



# STATE OF INDIANA

Eric J. Holcomb, Governor

Peter L. Lacy, Commissioner

## COURT ORDER Title Application Checklist

If you are unable to establish ownership through any one of the available BMV title application processes, you must obtain a court order. Once you have received the court order, you may apply for a certificate of title through the BMV.

Applications for a certificate of title for a vehicle or watercraft using the court order process are processed by the BMV Central Office. Prior to submitting each application, verify that all required information is included. Contact (888) 692-6841 with any questions.

When submitting paperwork, include the following:

- [Application for Certificate of Title for a Vehicle – State Form 205](#) or [Application for a Certificate of Watercraft Title – State Form 38529](#)
- Court Order. The order must establish ownership, provide a description of the vehicle (year, make, VIN), direct the BMV to issue a certificate of title to the owner, and contain the signature of the judge and court seal or stamp. The order must be error free. Erasures or altered orders will not be accepted.
- [Physical Inspection of a Vehicle or Watercraft – State Form 39530](#) completed by law enforcement or an employee of a BMV license branch. If the VIN/HIN on the inspection does not match the VIN/HIN on the court order, a corrected court order will be required before the transaction can be processed.
- [Odometer Disclosure Statement – State Form 43230](#). May be completed by the court appointed owner. All trailers and motor vehicles weighing over 16,000 pounds are exempt.
- [Mobile Home Permit – State Form 7878](#) (if a manufactured home). Must be completed by the County Treasurer.
- One proof of address. A driver's license or identification card may be accepted as proof if the address on the credential is correct. If the address is not correct, any document from the approved [BMV documentation list](#) that is dated within the last 60 days may be used as proof. To view the approved documentation list, click on the link provided or visit myBMV.com
- Submit payment for the following vehicle or watercraft (as applicable) title application fees and taxes. Payable by MasterCard or Visa, check, electronic check, or money order.
  - \$15 vehicle title application fee.
  - \$30 additional administrative penalty will be assessed if the title application packet is not received within 45 days after the file stamp date on the court order.
  - \$25 speed title fee. This optional fee is in addition to the \$15 title application fee. Paying the optional speed title fee ensures that the title is processed in a period of time that is substantially shorter than the normal processing period.
  - If vehicle or watercraft is transferring ownership, include 7% sales tax of the dollar amount listed in the court order or on the bill of sale/purchase agreement. If exempt from sales tax, include an [ST108E – Certificate of Gross Retail Use Tax or Exemption – State Form 48841](#). If no information is available to determine the purchase price, and a bill of sale is not attached, sales tax will be assessed based on the NADA fair market value of the vehicle or watercraft.
- Vehicle color \_\_\_\_\_ (List color on line)

For your convenience, the required forms are included with this checklist. The forms are also available at myBMV.com. Mail the completed packet to:

**Indiana Bureau of Motor Vehicles  
Central Office Title Processing  
100 North Senate Avenue, Room N411  
Indianapolis, IN 46204**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete the entire application will be returned.**

**Please include this checklist with your application.**



# APPLICATION FOR CERTIFICATE OF TITLE FOR A VEHICLE

State Form 205 (R9 / 7-16)  
Approved by State Board of Accounts, 2016  
INDIANA BUREAU OF MOTOR VEHICLES

\*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

To be completed by a police officer, BMV official, or BMV certified dealer signee for out-of-state titles. I hereby certify that I personally examined the following vehicle and find the identification number to be as follows.					I swear and affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction.					
Vehicle Identification Number					I swear and affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.					
Year	Make	Model	Type	Date (mm/dd/yyyy)	Applicant Signature: _____					
Inspector's Printed Name and Title			City		Printed Name: _____					
Inspector's Signature		Badge, Branch, or Dealer Plate Number			Applicant Signature: _____					
					Printed Name: _____					
					Date (mm/dd/yyyy): _____					
Transaction Number			Branch Number		Invoice Number		BMV Use Only			
Social Security Number / Federal Identification Number *			Name of Applicant				BMV Use Only			
Residence Address (number and street)				City		State	ZIP Code			
Vehicle Identification Number		Vehicle Year	Vehicle Make		Vehicle Model	Vehicle Type	Odometer			
Former Title Number		Purchase Date (mm/dd/yyyy)	Lien (Y/N)	Speed (Y/N)	Dealer Number	BMV Use Only				
Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address				Mailing Address (number and street)						
City		State	ZIP Code		BMV Use Only					
Holder of Second Lien, Mortgage, or Other Encumbrance				Mailing Address (number and street)						
City		State	ZIP Code	License Number		License Year	Forms Used	BMV Use Only		
Gross Retail and Use Tax Affidavit – I/We hereby certify that sales or use tax on this vehicle was paid as indicated below.										
Selling Price	Less Trade-In / Discount		Amount Subject to Tax		Amount of Tax		Dealer	Branch	Exempt	Exemption Code
\$	\$		\$		\$					

INSTRUCTIONS: Use the following instructions to assist with completion of the application.

Sign and date on top right signature line.

Line 1: BMV use only

Line 2: Enter the name(s) and Social Security Number or Federal Identification Number of the owner(s).

Line 3: Enter the residence address of the owner(s).

Line 4: Enter the VIN, Year, Make, Model, Odometer (if applicable), and Vehicle Type (examples include: 2S (2 door sedan), 4S (4 door sedan), CN (convertible), CP (coupe), 2W (2 door wagon), 4W (4 door wagon), VA (van), TK (truck), MC (motorcycle), TR (trailer), SE (semitrailer), TC (semi tractor), RV (recreational vehicle, including motor home and travel trailer), MH (manufactured/mobile home), AT (all-terrain), and LS (low speed)).

Line 5: Enter former title number and purchase date, and indicate if there is a lien by entering Y (yes) or N (no). If a speed title is requested, enter Y (yes) and include an additional \$25 with the application.

Line 6 - 9: Indicate lienholder name(s) and mailing address. If there is no lien, and you wish to have the title mailed to an address other than your current mailing address, enter a special mailing address on lines 6 and 7. Enter dealer license information (if applicable).

Line 10: Not required to be completed. However, appropriate tax form or payment must be included with the title application.



# APPLICATION FOR CERTIFICATE OF WATERCRAFT TITLE

State Form 38529 (R7 / 7-16)  
Approved by State Board of Accounts, 2016  
INDIANA BUREAU OF MOTOR VEHICLES

\*This agency is requesting disclosure of your Social Security Number / Federal Identification Number in accordance with IC 4-1-8-1; disclosure is mandatory, and this record cannot be processed without it.

To be completed by a police officer, BMV official, or BMV certified dealer signee for out-of-state titles. I hereby certify that I personally examined the following watercraft and find the identification number to be as follows.				I swear and affirm that I am authorized to perform this transaction, and I agree to indemnify and hold harmless the Indiana BMV from any and all liability arising from this transaction.			
Hull Identification Number 				I swear and affirm that the information that I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury.			
Year	Make	Registration Number	Date (mm/dd/yyyy)	Applicant Signature: _____			
Inspector's Printed Name and Title		City		Printed Name: _____			
Inspector's Signature		Badge, Branch, or Dealer Plate Number		Applicant Signature: _____			
				Printed Name: _____			
				Date (mm/dd/yyyy): _____			
Transaction Number	Branch Number	Invoice Number	BMV Use Only				
Registration Number	Former Title Number		Purchase Date (mm/dd/yyyy)	Make			
Series or Model	Hull Identification Number		Length	Year	Hull Type		
Watercraft Type	Watercraft Use		Propulsion Type		Fuel Type		
Social Security Number / Federal Identification Number *		Horsepower		Applicant's County of Residence			
Name of Applicant			Street Address (number and street)				
City			State	ZIP Code			
Holder of First Lien, Mortgage, or Other Encumbrance / Special Mailing Address			Mailing Address (number and street)				
City		State	ZIP Code	BMV Use Only			
Holder of Second Lien, Mortgage, or Other Encumbrance			Mailing Address (number and street)				
City		State	ZIP Code	Dealer Number			
Gross Retail and Use Tax Affidavit – I/We hereby certify that sales or use tax on this watercraft was paid as indicated below.							
Selling Price	Less Trade-In / Discount	Amount Subject to Tax	Amount of Tax	Dealer	Branch	Exempt	Exemption Code
\$	\$	\$	\$				



# PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)  
 Approved by State Board of Accounts, 2011  
 INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
  2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
  3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
  4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
  5. Dealers may not perform watercraft inspections.

## OWNER INFORMATION

Name (last, first, middle initial or company name)		
Address (number and street)		
City	State	ZIP Code

## VEHICLE OR WATERCRAFT INFORMATION

Identification Number													<input type="checkbox"/> NONE (select if no identification number found)				
Year	Make	Model		Type	Plate Number / State			Watercraft Registration Number, if applicable									

### For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other (specify):

### \*IDACS / NCIC Check (required if form is completed by a police officer)

Date Check Performed (mm/dd/yyyy)	Comments

**I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.**

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code
Telephone Number (     )	Email Address		



# ODOMETER DISCLOSURE STATEMENT

State Form 43230 (R3 / 5-13)  
INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. In accordance with federal and state law, the seller of a motor vehicle must disclose the current mileage to a purchaser in writing upon transfer of ownership. The disclosure must be signed by the seller, including the printed name. If more than one person is a seller, only one seller is required to sign the written disclosure.
  2. The purchaser must sign the disclosure statement, including printed name and address, and return a copy to the seller.
  3. Complete this form in its entirety, in blue or black ink.

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines, imprisonment, or both.

I, \_\_\_\_\_ **residing at:**  
Printed name(s) of Seller(s)

\_\_\_\_\_ **certify to the best of my knowledge that the**  
Address of Seller(s) (number and street, city, state, and ZIP code)

**odometer reading is the actual mileage of the vehicle described below unless one of the following statements is checked:**

Miles (no tenths)

1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
2. I hereby certify that the odometer reading is NOT the actual mileage and should not be relied upon. **WARNING - ODOMETER DISCREPANCY.**

Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Body Type
Vehicle Identification Number (VIN)			Transfer Date (month, day, year)

I will not hold the Bureau of Motor Vehicles or the Bureau of Motor Vehicles Commission responsible for any discrepancy shown on the odometer reading. I, the undersigned, swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.

Signature(s) of Seller(s)	Date (month, day, year)

## PURCHASER'S INFORMATION

**I am aware of and acknowledge the above odometer certification made by the seller(s).**

Signature(s) of Purchaser(s)	Date (month, day, year)
Printed Name(s) of Purchaser(s)	
Address of Purchaser(s) (number and street)	
City	State
	ZIP Code



## COLLECTION OF PAYMENT INFORMATION

State Form 56163 (7-17)  
Approved by State Board of Accounts, 2017  
INDIANA BUREAU OF MOTOR VEHICLES

**BUREAU OF MOTOR VEHICLES**  
Central Office Finance  
100 N. Senate Avenue, Room N440  
Indianapolis, IN 46204  
(888) 692-6841

- INSTRUCTIONS:**
1. Complete in blue or black ink, or print form.
  2. Enter the amount to be charged and the payment type information in Section 2. Payment may be made by Visa, MasterCard, or electronic check. If enclosing a check, money order, cashier's check, or certified check, this form is not required.
  3. Mail this form to the address that is specified on the application being submitted and for which you are making payment.
  4. This form will be destroyed immediately after payment has been processed.

SECTION 1 - ACCOUNT HOLDER INFORMATION			
Name of Account Holder (first, middle, last, or company name)		Driver's License Number (DLN) or Federal Identification Number	Telephone Number
Billing Address (number and street)		City	State
			ZIP Code
SECTION 2 - PAYMENT INFORMATION			
Amount to be Charged: \$ _____ . _____		Description of the service/application to which the payment is related:	
<b>Credit Card Payment:</b>			
Type of Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Credit Card Number: _____ - _____ - _____ - _____		Expiration Date (mm/yy): ____ / ____	
<b>Electronic Check Payment:</b>			
Routing Number:			
Account Number:			
SECTION 4 - AFFIRMATION STATEMENT			
<b>I hereby authorize the Indiana Bureau of Motor Vehicles to charge the credit card or the electronic check information in the amount provided above.</b>			
Signature of Account Holder / Authorized User		Printed Name	Date Signed (mm/dd/yyyy)