



## APPLICATION FOR DUPLICATE TITLE

Check all of these statements that apply to this application. If no statements apply, proceed to Instructions below:

- The address is a **NEW ADDRESS**.
- The **OWNER NAME HAS CHANGED**. Enter new name:
- The **OWNER IS DECEASED**.
- The **OWNER HAS GIVEN POWER OF ATTORNEY**.
- A signed and dated **ORIGINAL LIEN RELEASE** is provided with this application. (Photocopies will **not** be accepted.)

### INSTRUCTIONS:

- ◆ Complete Section 1 below providing all requested information. If your **name has changed**, the **owner is deceased**, or if you are applying under a **Power of Attorney**, be sure to **read the instructions in Section 4 on Page 2 before** completing this application.
- ◆ Read, sign and date the Certification in Section 2.
- ◆ Provide proof of identity as shown in Section 3 on page 2.
- ◆ Provide additional documentation required in Section 4 (If applicable).
- ◆ Provide a separate \$20 fee for each application. Do not mail cash. Make your check or money order payable to the Commissioner of Motor Vehicles.

**IMPORTANT:** If requesting a duplicate title for a boat, this application CANNOT be processed at any DMV office. It must be mailed to the Title Bureau. For any other applications, you may:

Bring this application with your ORIGINAL proof of identity documents, any additional documentation (if required under section 4) and appropriate fee to any DMV office.

**OR**

Mail this application with PHOTOCOPIES of your proof of identity, any additional documentation (if required under section 4) and appropriate fee to the Title Bureau at the address listed on the top of this page.

**OR**

If your address has **not** changed since you last registered the vehicle and your registration shows your current address, you may be able to apply for a duplicate title on line. For more information, please visit our website at [www.nysdmv.com](http://www.nysdmv.com)



**CUSTOMER MUST COMPLETE SECTIONS 1 and 2 BELOW**



### SECTION 1

Owner's Name (Last, First, M.I.)	Date of Birth (Mo./Day/Yr.) / /	Vehicle/Hull Identification Number (VIN/HIN)			
C/O (applies only when POA or dealer authorization is presented or when owner is deceased)		Year	Make	License Plate No.	
Current Mailing Address (Number and Street)	Apt. No.	Daytime Telephone Number ( )			
City	State	Zip Code			

### SECTION 2 — CERTIFICATION

I understand that the **DUPLICATE CERTIFICATE OF TITLE** that I will receive as a result of this application, replaces all previously issued titles, and that only this duplicate title may be used to sell, transfer or trade the above vehicle, boat or manufactured home. I certify that the Certificate of Title for the vehicle, boat or manufactured home described above, and last issued in the owner's name, has been lost, destroyed or damaged. If lost or destroyed, I do not know where it is; if damaged, I have enclosed it with this application. I certify that the information I have given on this application is true to the best of my knowledge and belief. I understand that knowingly making a false statement on this application is a misdemeanor according to Article 210 of the Penal Law and Section 392 of the Vehicle and Traffic Law.

SIGN HERE

\_\_\_\_\_

(Owner or Applicant's **Signature**)

\_\_\_\_\_

(Date)

(If signing for a corporation or using an in care of address, print your full name and your title (POA, Executor, Next of Kin, President, etc.) here.)

**IMPORTANT: BY LAW, THE DUPLICATE CERTIFICATE OF TITLE MUST BE MAILED TO THE OWNER. IT CANNOT BE PICKED UP IN PERSON.**

## SECTION 3 - PROOF OF NAME/IDENTITY

When applying by mail, remember to mail copies of your proofs. Originals will not be returned.

### **For Individuals**

- ◆ **Proof of date of birth, and...**
  - ◆ **6 points of proof of name**
- } A NYS Photo Driver License, Learner Permit, or Non-Driver ID Card that is current, or not expired for more than 2 years, meets both of these requirements. Other acceptable documents for proof of identity, and their related point values are listed on form **ID-82** (Proofs of Identity for Registration and Title) which is available at [www.nysdmv.com](http://www.nysdmv.com) and any Motor Vehicles office.

### **For Corporations** (show one of the following proofs)

1. A NYS vehicle registration or title in the same corporate name **or**
2. A certified copy of the NYS Certificate of Incorporation **or**
3. For New York State Corporations only:
  - a. a certificate of good standing or subsisting issued by the NYS Department of State **or**
  - b. a filing receipt issued by the New York Department of State
4. For out-of-state corporations only:
  - a. a certified copy of the Certificate of Incorporation from their home state **or**
  - b. a certificate of subsisting or foreign bid issued by the NYS Department of State.
5. For corporate DBAs: filing receipt from the NYS Department of State with the DBA listed.
6. For unincorporated associations: proofs vary depending on the type of organizations. Contact a Motor Vehicles office for information.

### **For Partnerships** (show one of the following proofs)

- ◆ A Certificate of Partnership (filed with the County Clerk)
- ◆ A copy of the DBA filing receipt issued by the County Clerk

## SECTION 4 - SPECIAL INSTRUCTIONS FOR NAME CHANGE, OWNER DECEASED OR POWER OF ATTORNEY

### **Name Change**

If your name has changed and you are selling the vehicle, boat or manufactured home, you may give the purchaser the title in your former name. It is not necessary to obtain a title in your new name.

**If the vehicle is currently titled and registered** in your old name and you need a duplicate title in your new name, you will also need to have your name changed on your registration. To do so, you **MUST** bring this application **AND** original marriage, divorce or other documents that confirm your name change to any DMV office.

**If the request is for a boat, or a manufactured home or a vehicle that is NOT currently registered** and you need a title in your new name, you **MUST** mail this application **AND** a photocopy of your marriage, divorce or other documents that confirm your name change to the Title Bureau at the address at the top of Page 1.

- ◆ Check the “**OWNER NAME HAS CHANGED**” box at the top of Page 1 and enter your new name in the space provided to the right.
- ◆ Enter your former name in the “Owner’s Name” box in Section 1; and complete the remaining boxes in Section 1.
- ◆ Sign and date the Certification (Section 2).

### **Owner Deceased**

Check the “**OWNER IS DECEASED**” Box at the top of Page 1. In Section 1, enter the name and date of birth of the deceased. In the “In Care Of” space (C/O), enter your name. Enter your address in the space labeled “Current Mailing Address”. You must also provide additional documentation/information as indicated below:

- ◆ If you are the spouse or minor child or next of kin of the deceased, you may present either a copy of the Death Certificate or Letters Testamentary or Letters of Administration. You should also indicate, “Spouse, Minor Child or Next of Kin” or if a child under 18, “Guardian of Minor Child” next to your signature in Section 2.
- ◆ If you are **NOT** the spouse or minor child or next of kin of the deceased owner, you must present Letters of Testamentary or Letters of Administration .

**NOTE:** Additional guidelines may apply for registration/transfer of the vehicle(s) for which you have applied for a duplicate title. See the MV-349 Transfer of Vehicle Registered in Name of Deceased Person or the MV-349.1 Affidavit for Transfer of Motor Vehicle for additional information.

Proof of Identity for yourself (not the deceased) is required - See Section 3.

### **Power of Attorney**

Check the “**OWNER HAS GIVEN POWER OF ATTORNEY**” box at the top of Page 1. In Section 1, enter the name and date of birth of the owner. In the “In Care Of” space (C/O), enter your name. Enter your address in the space labeled “Current Mailing Address”. You must also provide an original Power of Attorney (POA). The POA must include: Date POA was issued, name and address of person/company granting POA, name and address of person/company designated to act as POA, original signature of person granting POA. The POA must be notarized.