald POA