



New Jersey Motor Vehicle Commission

# Universal Title Application

PURCHASE PRICE \$ \_\_\_\_\_  
SALES/USE TAX \$ \_\_\_\_\_  
EX CODE \_\_\_\_\_ INITIALS \_\_\_\_\_

Before coming into an agency, you must make an appointment online at <https://telegov.njportal.com/njmvc> to ensure that you can be seen.



## Information – Further Instructions on Second Page

Use this form to apply for a New Jersey Title. The applicant (the person signing this application) must be the owner, lienholder, or an authorized representative of the owner/lienholder. Submit this completed application and all supporting documents, such as **proof of ownership or authorization**, and must provide **proper identification** when submitting this application.

- Original Documents:** These are required when a release of lien is requested or when a Power of Attorney is used.
- Originals or Certified Copies:** These are required for court documents, such as divorce decrees and court orders.
- Photocopies, Faxes, or Scans:** These are acceptable for photo identification (ID).

## Step 1 – Title Transaction Type

Initial NJ Title     Duplicate Title     Replacement/Corrected Title     Vessel Title     Add Lien     Remove Lien

## Step 2 – Vehicle Information

Vehicle Identification Number				Vessel Information							
NJ License Plate Number				Hull Identification Number							
Year				Year		Make		Fuel Type			
Year		Make		Model		Length (in feet)		Hull Material			
Color		Weight		Body Type		No. of Axles		Boat Type		Propulsion Type	
Correction Needed on Vehicle Title (if applicable)						Correction Needed on Vessel Title (if applicable)					

## Odometer Information

Odometer Reading (at time of purchase): \_\_\_\_\_  (N) – Not actual mileage     (M) – Mileage has exceeded mechanical limitations

## Step 3 – Vehicle/Vessel Owner Information

Owner Full Name or Entity Name			Telephone Number			Driver License or MVC Business Entity Identification Number					
Address			City/Town			State			Zip Code		
Co-Owner First Name (if applicable)				Co-Owner Last Name (if applicable)				Co-Owner Driver License Number (if applicable)			

## Step 4 – Changing Lienholder Information (Complete ONLY if Adding or Removing a Lien on Vehicle/Vessel)

Lienholder Name			Driver License or MVC Business Entity Identification Number			Telephone Number					
Address			City/Town			State			Zip Code		

## Step 5 – Representative Information (Complete ONLY if Representative is NOT the Current Owner or Lienholder)

First Name			Last Name			Telephone Number					
Address			City/Town			State			Zip Code		

## Step 6 – Duplicate Titles (Check All That Apply and Attach Required Documents/Proof of Ownership or Lienholder)

<b>For an Individual</b> <input type="checkbox"/> Valid Photo Identification <input type="checkbox"/> NJ Registration or Insurance Card (Current or Expired) <input type="checkbox"/> Lien Release Letter (if applicable)	<b>For a Business Entity</b> <input type="checkbox"/> Valid Photo Identification <input type="checkbox"/> NJ Registration or Insurance Card (Current or Expired) <input type="checkbox"/> Power of Attorney and/or Letter of Authorization from Entity (Both Must be Notarized and Original)	<b>For Lienholder</b> <input type="checkbox"/> Valid Photo Identification <input type="checkbox"/> Loan Contract or Lease Agreement <input type="checkbox"/> Lien Release Letter (if applicable) <input type="checkbox"/> Power of Attorney and/or Letter of Authorization from Entity (Both Must be Notarized and Original)
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## Step 7 – Recipient Information (For Mail In Applications ONLY – Initial Titles Excluded)

Method of Return – **YOU MUST INCLUDE A PREPAID RETURN AIR BILL WITH YOUR APPLICATION WHEN US MAIL IS NOT SELECTED\***

Mailing Address			City/Town			State			Zip Code		
<input type="checkbox"/> US Mail			<input type="checkbox"/> Federal Express			<input type="checkbox"/> UPS			<input type="checkbox"/> Other		

## Step 8 – Certification and Signature(s)

I, the undersigned, hereby certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to civil, criminal, and administrative penalties.

\_\_\_\_\_  
Signature of Representative, Owner, or Lienholder

\_\_\_\_\_  
Signature of Co-Owner (if applicable)

\_\_\_\_\_  
Date

## Motor Vehicle Commission Use Only:

Clerk Initials:		NMVTIS Checked:		Check Number and Amount:	
Transaction Number:				Tracking Number:	

### Step 1 – Title Transaction Type

**Initial Title:** Applications must include this form and a completed out-of-state title. In-state title transfers only require the submission of the previous NJ title. Photo Identification is required when completing this transaction and must be processed in person only at an MVC agency.

**Duplicate Title:** Duplicate titles are issued if the current New Jersey title has been lost or stolen.

**Replacement/Corrected Titles:** Replacement titles are issued when a New Jersey title is being surrendered in order to obtain a new title due to the surrendered title being damaged or filled out incorrectly. Corrected titles are issued when a New Jersey title is being surrendered in order to obtain a new title with corrected information. Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, and hull material. Replacement title transactions are also often used when trying to remove a lien from a title. To do so, the original title must be signed and dated by an authorized representative of the lienholder. If applying on behalf of a business entity, you must be an authorized representative.

Additionally, you must provide one of the following, showing proof that the lien has been satisfied:

- A signed and dated lien release letter from the lienholder that includes the company name, address, and phone number, as well as the year, make, model, and VIN number of the vehicle.
- A motor vehicle dealer wire transfer statement with a transaction number.
- A paid loan statement or agreement with the matching VIN number.

**Vessel Title:** Vessels are boats or watercraft, used or capable of being used as a means of transportation on the water. Applications should be used to establish ownership. Vessels shorter than 12 feet are not titled and are only required to be registered.

**Add/Remove Lien:** Check this box in addition to another selected title type if you are adding or removing a lienholder to your title.

**The New Jersey title fee is \$60. It is an additional \$25 to add a lien. If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order, payable to NJMVC. Do not mail cash. Credit cards or cash will only be accepted in-person at an MVC Agency.**

### Step 2 – Vehicle/Vessel Information

The information provided must match your signed and executed title document or the current New Jersey record.

**For Vehicles:**

- Body type options – 2-Door, 4-Door, Pick-Up Truck, Truck, Van, Wagon (SUV), Motorcycle, Trailer, Convertible, or Tractor.
- Federal Law requires that you state the mileage 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 that the number reflects the actual mileage of the vehicle unless one of the following is checked:
  - (N) – Not actual mileage
  - (M) – Mileage has exceeded mechanical limitations
- Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, hull material, odometer reading.

**For Vessels:**

- Fuel type options – Gasoline, Diesel, or Other.
- Propulsion type options – Outboard, Inboard, I/O, Electric, Non-powered, or Other.

### Step 3 – Vehicle/Vessel Owner Information

The information provided must match your signed and executed title document or the current New Jersey record.

### Step 4 – Changing Lienholder Information

**The New Jersey title fee is \$60. It is an additional \$25 to add a lien.** To complete this transaction, the original title must accompany this application. If the current owner(s) of the vehicle or vessel has a lien (loan or financing) of any kind on the vehicle or vessel, **even if it has been paid off**, the MVC's records will still show the lien. The current owner(s) must fill out and apply to have the lien removed and/or obtain a new title, without the lien, from the MVC after payoff. An **original, signed** lien release on the lienholder's letterhead is required to remove a lien.

### Step 5 – Representative Information

Complete this section only if you are applying for a title on behalf of the current owner or lienholder. In order to conduct a transaction, the representative must obtain an original, signed, Letter of Authorization. **Representatives processing work on behalf of the current owner or lienholder may not sign any documentation. If signatures are required, the representative must obtain an original, signed, and notarized Power of Attorney.**

### Step 6 – Duplicate Titles

**Individual(s) Applying:** If a vehicle is in the name of an individual, the owner must sign this application and provide proof of ownership and their **government issued photo ID**. Proof of ownership includes: vehicle registration, insurance card or declaration page, bill of sale, an NJMVC certified record, or proof of final loan payment. If the vehicle is in the name of more than one individual, **either owner may sign this application, and that owner must provide a copy of their government issued photo ID**. If processing this transaction on behalf of the individual(s), an original, signed, Letter of Authorization is required.

**Business Entity Applying:** If the vehicle is in the name of an entity, a representative must sign the application. The representative must provide a notarized letter of signature authority on company letterhead, and a copy of the representative's valid photo ID.

**Lienholder Applying:** If the vehicle has a recorded lien, the lienholder (or representative of the lienholder) may apply for a New Jersey title and sign the application. If the lienholder is an individual, they must include a copy of their valid photo ID. If the lienholder is an entity, they must include a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity (copies are acceptable), and a copy of the representative's photo ID.

**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.

### Step 7 – Mail in Applications (Not for Initial Title Applications)

Mail this application, fee, copy of ID(s), and supporting documentation to:  
**New Jersey Motor Vehicle Commission**  
 225 East State Street  
 MOS Special Services, PO Box 150  
 Trenton, NJ 08666-0017

- Mailed applications may take up to **10 weeks** to process, plus mailing time.
- Original documentation submitted with the application will be returned to the person/entity receiving the title.

### Step 8 – Certification and Signature(s)

Original signature(s) are required on this application in **blue or black ink ONLY**.