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NEBRASKA COUNTY TREASURER'S MANUAL

TITLING



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FEES – CERTIFICATE OF TITLES and LIENS

Motor Vehicle

| | Total | County Fund | State General Fund* | Consumer Protection * | State Patrol Cash Fund* | Motor Vehicle Industry Licensing Board* | DMV Cash Fund* |
|----------------------|--------------|--------------------|----------------------------|------------------------------|--------------------------------|--|-----------------------|
| Title | \$10.00 | \$3.25 | \$2.00 | \$.20 | \$.45 | \$.10 | \$4.00 |
| Lien Notation | \$7.00 | \$2.00 | \$1.00 | | | | \$4.00 |
| Duplicate | \$14.00 | \$10.00 | | | | | \$4.00 |

Motorboat

| | Total | County Fund | State General Fund* | Consumer Protection * | State Patrol Cash Fund* | Motor Vehicle Industry Licensing Board* | DMV Cash Fund* |
|----------------------|--------------|--------------------|----------------------------|------------------------------|--------------------------------|--|-----------------------|
| Title | \$10.00 | \$4.00 | \$2.00 | | | | \$4.00 |
| Lien Notation | \$7.00 | \$2.00 | \$1.00 | | | | \$4.00 |
| Duplicate | \$14.00 | | \$10.00 | | | | \$4.00 |

*These fees are forwarded to the State Treasurer along with the appropriate General Document monthly, not later than the 5th day of the month following the month of collection.

Chapter 1 – Titles – 1-2

ATV, Minibike and UTV

| | Total | County Fund | State General Fund* | Consumer Protection * | State Patrol Cash Fund* | Motor Vehicle Industry Licensing Board* | DMV Cash Fund* |
|----------------------|--------------|--------------------|----------------------------|------------------------------|--------------------------------|--|-----------------------|
| Title | \$10.00 | \$3.25 | \$2.00 | .20 | .55 | | \$4.00 |
| Lien Notation | \$7.00 | \$2.00 | \$1.00 | | | | \$4.00 |
| Duplicate | \$14.00 | \$10.00 | | | | | \$4.00 |

*These fees are forwarded to the State Treasurer along with the appropriate General Document monthly, not later than the 5th day of the month following the month of collection.

DEFINITIONS

Assembled Vehicle: A vehicle that is materially altered from its construction by the removal, addition, or substitution of new or used major component parts. Assembled vehicle also includes a specially constructed vehicle.

[Reference: §60-104]

ATV: Any motorized off-highway vehicle which (1) is 50 inches or less in width; (2) has a dry weight of 1,200 pounds or less; (3) travels on 3 or more non-highway tires; and (4) is designed for operator use only with no passengers, or is specifically designed by the original manufacturer for the operator and one passenger. ATV's which have been modified or retrofitted with after-market parts to include additional equipment not required by sections §60-6,357 (lights) and §60-6,358 (brake and muffler systems and spark arrester) shall not be registered under the Motor Vehicle Registration Act, nor shall such modified or retrofitted vehicles be eligible for registration in any other category of vehicle. An ATV must be titled if purchased new after January 1, 2004. It cannot be registered for operation on public roads.

[Reference: §60-103]

Autocycle: A motor vehicle having a seat that does not require the operator to straddle or sit astride; designed to travel on three wheels in contact with the ground; in which the operator and passenger ride either side by side or in tandem in a seating area that is completely enclosed with a removable or fixed top and is equipped with manufacturer-installed air bags roll cage, and three point safety belt system for each occupant; having anti-lock brakes; and designed to be controlled with a steering wheel and pedals.

[Reference: §60-104.01]

Cabin Trailer: A trailer or semi-trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place. Cabin trailer shall **not** mean a trailer or semi-trailer that is permanently attached to real estate or a modular housing unit.

There are four types of cabin trailers:

- **Camping trailer** that includes cabin trailers 102” or less in width and 40’ or less in length and adjusted mechanically smaller for towing;
- **Mobile home** that includes cabin trailers more than 102” wide or more than 40’ long;
- **Manufactured home** that includes a structure, transportable in one or more sections, which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or when erected on site is 320 or more square feet and which is built on a permanent frame and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure, except that manufactured home includes any structure that meets all of the requirements. Manufactured home also includes any manufactured home designed and manufactured with more than one separate living unit for the purpose of multi-family living. Also includes any structure that meets all of the requirements above other

- than size requirements and the manufacturer has voluntarily filed a certification required by the U.S. Secretary of Housing and Urban Development.
- Travel trailer that includes cabin trailers not more than 102” wide nor more than 40’ long from hitch to rear bumper.

A cabin trailer is required to be titled, but is exempt from vehicle inspection requirements.

[References: §60-107, 60-146]

Designated County Official: The county official, other than the county clerk, designated by a county board to provide services.

[References: §60-111]

Commercial Trailer: Any trailer or semitrailer that has a gross weight, including load thereon, of more than 9,000 lbs and which is designed, used, or maintained for the transportation of persons or property for hire, compensation or profit or designed, used or maintained primarily for the transportation of property. Commercial trailer does not include cabin trailers, farm trailers, fertilizer trailers, or utility trailers.

[Reference §60-109]

Farm Trailer: A trailer or semitrailer belonging to a farmer or rancher and used wholly and exclusively to carry supplies to or from the owner’s farm or ranch, used by a farmer or rancher to carry his or her own agricultural products to storage or market, or used by a farmer or rancher for hauling of supplies or agricultural products in exchange of services.

[Reference §60-114]

Fertilizer Trailer: Any trailer, including gooseneck applicators or trailers, designed and used exclusively to carry or apply agricultural fertilizer or agricultural chemicals and having a gross weight, including load thereon, of twenty thousand pounds or less.

[Reference §60-115]

Golf Car Vehicle: A vehicle that has at least four wheels, has a maximum level ground speed of less than twenty miles per hour, has a maximum payload capacity of one thousand two hundred pounds, has a maximum gross vehicle weight of two thousand five hundred pounds, has a maximum passenger capacity of not more than four persons, is designed and manufactured for operation on a golf course for sporting and recreational purposes, and is not being operated within the boundaries of a golf course (Definition effective January 1, 2013).

Grey Market Vehicles: A vehicle that is manufactured for sale outside of the United States. These vehicles do not meet US safety and emission standards unless subsequently modified.

Kit Vehicle: A vehicle assembled by a person other than a generally recognized manufacturer of vehicles by the use of a replica purchased from an authorized manufacturer and accompanied by a manufacturer’s statement of origin. The term kit vehicle does not include Glider Kits.

[Reference §60-119]

Low-Speed Vehicle: A four-wheeled motor vehicle whose speed attainable in one mile is more than twenty (20) miles per hour and not more than twenty-five (25) miles per hour on a paved, level surface; whose gross vehicle weight rating is less than three thousand pounds; and complies with 49 C.F.R., part 571, as such part existed on January 1, 2011.

[Reference §60-119.01]

Major Component Part:

- a. Engine, with or without accessories; *[Reference §60-120]*
- b. Transmission; *[Reference §60-120]*
- c. Cowl; *[Reference §60-120]*
- d. Body is that portion of the vehicle that determines its shape and appearance and is attached to the frame but does not include the box or bed for a truck. *[Reference: §60-105, 60-120]*
- e. Door; *[Reference §60-120]*
- f. Frame is that portion of the vehicle upon which other components are affixed, such as the engine, body, or transmission. *[Reference: §60-116, 60-120]*
- g. Nose is that portion of the body of a vehicle from the front to the firewall when acquired or transferred as a complete unit. . *[Reference: §60-125, 60-120]*
- h. Rear clip is two or more of the following, all dismantled from the same vehicle: a quarter panel or fender; a floor panel assembly; or a trunk lid or gate. *[Reference: §60-128, 60-120]*

Manufacturer's Statement of Origin: The form, required to be on secure paper, prepared by the manufacturer for a new vehicle, trailer or motorboat. This document serves as proof of ownership for a previously unregistered, untitled NEW vehicle, trailer or motorboat. The name of the manufacturer, year, make, model and Vehicle Identification Number (VIN) is listed on this form.

[Reference: §60-153]

Minibike: A two-wheeled motor vehicle that has a total wheel and tire diameter of less than 14” or an engine-rated capacity of less than 45cc, or any other two-wheeled motor vehicle designed by the manufacturer for off-road use. A minibike must be titled if purchased new after January 1, 2004. It cannot be registered for operation on public roads.

[Reference: §60-121]

Minitruck: A foreign-manufactured import vehicle or domestic-manufactured vehicle which (1) is powered by an internal combustion engine with piston or rotor displacement of one thousand five hundred cubic centimeters or less, (2) is sixty-seven inches or less in width, (3) has a dry weight of four thousand two hundred pounds or less, (4) travels on four or more tires, (5) has a top speed of approximately fifty-five miles per hour, (6) is equipped with a bed or compartment for hauling, (7) has an enclosed passenger cab, (8) is equipped with headlights, taillights turn signals, windshield wipers, a rearview mirror, and an occupant protection system, and (9) has a four-speed, five-speed, or automatic transmission.

[Reference: §60-121.01]

Enclosed cab: The passenger area of the vehicle which provides seating for the driver or passengers that is fully closed in and surrounded or confined by doors and windows. Such windows must be permanently affixed to the vehicle or a permanently installed part of an access door to the vehicle's passenger area and shall be designed to provide the driver full visibility for safe operation on the roadways. Doors must be fully functioning doors affixed to the vehicle on hinges. The roof and doors must be made out of a solid material. Cloth, canvas, or other such items are not considered solid materials.

The enclosed cab must be properly affixed to the vehicle at all times that the vehicle is being parked or operated on a public roadway.

[Reference: DMV Policy dated March 21, 2012]

Modular Housing Unit: Modular housing unit means any dwelling whose construction consists entirely of, or the major portions of its construction consist of, a unit or units containing facilities for no more than one family, not fabricated on the final site for the dwelling unit, which units are movable or portable until placed on a permanent foundation and connected to utilities. Modular housing units shall be taxed as real estate.

[Reference: §71-1557(1)]

Moped: A bicycle with fully operative pedals, an automatic transmission and a motor not exceeding 50 cc which produces no more than two brake horsepower at a maximum design speed of no more than 30 miles per hour. mopeds are exempt from titling and registering unless the pedals are removed. mopeds without pedals are off-road vehicles unless they meet motorcycle requirements then they must be titled and registered for operation on public roads.

[Reference: §60-122]

Motorboat: Any watercraft propelled by machinery, including a temporary detachable motor. A motorboat is required to be titled.

[Reference: §37-1204]

Motorcycle: Any motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground but excluding a tractor or all-terrain vehicle. Motorcycle includes scooters that meet the requirements below.

[References: §60-124]

Motorcycle requirements:

1. Total wheel and tire diameter of 14 inches or more. *[§60-636]*
2. Engine rated capacity of 45 cc or more. *[§60-636]*
3. Must have a permanent and regular seat attached.
4. If carrying a passenger, must be equipped with proper seating and footrests for the passenger. *[§60-6,307]*
5. Handle bars no more than 15 inches above the mounting point.
6. All operators and passengers must wear helmets. *[§60-6,279]*
7. Tire requirements. *[§60-6,250, §60-6,252]*

8. Shall be equipped with a brake adequate to control the movement of and to stop and to hold such motorcycle. [**§60-6,244**]
9. Shall be equipped with a horn in good working order capable of emitting sound audible under normal conditions from a distance not less than two hundred feet. [**§60-6,285**]
10. Shall be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise or annoying smoke. [**§60-6,286**]
11. Shall be equipped with lighted front and rear lamps; the taillight must be red. [**§60-6,220**]
12. Must have a rear license plate. [**§60-3,100**]
13. Not required to have a signal light. [**§60-6,162**]
14. Manufacturer's Statement of Origin **CANNOT** indicate off-road use only. The manufacturer **CANNOT** have designed the vehicle as off-road, regardless of whether an off-road disclaimer appears on the vehicle's MSO. [**§60-123**]
15. Must display both the Federal Motor Vehicle Safety Standards (DOT) and Environmental Protection Agency (EPA) Certification decals.
 - a. All 1981 and newer models shall carry a 17-digit VIN.
 - b. Harley Davidson motorcycles 1969 and older are identified by use of the motor or engine number. Thereafter, the frame number or the motor number may identify the motorcycle.

Motor Vehicle: Any vehicle propelled by any power other than muscular power **except:**

1. Mopeds.
2. Farm tractors.
3. Self-propelled equipment designed and used exclusively to carry and apply fertilizer, chemicals, or related products to agricultural soil and crops, agricultural floater-spreader implements, and other implements of husbandry designed for and used primarily for tilling the soil and harvesting crops or feeding livestock.
4. Power unit hay grinders or a combination that includes a power unit and a hay grinder when operated without cargo.
5. Vehicles that run only on rails or tracks.
6. Off-road designed vehicles, not authorized by law for use on a highway, including, but not limited to, golf car vehicles, go-car vehicles, riding lawnmowers, garden tractors, all-terrain vehicles, utility-type vehicles, snowmobiles registered or exempt from registration under sections 60-6,320 to 60-6,346, and minibikes.
7. Road and general-purpose construction and maintenance machinery not designed or used primarily for the transportation of person or property, including, but not limited to, ditch digging apparatus, asphalt spreaders, bucket loaders, leveling graders, earthmoving carryalls, power shovels, earth moving equipment, and crawler tractors.
8. Self-propelled chairs used by person who are disabled.
9. Electric personal assistive mobility devices.

[References: §60-123]

Parts Vehicle: Parts vehicle means a vehicle the title to which has been surrendered to the Department as a junked vehicle or to any other state by the owner of the vehicle or an insurance company to render the vehicle fit for sale for scrap and parts only.

[References: §60-126]

Situs: The tax district where a vehicle is stored and kept for the greater portion of the calendar year. For a vehicle used or owned by a student, the situs is at the place of residence of the student if different from the place at which he or she is attending school.

[References: §60-130]

Specially Constructed Vehicle: A vehicle that was not originally constructed under a distinctive name, make, model, or type by a manufacturer of vehicles. The term specially constructed vehicle includes kit vehicle.

[References: §60-131]

Utility Trailer: A trailer having a gross weight, including load thereon, of 9,000 lbs or less.

[References: §60-135]

Utility-Type Vehicle (UTV): Any motorized off-highway device which (a) is seventy-four inches in width or less, (b) is not more than one hundred eighty inches, including the bumper, in length, (c) has a dry weight of two thousand pounds or less, (d) travels on four or more non-highway tires. UTV's which have been modified or retrofitted with after-market parts to include additional equipment not required by sections §60-6,357 (lights) and §60-6,358 (brake and muffler systems and spark arrester) shall not be registered under the Motor Vehicle Registration Act, nor shall such modified or retrofitted vehicles be eligible for registration in any other category of vehicle. UTV does not include golf carts or low-speed vehicles.

[References: §60-135.01]

Vessel: Any non-motorized watercraft. A vessel is exempt from titling.

[References: §37-1203]

Vehicle Identification Number: A series of English letters or Arabic or Roman numerals assigned to a vehicle for identification purposes.

[References: §60-136.01]

MOTOR VEHICLES EXEMPT FROM TITLING

A Certificate of Title is required for all types of vehicles driven moved or towed on the highways and roads of Nebraska, with the following exceptions:

- Vehicles owned by non-resident military members if titled in another state;
- Vehicles owned by non-residents conducting business in this state if titled in another state (and registering as a non-resident);
- Self-propelled equipment;
- ATV's sold new prior to 1/1/2004;
- UTV's sold new prior to 1/1/2011;
- Mopeds (with pedals);
- Minibikes sold new prior to 1/1/2004;
- Snowmobiles;
- Power unit hay grinders or a combination which includes a power unit and a hay grinder when operated without cargo;
- Off-road designed vehicles;
 - Farm Tractors
 - Riding lawn mowers
 - Garden tractors
 - Golf car vehicles
 - Go carts
 - Any vehicle that the accompanying MSO indicates is off-highway or for off-road use only
- Road and general construction maintenance equipment not designed or primarily used for the transportation of persons or property, including:
 - Asphalt spreaders
 - Backhoes
 - Bucket loaders
 - Bulldozers
 - Cranes
 - Crawler tractors
 - Ditch digging apparatus
 - Earthmoving carryall
 - Earthmoving equipment
 - Front-end loaders;
 - Leveling graders
 - Power shovels
 - Well-boring apparatus
- Utility trailers;
- Fertilizer trailers;
- Farm trailers;
- Tow dollies (unless self-propelled) ;
- Converter Gears;

For information regarding motorboat exemptions, refer to Motorboats Exempt from Titling on page 1-11.

MOTORBOATS EXEMPT FROM TITLING

A Certificate of Title is required for all motorboats in Nebraska, with the following exceptions:

- any motorboat manufactured prior to 11-1-1972;
- any motorboat owned by the United States or any agency or political subdivision;
- any motorboat owned by the State of Nebraska or any agency or political subdivision;
- any vessel.

For information regarding motor vehicle exemptions, refer to Motor Vehicles Exempt from Titling on page 1-9.

CERTIFICATE OF TITLE - MOTOR VEHICLE

A Certificate of Title is required for all types of vehicles driven or moved on the highways and roads of the State of Nebraska unless the vehicle falls under the specific category of Motor Vehicles Exempt from Titling (see page 1-9). If you are attempting to title a motorboat, refer to Certificate of Title – Motorboat (see page 1-14). If you are attempting to title an ATV, Minibike or UTV, refer to Certificate of Title – ATV, Minibike or UTV (see page 1-33).

No person shall sell or otherwise dispose of a motor vehicle, commercial trailer, semi-trailer or cabin trailer without delivering to the purchaser or transferee a properly assigned Certificate of Title or Manufacturer's Statement of Origin (MSO).

The title shall be issued in the county where the vehicle has situs within 30 days of purchase, upon submission of the proper paperwork and an Application for Certificate of Title (see page 1-28 for additional information). If the vehicle does not have situs in Nebraska the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing of the Certificate of Title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

The exception to county issued titles is titles issued for apportioned vehicles. Applications for title for apportioned vehicles ***ONLY*** should be submitted to, and additional information obtained from:

Nebraska Department of Motor Vehicles
Motor Carrier Services
301 Centennial Mall South
PO Box 94729
Lincoln, NE 68509-4729
(402) 471-4435

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same vehicle.

Upon transfer of a vehicle, all owners must sign their name(s) the same as it appears on the face of the title in the space provided for seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be completed at this time. The signature of at least one buyer is required if odometer certification is necessary.

Any person who sells a vehicle without delivery of a certificate of title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

If a licensed dealer makes a reassignment on a certificate of title and the deal falls through, the dealer **must** obtain title in the name of the dealership prior to transfer of ownership. If a situation should arise where the propriety of a previous assignment is in question, the resolution of the question will be at the discretion of the county treasurer.

A licensed dealer may void a reassignment on an MSO and use the next reassignment. They may not void a reassignment on a title and use the next reassignment for transfer of ownership. If a reassignment is voided, a title must be issued in the dealership's name from the previous assignment/reassignment.

Once all reassignments are full on the back of a certificate of title, the dealer **must** obtain a certificate of title in the dealership's name before selling the vehicle. A Nebraska dealer cannot attach additional dealer reassignments to a certificate of title. When all assignments on an MSO are full, a dealer may attach one Nebraska Re-assignment of Manufacturer/Importer's Certificate by Motor Vehicle Dealer form (see page 8-1 for more information).

Proper evidence of ownership is one of the following:

- Manufacturer's statement of origin (MSO);
- Certificate of title – properly assigned;
- Vehicle's last registration and a bill of sale for used vehicles if previous location was not a title issuing state;
- Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
- Vehicle's sold by the U.S. Government: U.S. Department of State Certificate of Title (see appendix page A-32 for an example);
- Vehicle's registered in a foreign country: a current Registration Certificate and/or a bill of sale, foreign country ownership documents and import papers (see page 13-2 for more information on Import Documentation);
- Court Order.

Refer to Certificate of Title – Trailer for more information on titling trailers (see page 1-16).

If an individual purchased a vehicle and was not provided with the appropriate documents to provide evidence of ownership, he/she may be eligible for a bonded certificate of title (see page 5-1).

The county treasurer retains all evidence of ownership (see page 14-1 for Record Retention information).

If the vehicle is coming into Nebraska from another state, please refer to the section on Out-of-State Titles (see page 1-20).

Refer to the section on Liens if you need information about noting a lien (see page 3-1).

References: §60-137, 60-138, 60-139, 60-141, 60-144, 60-149, 60-150, 60-152, 60-180

CERTIFICATE OF TITLE - MOTORBOAT

A certificate of title is required for all motorboats manufactured after November 1, 1972 unless the motorboat falls under the specific category of Motorboats Exempt from Titling (see page 1-11). For information on titling a motor vehicle, please refer to Certificate of Title – Motor Vehicle, see page 1-12.

The certificate of title serves as proof of ownership. Only one title is allowed to be issued and in existence at any one time for the same motorboat.

A motorboat certificate of title may be issued in any county.

Upon printing of the certificate of title, the county treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

No person shall sell or otherwise dispose of a motorboat without delivering to the purchaser or transferee a properly assigned certificate of title or manufacturer's statement of origin (MSO).

All motorboats are required to have a 12 digit Hull Identification Number. If a boat does not, the current owner must make application to the Department of Motor Vehicles for an Assigned ID Number. Motorboats are exempt from Sheriff's Inspection. See page 4-17 for more information on Assigned ID Numbers.

To obtain a certificate of title the motorboat must be located, used or required to be registered in Nebraska. The applicant must submit a completed Application for Certificate of Title signed by all parties whose names are to appear on the title. The only exception to this are titles to be held by spouses, in which case either may sign the application. If the applicant is an out-of-state resident, an out-of-state address may be used on the Application for Certificate of Title.

A fee of \$10.00, payable to the county treasurer, and proper evidence of ownership must accompany the application for title.

Proper evidence of ownership is one of the following:

- An expired registration certificate from Nebraska, showing the applicant as the registered owner of the boat;
- Manufacturer's statement of origin (MSO);
- Certificate of title – properly assigned;
- Boat's last registration and a bill of sale for used boats if previous location was not a title issuing state;
- For motorboats purchased prior to 1/1/97, a bill of sale or similar proof of ownership;
- For motorboats that were previously owned by the United States or the State of Nebraska, (exempt from titling), a bill of sale;
- Court Order.

There is no licensing authority or requirements for boat dealers; therefore, the dealer number on MSO's and reassigned certificates of title will be left blank.

If a boat dealer sells a boat for which he/she does not have a certificate of title, he/she is required to obtain a certificate of title to provide to the purchaser.

If the purchaser of a motorboat was not provided with the appropriate documents to provide evidence of ownership, he/she may be eligible for a bonded certificate of title, see page 5-3.

If the owner of a boat exempt from titling (see page 1-11) wishes to obtain a certificate of title he/she may, as long as the proper HIN is attached to the boat and the proper documentation is provided.

The county treasurer retains all evidence of ownership (see page 14-1 for Record Retention information).

If the motorboat is coming into Nebraska from another state, please refer to the section on Out-of-State Titles (see page 1-20).

Refer to the section on Liens for lien information (see page 3-1).

For information regarding boat registration, refer to your county treasurer or Games and Parks Commission.

For information on Homemade Motorboats refer to page 4-7.

Specialty Motorboats/Vessels

A shuttle craft is a vessel that turns a personal watercraft (Jet Ski) into a jet boat capable of carrying up to 6 adults. The Jet Ski drives into the middle of this vessel and hooks to it to appear like a one-piece motorboat. The Jet Ski is required to be titled and registered; the Shuttle Craft is required to be registered only.

An Argo is an 8-wheel amphibious off-road vehicle. An Argo meets both the definition of a motorboat and a UTV; therefore it may be titled as either. However, if the Argo is to be registered as a boat for on-water use, it must be titled as a motorboat. If titled/registered as a motorboat, the owner must apply for an assigned HIN (it is not assigned a HIN by the manufacturer) prior to title issuance.

CERTIFICATE OF TITLE - TRAILER

A Certificate of Title is required for all trailers unless the trailer falls under the specific category of Motor Vehicles Exempt From Titling (see page 1-9).

If the owner of a trailer that is exempt from titling desires a Certificate of Title, one may be issued upon presentation of the proper evidence of ownership.

The title shall be issued in the county where the trailer has situs within 30 days of purchase. If the vehicle does not have situs in Nebraska the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing of the Certificate of Title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

The exception to county issued titles is titles issued for apportioned vehicles. Applications for title for apportioned vehicles ***ONLY*** should be submitted to, and additional information obtained from:

Nebraska Department of Motor Vehicles
Motor Carrier Services
301 Centennial Mall South
PO Box 94729
Lincoln, NE 68509-4729
(402) 471-4435

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same vehicle.

Upon transfer of a trailer with a previously issued Certificate of Title, all owners must sign their name(s) the same as it appears on the face of the title in the space provided for seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be complete at this time.

Any person who sells a trailer with a previously issued Certificate of Title, without delivery of the Certificate of Title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

If a dealer makes a reassignment on a certificate of title and the deal falls through, the dealer must obtain title in the name of the dealership prior to transfer of ownership. If a situation should arise where the propriety of a previous assignment is in question, the resolution of the question will be at the discretion of the county treasurer.

Not all businesses selling trailers are required to be licensed dealers – only those selling trailers to be licensed as commercial. If an applicant wishes to have his/her trailer that is exempt from titling titled, the MSO may be issued to a business that does not hold a dealer’s license. In this case, a non-licensed dealer may reassign the MSO. However, a non-licensed trailer dealer cannot at any time reassign a certificate of title.

Proper evidence of ownership for a trailer is one of the following:

- Manufacturer’s statement of origin (MSO), the MSO may be issued direct to the consumer;
- Certificate of title – properly assigned;
- Trailer’s last registration and a bill of sale if trailer is new purchase;
- Trailer’s last registration if ownership is not transferring;
- Bill of sale for a trailer which has not been registered;
- Trailer’s registered by the U.S. Military: U.S. Military Registration Document;
- Trailer’s sold by the U.S. Government: U.S. Department of State Certificate of Title;
- Court Order.

Assistance for Determining if Certificate of Title is Required

| Use | Registered Weight† | Needs Title? | Needs Inspected? |
|----------------|-----------------------|--------------|------------------|
| Commercial | Less than 9,000 lbs. | Optional | No* |
| Commercial | More than 9,000 lbs. | Yes | Yes |
| Non-Commercial | Less than 9,000 lbs. | Optional | No* |
| Non-Commercial | More than 9,000 lbs. | Yes | Yes |
| Farm | Any weight | Optional | No* |
| Fertilizer | Less than 20,000 lbs. | Optional | No* |
| Fertilizer | More than 20,000 lbs. | Yes | Yes |
| Boat Trailer | Less than 9,000 lbs. | Optional | No* |
| Boat Trailer | More than 9,000 lbs. | Yes | Yes |

† Registered weight includes weight of trailer and load.

***Unless being titled from an Out-of-State title.**

Refer to Certificate of Title – Motor Vehicle for information on titling motor vehicles other than trailers (see page 1-12).

Refer to Certificate of Title – ATV’s, Minibike and UTV’s for more information on titling ATV’s, Minibikes and UTV’s (see page 1-33).

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Refer to Assembled Trailers for information on titling homemade trailers (see page 4-5).

The County Treasurer retains all evidence of ownership (see page 14-1 for Record Retention information).

If the trailer is coming into Nebraska from another state, please refer to the section on Out-of-State Titles (see page 1-20).

Refer to the section on Liens if you need information about noting a lien (see page 3-1).

LEASED VEHICLES – TITLES

Certificates of Title issued for leased vehicles should be issued in the county and state where the vehicle has situs. This includes out-of-state leasing companies. No harm is incurred if the title is issued in the incorrect county.

A security agreement cannot be used as a lease agreement.

The title shall reflect the name and address of the LESSOR only and shall be mailed to the Lessor upon issuance.

Certificates of Title issued for leased vehicles are not branded with the term “Leased”.

OUT-OF-STATE TITLES

Motor vehicles, motorboats, ATV's, minibikes and UTV's coming into Nebraska from another state, unless they fall into the category of Motor Vehicles Exempt from Titling (see page 1-9) or Motorboats Exempt From Titling (see page 1-11), are required to obtain a Nebraska Certificate of Title.

To obtain a title, the following documentation, *properly assigned*, must be surrendered to the County Treasurer in the county where the vehicle has tax situs:

- Proof of Ownership in the form of:
 - Certificate of Title from vehicle's previous state of title;
 - Vehicle's last registration (and a Bill of Sale if ownership is transferring) if previous state was not a title issuing state;
 - Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
 - Vehicle's sold by the U.S. Government: U.S. Department of State Certificate of Title (see appendix page A-32 for an example);
 - Vehicle's registered in a foreign country: a current Registration Certificate and/or a Bill of Sale, foreign country ownership documents and import papers;
 - Court Order;
 - An Affidavit by the owner affirming ownership may be used for ATV's and minibikes if not titled or registered in the previous state.
- Application for Certificate of Title
- Title fee (refer to page 1-1, Fees).
- Sheriff's Inspection (refer to page 10-1, Vehicle Inspections, for more information).

The County Treasurer accepting the application for transfer of an out-of-state title is required by federal law to complete a record check of the National Motor Vehicle Title Information System (NMVTIS) prior to issuance of the Nebraska Certificate of Title (refer to page 1-22, NMVTIS, for more information).

Ownership Is Not Changing

If the ownership of the vehicle is not changing, but the owners are relocating to Nebraska:

- The application for title may be signed by one of the applicants, even if the owners are not spouses (see page 1-28 for more information).
- Signatures are not required on the actual Certificate of Title unless the odometer reading to be used in the issuance of the new title is being reported by the owner.

The odometer reading may be taken from the Sheriff's Inspection form or the owner may complete the odometer reading and sign on the document being surrendered (if both are presented, use the highest reading). The odometer reading shall **not** be recorded exactly as it was recorded on the out-of-state title at the time it was originally issued.

Acquisition date for an out-of-state title is the date application for title is submitted.

Miscellaneous Topics

If the application for a Certificate of Title is accompanied by a valid Certificate of Title issued by another state that meets that state's requirements for transfer of ownership, then the application may be accepted. This includes, but is not limited to, the following:

- Signatures. Accept the out-of-state title if the other state allows a spouse to sign for the other when transferring ownership.
- Notarization. If the out-of-state title requires notarization, be sure it is present unless the assignment is from a Nebraska dealer to a Nebraska resident. See page 15-1 for a list of states that do not require notarization.
- Attachments. Accept the out-of-state title with attachments, if the other state allows the attachments. If you question the validity of the attachment, refer to any guides you have available with this information or contact the Help Desk for assistance.

Be sure to carry forward any odometer statuses included on the ownership documents presented (i.e. not actual) (see page 9-1 for more information).

Be sure to carry forward any brands included on the ownership documents presented (i.e. previously salvage) (see page 6-1 for more information).

If the out-of-state title presented is branded 'Salvage', a Nebraska Salvage Certificate of Title must be issued. If the vehicle has been repaired, the applicant can then have the vehicle inspected and make new application for a 'Previously Salvage' branded Certificate of Title. Two Certificates of Title must be issued.

Liens

A copy of the lien instrument is not required to accompany an out-of-state title that contains the lien notation on the face of the document if the ownership is not changing. The lien notation fee of \$7.00 is applicable.

If a lien notation appearing on the out-of-state title is released by the lender, or a lien release letter accompanies the title, the Nebraska title can be issued without returning to the previous state for filing.

NMVTIS

What is NMVTIS?

The National Motor Vehicle Title Information System is a national database of vehicle title information that allows title issuing offices to instantly and reliably verify the information on the title with the electronic data from the state that issued the title.

Because of the wealth of data that is contained in the system, NMVTIS is an important tool for use in preventing various types of theft and fraud for motor vehicle administrators, law enforcement officials, prospective and current purchasers of vehicles and insurance carriers.

The information provided by NMVTIS includes: state current title, title history and brand data; junk, salvage and insurance data; theft data; state contact information and vehicle brands applied through the recently complete CARS program (Cash for Clunkers).

Currently, state DMV's are required to provide data to NMVTIS either through an online method or by batch. To get an up-to-date list of the states that are providing data, please visit the NMVTIS website at http://www.vehiclehistory.gov/nmvtis_states.html.

System Access

Online access to the system is available at:

<https://stateinquiry.nmvtis.aamva.org/website/welcome.aspx>.

User ID's

User ID's and passwords will be administered by the DMV and created for each county staff person involved in the title issuance process. Upon the termination or hiring of new employees the county official or his/her representative shall make a request to the DMV for user id maintenance.

When Use is Required

Prior to EVERY issuance of a Nebraska certificate of title for passenger vehicles, trucks, motorcycles and recreational vehicles when the ownership document presented is an out-of-state title/registration or when no title is presented (e.g. storage, abandoned, etc.).

System Unavailable

If NMVTIS is down no title issuance (when evidence of ownership presented is an out-of-state title) shall occur.

System Data and our Use

Vehicle Search Record Summary:

- VIN
- Number of title history transactions
- Number of brand records
- Number of theft records; number of records from insurance companies
- Number of records from junkyards, shredders, salvage pools and recyclers.

Current Vehicle Title Information:

- Record number (identifies a unique row in the Vehicle Title Information Table)
- Make
- Model year
- Title number
- Title issue date
- Title jurisdiction (“CSOT in progress” is displayed next to the titling jurisdiction if NMVTIS is currently performing a change state of title operation)
- Transaction Type (appears prior to title transaction date)
 - UAInteractive New Title
 - UVInteractive Change Title
 - UTInteractive Change State of Title
 - 15 Batch Add of Title
 - 16 Batch Modify of Title
 - ZZ NMVTIS Help Desk Added Title
- Title transaction date
- Odometer Reading (may contain exempt or unknown)

Our use of data: Until all states are providing data to NMVTIS ensure that the out-of-state title being presented for transfer is either the latest title displayed or the issue date on the paper title is greater than the latest issue date displayed.

When all states are providing data to NMVTIS ensure that the most current title displayed is the out-of-state title that is being presented for transfer.

If the title being presented is not the most recent, please contact the Help Desk for assistance.

Vehicle Brand Information:

- Record number
- Make
- Model Year
- Damage (the percentage of damage sustained by a salvage vehicle)
- Brander (state or federal entity that branded the vehicle)
- Brand name

- Date the brand was applied
- Brand description

Our use of data:

- Dismantled (deny title issuance, unless being used as part of an assembled vehicle title)
- Flood Damage (use VTR brand code F)
- Fire Damage (use VTR brand code D)
- Hail Damage (use VTR brand code D)
- Junk (use VTR brand code J, unless the state of reporting considers this a death certificate – if a death certificate deny title issuance) if the jurisdiction is GS (U.S. General Services Administration) junk is a death certificate
- Kit (do not use)
- Rebuilt (use VTR brand code B)
- Reconstructed (use VTR brand code R)
- Salt Water Damage (use VTR brand code D)
- Salvage (either Salvage or Previously Salvaged depending on information contained on paper document) if the jurisdiction is GS (U.S. General Services Administration) the state code on VTR shall be entered as GS
- Test Vehicle (vehicle not eligible for title)
- Vandalism (use VTR brand code O – enter vandalism as description)
- Refurbished (use VTR brand code O – enter refurbished as description)
- Collision (use VTR brand code D)
- Salvage Retention (either Salvage or Previously Salvaged depending on information contained on paper document)
- Prior Taxi (do not use)
- Prior Police (do not use)
- Original Taxi (do not use)
- Original Police (do not use)
- Remanufactured (use VTR brand code O – enter remanufactured as description)
- Gray Market (do not use)
- Warranty Return (use VTR brand code O – enter warranty return as description)
- Antique (do not use)
- Classic (do not use)
- Agricultural Vehicle (do not use)
- Logging Vehicle (do not use)
- Street Rod (do not use)
- Vehicle Contains Reissued VIN (do not use)
- Replica (do not use)
- Totaled (use VTR brand code T)
- Owner Retained (use VTR brand code O – enter owner retained as description)
- Bond Posted (if this is on current title, application for title must be made at the DMV so that a Nebraska bonded title is issued)

- Memorandum Copy (do not use)
- Parts Only (deny title issuance, unless being used as part of an assembled vehicle title)
- Recovered Theft (use VTR brand code O – enter recovered theft as description)
- Undisclosed Lien (do not use)
- Prior Owner Retained (use VTR brand code O – enter prior owner retained as description)
- Vehicle Non-conformity Corrected (use VTR brand code O – enter non-conformity corrected as description)
- Vehicle Safety Defect Uncorrected (use VTR brand O – enter safety defect uncorrected as description)
- VIN replaced by new state assigned VIN (do not use)
- Manufacturer Buy Back (use VTR brand code M)
- Former Rental (do not use)
- Salvage – Stolen (either Salvage or Previously Salvaged depending on information contained on paper document)
- Salvage – Reasons Other Than Damage or Stolen (either Salvage or Previously Salvaged depending on information contained on paper document)
- Disclosed Damage (use VTR brand code D)
- Prior Non-Repairable/Repaired (use VTR brand code P)
- Crushed (deny title issuance, unless being used as part of an assembled vehicle title)
- Junk Automobile - CARS.gov (title may be invalid for transfer – contact the Help Desk for assistance)

Vehicle Theft Information:

- Make
- Model Year
- Theft state
- Law Agency (law enforcement agency holding the theft report)
- Theft date
- Case number
- More than one match (indicates if there is more than one exact match on theft file)
- Purge indicator (indicates if theft record has been purged from NCIC file)
- Vehicle or part
 - V Vehicle
 - P Part
- Vehicle or part type (brief description identifying a vehicle part)

Our use of data: The stolen status of a vehicle should be found through the inspection process; however, it is possible that the vehicle has been reported stolen since the inspection was completed. As we know with our in state stolen flags on VTR there are always cases where the flag may not be cleared even though the vehicle has been recovered, the same may occur here. If a stolen status appears contact your local law enforcement for assistance.

Other Vehicle Title Information:

See Current Vehicle Title Information for a list and explanation of the fields and data.

Contact Information:

For each State that has title information present, contact information will be displayed.

Insurance Information:

Insurance companies and certain self-insurers must report monthly to NMVTIS on the junk and salvage automobiles they obtain. The Anti-Car Theft Act defines a salvage automobile to mean “an automobile that is damaged by collision, fire, flood, accident, trespass, or other event, to the extent that its fair salvage value plus the cost of repairing the automobile for legal operation on public streets, roads, and highways would be more than the fair market value of the automobile immediately before the event that caused the damage.” The Department of Justice has also determined that this definition includes all automobiles found to be a total loss under the laws of the applicable state, or designated as a total loss by the insurance carrier under the terms of its policies, regardless of whether an insurance carrier retitles the vehicle into its name or allows the owner to retain the vehicle. The determination that “total loss” is included in the definition of salvage is to ensure that the reporting of salvage automobiles is comprehensive.

- Record Number
- Veh Salvage/Obtain Date (the date the vehicle was designated “junk” or “salvage” – including total loss vehicles)
- Vehicle Disposition (describes the current disposition of the vehicle)
- Vehicle Obtained From (name of entity from whom the vehicle was obtained and who possessed when it was designated junk or salvage)
- Insurance Owner (name and address of primary owner of vehicle at time of filing report)
- Reporting Name/Address and Contact Information

Our use of data: If the disposition is Salvage and there is no brand on the surrendered title or application indicating salvage, previously salvage, or a damage-related brand, contact the Help Desk for assistance.

Junk and Salvage Information:

Auto recyclers, junk yards and salvage yards are required to provide NMVTIS with vehicle information on each vehicle received into inventory every month.

The Anti-Car Theft Act, defines junk and salvage yards “as individuals or entities engaged in the business of acquiring or owning junk or salvage automobiles for resale in their entirety or as spare parts or for rebuilding, restoration, or crushing.” Included in this definition are scrap-vehicle shredders and scrap-metal processors, as well as “pull- or pick- apart yards,” salvage pools, salvage auctions, and other types of auctions, businesses, and individuals that handle salvage vehicles (including vehicles declared a “total loss”).

A salvage pool is an entity that acquires junk and salvage automobiles from a variety of parties and consolidates them for resale at a common point of sale. Both the Department of Justice and the state and local law-enforcement community are concerned that a significant number of these junk and salvage automobiles purchased from salvage pools have their VINs or titles used to create cloned vehicles, or otherwise make stolen vehicles appear legitimate. Such entities must report all salvage or junk vehicles they obtain, including vehicles from or on behalf of insurance carriers, that can reasonably be assumed to be total loss vehicles.

- Record Number
- Veh Salvage/Obtain Date (the date the vehicle was designated “junk” or “salvage” – including total loss vehicles)
- Vehicle Disposition (describes the current disposition of the vehicle)
 - Salvage (vehicle has been determined to be a “total loss” under the laws of applicable jurisdiction or designated “total loss” by the insurance company under terms of its policies)
 - Sold
 - Crush (vehicle was crushed as to render the vehicle in such a condition that it can never be used or rebuilt for use as a motor vehicle)
 - Scrap (vehicle processed into scrap metal by shredding, shearing, fragmenting, baling or similar means)
 - Blank (yet to be determined)
- Export
 - Y (yes)
 - N (no)
- Vehicle Obtained From (name of entity from whom the vehicle was obtained and who possessed when it was designated junk or salvage)
- Transferred To (name of entity to which the vehicle was provided or transferred)
- Reporting Name/Address and Contact Information

Our use of data: If the disposition is Crush or Scrap, contact the Help Desk for assistance.

APPLICATION FOR CERTIFICATE OF TITLE

All applications for Certificates of Title shall be made on a form prescribed by the Department of Motor Vehicles and filed with the County Treasurer where the vehicle has situs (see appendix page A-18 for an example). In the case of a non-resident title is issued in the county where the transaction was consummated; or in the case of a dealership making application, issued in any county.

All owners, except for the following situations, shall sign the Application for Certificate of Title:

- Certificates of Title to be held by spouses. Applications may be signed by one spouse (in a spousal situation only one signature is required on the application);
- An applicant providing proof that he/she is a handicapped or disabled person. The applicant's parent, legal guardian, foster parent or agent may sign the application;
- An owner who is too young to sign for himself/herself. The applicant's parent or legal guardian may sign the application;
- A vehicle transferring to Nebraska from an out-of-state title when the ownership is not changing. The Application may be signed by one of the owners.

The Application for Certificate of Title must be accompanied by the appropriate ownership documents for the vehicle (see page 1-11 for more information).

If an applicant wishes to add a spouse's name to the Application for Certificate of Title that does not appear on the previous title or MSO as a buyer, he/she may do so as follows:

- If an individual is present and making application and only their name appears on the previous title or MSO and they want to add a spouse's name – the individual may do so with their signature alone.
- If John Doe is present, only Jane Doe's name appears on the previous title or MSO, he wants his name added as an owner - both signatures must appear on the Application for Certificate of Title.
- If there is a lien involved, both names must appear on the security agreement before a name can be added to the transaction.

If the owners are not legally married, the title must be issued to the individual whose name appears on the paperwork and then a transfer of ownership (a new title issued) to add the second name.

If two purchasers are listed on the assignment area of the certificate of title, both must be included on the newly issued certificate of title (a name cannot be dropped via the Application for Certificate of Title).

If an applicant wishes to indicate a beneficiary(ies) on the Application for Certificate of Title, the beneficiary(ies) will be listed on the new Certificate of Title with the tag “Transfer on Death” (TOD). A trust may be the beneficiary of a TOD certificate of title. A TOD beneficiary shall have no interest in the motor vehicle until such death(s). A beneficiary designation may be changed at any time by the owner or by the joint-tenant-with-right-of survivorship owners then surviving without the consent of any beneficiary by filing an application for a subsequent certificate of title.

NAMES/SIGNATURES/ADDRESSES ON CERTIFICATES OF TITLE

Names

Up to 20 names may be entered onto the computer records when generating a Certificate of Title; however only three are printed on the actual document. A search of the database may be done with any of the 20 listed names.

The name field is 35 characters in length. All names entered must begin in the first position and follow one of these formats:

LastName,First Name
LastName,FirstName,MiddleInitial
LastName,FirstInitial,MiddleName
LastName,FirstName,MiddleName
LastName,FirstName,MiddleInitial,Suffix
LasName,FirstName,,Suffix

Valid suffixes are SR, JR, 1st, 2nd, 3rd, 4th or 5th. No roman numerals may be used for a suffix. The suffix CANNOT be placed in the last name field. Titles, as part of a name (i.e. Dr., Rev., Mr., Mrs., Sister, etc.), may not be used on a Certificate of Title.

No spaces or periods are permitted. The last name may be hyphenated once.

Individual names must NOT be altered to meet this criterion. You cannot enter an individual name with a business designation to open of the field edits. Doing so drastically reduces the name search capabilities.

A ‘Doing Business As’ (DBA) may be added, using the first line of the address field. This will allow the information to print on the Certificate of Title; however, you will not be able to search the database using the DBA. The DBA entity does not have any ownership rights in the vehicle, only the titled owner does.

Signatures

All signatures required on the Application for Certificate of Title and on the actual Certificate of Title when transferring ownership must be original signatures. No electronic signatures may be used. A signature stamp is only allowed when the individual is physically unable to sign and the stamped signature is witnessed. The person that witnessed the signature must sign the document and indicate “witness.”

Please be aware that not all signatures are cursive.

When transferring ownership and the Certificate of Title is issued in the name of a business, the Certificate of Title shall be signed by the person who has authority as follows: *ABC Corporation by John Smith.*

When a dealership is transferring ownership, the name in which the dealer license is issued must be used along with the name of the person who has authority to sign, as follows: *Husker Auto Group, Inc., by John Smith.*

When transferring ownership and the signor has Power of Attorney for the owner or is the Personal Representative of the owner's estate, the Certificate of Title shall be signed as follows: *John Q. Public by John Doe, POA* (or PR).

Only one purchaser listed on a certificate of title is required to sign the certificate of title – this signature is only required if an odometer reading is present or is required. If no odometer reading is present or required the purchaser's signature is not required.

One spouse may sign for another on the Application for Certificate of Title; however, both must sign as sellers on the certificate of title (unless one has a power of attorney for the other).

All owners must sign an Application for Duplicate Title except that one spouse may sign for the other.

An individual's signature should closely match his/her name as it appears on the certificate of title or the Application for Certificate of Title. If the individual's legal signature is a nickname (e.g. Bill for William or Jack for John) or an initial or initials, this is acceptable.

When an applicant is moving into Nebraska and ownership of the vehicle/motorboat is not changing:

- 1) the owner is not required to sign the certificate of title unless the odometer reading is completed and being used for issuance of the Nebraska certificate of title;
- 2) the accompanying Application for Certificate of Title must be signed by one of the listed owners on the face of the certificate of title.

Addresses

The address on all Certificates of Title issued in Nebraska must be a street address, to be used in determining situs. The only exceptions that allow a P.O. Box to be used are for vehicles owned by a leasing company that are being leased, and when a P.O. Box has been assigned through the Address Confidentiality Act (see page 1-33 for more information).

In the case of a business, the address on the Certificate of Title may be different than the address where the vehicle has situs. For instance, the vehicle must have situs in the county where the Certificate of Title is issued; however, the home office address – which may be another county – may be used.

Assignments/Previous Owner

In a transfer of ownership resulting from a private sale only one assignment is allowed. The previous owner on the new title will be the owner who appears on the title and who is signing off as seller. Licensed dealers are allowed multiple reassignments. In the case of dealer reassignments, the previous owner on the new title will be the dealer on the last reassignment.

**ADDRESS CONFIDENTIALITY ACT
AS IT EFFECTS CERTIFICATE OF TITLE ISSUANCE**

An applicant for Certificate of Title, who has been accepted as a Program Participant in the Address Confidentiality Act, will be using the following address assigned by the Secretary of State's Office

P.O. Box 98921
Lincoln, NE 68509

The applicant will have a card of authorization from the Secretary of State's Office to present as proof of authorization.

See page 1-31 for additional information on addresses.

CERTIFICATE OF TITLE – ATV, MINIBIKE AND UTV

A Certificate of Title is required for all ATV's and minibikes purchased new after 1/1/2004, and for all UTV's purchased new after 1/1/2011. An owner of an ATV, minibike or UTV purchased before these dates may apply for a Certificate of Title. If you are attempting to title a motor vehicle, refer to Certificate of Title – Motor Vehicle (see page 1-12). If you are attempting to title a motorboat, refer to Certificate of Title – Motorboat (see page 1-14).

No person shall sell or otherwise dispose of an ATV, minibike purchased new after 1/1/2004, or a UTV purchased new after 1/1/2011, without delivering to the purchaser or transferee a properly assigned Certificate of Title or Manufacturer's Statement of Origin (MSO).

The title shall be issued in the county where the owner of the ATV, minibike or UTV resides within 30 days of purchase, upon submission of the proper paperwork and an Application for Certificate of Title (see page 1-28 for additional information). If the owner does not reside in Nebraska, the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing of the Certificate of Title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

All Certificates of Title issued for ATV's, minibikes and UTV's shall contain the language "Not to be registered for road use". (**Note:** A minibike that has been classified by the manufacturer for off-road use cannot be titled as a motorcycle – even if it has been modified to meet the definition of motorcycle.)

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same ATV, minibike or UTV.

Upon transfer of an ATV, minibike or UTV for which a Certificate of Title has been issued all owners must sign their name(s) the same as it appears on the face of the title in the space provided for seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be complete at this time.

Any person who sells a titled ATV, minibike or UTV without delivery of a Certificate of Title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

There is no licensing authority or requirements for ATV, minibike or UTV dealers; therefore the dealer number on MSO's and reassigned Certificates of Title will be left blank.

References: §60-137, 60-138, 60-139, 60-141, 60-144, 60-149, 60-150, 60-152, 60-180

Once all reassignments are full on the back of a certificate of title or an MSO, the dealer **must** obtain a certificate of title in the dealership's name before selling the ATV, minibike or UTV. A Nebraska dealer cannot attach additional dealer reassignments to a certificate of title or MSO.

Proper evidence of ownership is one of the following:

- Manufacturer's Statement of Origin (MSO);
- Certificate of title – properly assigned;
- Affidavit by the owner affirming ownership – Vehicle Inspection Certificate must be completed if Affidavit is presented (see appendix page A-33 for an example of Affidavit);
- Last registration and a bill of sale for used ATV's, minibikes and UTV's if previous location was not a title issuing state;
- ATV's, minibikes's or UTV's registered by the U.S. Military: U.S. Military Registration Document;
- ATV's, minibikes's or UTV's sold by the U.S. Government: U.S. Department of State Certificate of Title (see appendix page A-32 for an example);
- ATV's, minibikes's or UTV's registered in a foreign country: a current Registration Certificate and/or a bill of sale, foreign country ownership documents and import papers (see page 13-2 for more information on Import Documentation);
- Court Order.

Collection of sales tax is required at time of certificate of title issuance for ATV's and UTV's.

Refer to Certificate of Title – Trailer for more information on titling trailers (see page 1-16).

The county treasurer retains all evidence of ownership (see page 14-1 for Record Retention information).

If the vehicle is coming into Nebraska from another state, please refer to the section on Out-of-State Titles (see page 1-20).

Refer to the section on Liens if you need information about noting a lien (see page 3-1).

For information regarding the titling of an Argo (8-wheel amphibious off-road vehicle) please refer to the section on Motorboats (see page 1-13).

CERTIFICATE OF TITLE – ANTIQUE MOTOR VEHICLE

If the owner does not have a Certificate of Title for a motor vehicle which was manufactured prior to 1940 and which has not had any major component part replaced and a Nebraska Certificate of Title has not been issued during the preceding thirty-year period, proper evidence of ownership is **all** of the following:

- A notarized bill of sale;
- An Affidavit for Verification/Transfer for an Antique Motor Vehicle (see Appendix A-37 for an example);
- Sheriff's Inspection (refer to page 10-1, Vehicle Inspections, for more information).
- Statement from the Department of Motor Vehicles that no Nebraska Certificate of Title has been issued during the preceding thirty-year period (see Appendix A-12 for an example).

The transferor may sell the motor vehicle using the bill of sale and the transferee may apply for the Certificate of Title.

If a major component part has been replaced, please refer to the sections on Assembled Motor Vehicles (see page 4-1) and Assembled Classic Motor Vehicles (see page 4-8).

If the purchaser was not provided with the appropriate documents to provide evidence of ownership, he/she may be eligible for a Bonded Certificate of Title (see page 5-1).

If the vehicle is coming into Nebraska from another state, please refer to the section on Out-of-State Titles (see page 1-20).

CERTIFICATE OF TITLE - MINITRUCK

A Certificate of Title is required for all minitrucks prior to registration for operation on public roads. If you are attempting to title a motor vehicle, refer to Certificate of Title – Motor Vehicle (see page 1-12). If you are attempting to title a motorboat, refer to Certificate of Title – Motorboat (see page 1-14). If you are attempting to title an ATV, minibike or UTV, refer to Certificate of Title – ATV, Minibike or UTV (see page 1-33).

No person shall sell or otherwise dispose of a minitruck without delivering to the purchaser or transferee a properly assigned Certificate of Title or Manufacturer's State of Origin (MSO).

The title shall be issued in the county where the minitruck has situs within thirty (30) days of purchase, upon submission of the proper paperwork and an Application for Certificate of Title (see page 1-28 for additional information). If the owner does not reside in Nebraska, the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing the Certificate of title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same minitruck.

Upon transfer of a minitruck for which a Certificate of Title has been issued, all owners must sign their name(s) the same as it appears on the face of the title in the space provided for the seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be complete at this time.

Any person who sells a titled minitruck without delivery of a Certificate of Title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

If a licensed dealer makes a reassignment on a Certificate of Title and the deal falls through, the dealer **must** obtain a title in the name of the dealership prior to transfer or ownership. If a situation should arise where the propriety of a previous assignment is in question, the resolution of the question will be at the discretion of the County Treasurer.

A licensed dealer may void a reassignment on an MSO and use the next assignment. They may not void a reassignment on a title and use the next reassignment for transfer of ownership. If a reassignment is voided, a title must be issued in the dealership's name from the previous assignment/reassignment.

References: §60-137, 60-138, 60-139, 60-141, 60-142.07, 60-144, 60-149, 60-150, 60-152, 60-180

Once all reassignments are full on the back of the certificate of title, the dealer **must** obtain a certificate of title in the dealership's name before selling the vehicle. A Nebraska dealer cannot attach additional dealer reassignments to a certificate of title. When all assignments on an MSO are full, a dealer may attach one Nebraska Re-Assignment of Manufacturer/Importer's Certificate by Motor Vehicle Dealer form (see page 8-1 for more information).

If a minitruck was purchased prior to January 1, 2011 the proof of ownership required to be submitted with the Application for Title is as follows:

- a. An MSO **or** bill of sale or a manufacturer's or importer's certificate; **AND**
- b. An affidavit by the owner affirming ownership,

OR one of the following:

- Certificate of title – properly assigned;
- Vehicle's last registration and a bill of sale if previous state was not a title issuing state;
- Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
- Vehicle's sold by the U.S. Government: U.S. Department of State certificate of title (see appendix page A-32 for an example);
- Court Order.

If a minitruck was purchased January 1, 2011 or after the proof of ownership required to be submitted with the Application for Title is as follows:

- a. A manufacturer's or importer's certificate; **AND**
- b. An affidavit by the owner affirming ownership,

OR one of the following:

- Certificate of title – properly assigned;
- Vehicle's last registration and a bill of sale if previous state was not a title issuing state;
- Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
- Vehicle's sold by the U.S. Government: U.S. Department of State certificate of title (see appendix page A-32 for an example);
- Court Order.

If the model year cannot be determined, the model year of the minitruck shall be the year the application for title was made.

If a minitruck does not have a manufacturer's identification number (or it is only present on the vehicle in a foreign language), the owner shall apply for a Department assigned VIN prior to title application (see page 4-17).

An inspection is required for all minitrucks when the proof of ownership presented is anything other than a Nebraska certificate of title (see page 10-1).

References: §60-137, 60-138, 60-139, 60-141, 60-142.07, 60-144, 60-149, 60-150, 60-152, 60-180

CERTIFICATE OF TITLE – LOW SPEED VEHICLE

A Certificate of Title is required for all low speed vehicles prior to registration for operation on public roads and for all low speed vehicles purchased new after January 1, 2012. If you are attempting to title a motor vehicle, refer to Certificate of Title – Motor Vehicle (see page 1-12). If you are attempting to title a motorboat, refer to Certificate of Title – Motorboat (see page 1-14). If you are attempting to title an ATV, minibike or UTV, refer to Certificate of Title – ATV, Minibike or UTV (see page 1-33). If you are attempting to title a Minitruck, refer to Certificate of Title – Minitruck (see page 1-36).

If a low speed vehicle was purchased new after January 1, 2012, no person shall sell or otherwise dispose of the low speed vehicle without delivering to the purchaser or transferee a properly assigned Certificate of Title or Manufacturer's State of Origin (MSO).

The title shall be issued in the county where the low speed vehicle has situs within thirty (30) days of purchase, upon submission of the proper paperwork and an Application for Certificate of Title (see page 1-28 for additional information). If the owner does not reside in Nebraska, the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing the Certificate of title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same low speed vehicle.

Upon transfer of a low speed vehicle for which a Certificate of Title has been issued, all owners must sign their name(s) the same as it appears on the face of the title in the space provided for the seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be complete at this time.

Any person who sells a titled low speed vehicle or a low speed vehicle that was purchased new after January 1, 2012 without delivery of a Certificate of Title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

If a licensed dealer makes a reassignment on a Certificate of Title and the deal falls through, the dealer **must** obtain a title in the name of the dealership prior to transfer or ownership. If a situation should arise where the propriety of a previous assignment is in question, the resolution of the question will be at the discretion of the County Treasurer.

References: §60-137, 60-138, 60-139, 60-141, 60-142.07, 60-142.08, 60-144, 60-149, 60-150, 60-152, 60-180

A licensed dealer may void a reassignment on an MSO and use the next assignment. They may not void a reassignment on a title and use the next reassignment for transfer of ownership. If a reassignment is voided, a title must be issued in the dealership's name from the previous assignment/reassignment.

Once all reassignments are full on the back of the certificate of title, the dealer **must** obtain a certificate of title in the dealership name before selling the vehicle. A Nebraska dealer cannot attach additional dealer reassignments to a certificate of title. When all assignments on an MSO are full, a dealer may attach one Nebraska Re-Assignment of Manufacturer/Importer's Certificate by Motor Vehicle Dealer form (see page 8-1 for more information).

The proof of ownership required to be submitted with the Application for Title is as follows:

- Manufacturer's statement of origin (MSO);
- Certificate of title – properly assigned;
- Vehicle's last registration and a bill of sale if previous state was not a title issuing state;
- Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
- Vehicle's sold by the U.S. Government: U.S. Department of State Certificate of Title (see appendix page A-32 for an example);
- Vehicle's registered in a foreign country: a current Registration Certificate and/or a bill of sale, foreign country ownership documents and import papers (see page 13-2 for more information on import documentation);
- Court Order.

If a low speed vehicle does not have a manufacturer's identification number, the owner shall present a manufacturer's statement of origin (MSO) and make application to the Department for an assigned VIN prior to title application (see page 4-17). If the model year cannot be determined, the model year of the low speed vehicle shall be the year the application for title was made.

An inspection is required for all low speed vehicles when the proof of ownership presented is anything other than a Nebraska Certificate of Title or an MSO (see page 10-1).

Most low speed vehicles are identified as such on the MSO (see appendix page A-54 for an example) and/or DOT sticker (see appendix page A-55 for an example); by "low speed vehicle", "LSV" or reference to "49 C.F.R. part 571".

CERTIFICATE OF TITLE – AUTOCYCLE

A Certificate of Title is required for all autocycles prior to registration for operation on public roads. If you are attempting to title a motor vehicle, refer to Certificate of Title – Motor Vehicle (see page 1-12). If you are attempting to title a motorboat, refer to Certificate of Title – Motorboat (see page 1-14). If you are attempting to title an ATV, minibike or UTV, refer to Certificate of Title – ATV, Minibike or UTV (see page 1-33). If you are attempting to title a Minitruck, refer to Certificate of Title – Minitruck (see page 1-36). If you are attempting to title a Low Speed Vehicle, refer to Certificate of Title – Low Speed Vehicle (see page 1-39).

No person shall sell or otherwise dispose of the autocycle without delivering to the purchaser or transferee a properly assigned Certificate of Title or Manufacturer's State of Origin (MSO).

The title shall be issued in the county where the autocycle has situs within thirty (30) days of purchase, upon submission of the proper paperwork and an Application for Certificate of Title (see page 1-28 for additional information). If the owner does not reside in Nebraska, the Certificate of Title shall be issued in the county where the transaction was consummated. If the application is in the name of a dealership, the title may be issued in any county.

Upon printing the Certificate of title, the County Treasurer shall sign and affix his or her seal to the bottom portion of the original and deliver to the applicant.

The Certificate of Title serves as proof of ownership and only one title is allowed to be issued and in existence at any one time for the same autocycle.

Upon transfer of an autocycle for which a Certificate of Title has been issued, all owners must sign their name(s) the same as it appears on the face of the title in the space provided for the seller and complete the date of sale. In the case of a business, an authorized representative of the company must sign off on the title (example: Joe Doe Plumbing by John Doe). The buyer's name(s) must also be complete at this time.

Any person who sells an autocycle without delivery of a Certificate of Title assigned to the new owner may be found guilty of a Class III misdemeanor and upon conviction could be subject to a 3-month imprisonment, \$500 fine, or both. This includes no delivery of title and an open title.

If a licensed dealer makes a reassignment on a Certificate of Title and the deal falls through, the dealer **must** obtain a title in the name of the dealership prior to transfer or ownership. If a situation should arise where the propriety of a previous assignment is in question, the resolution of the question will be at the discretion of the County Treasurer.

A licensed dealer may void a reassignment on an MSO and use the next assignment. They may not void a reassignment on a title and use the next reassignment for transfer of ownership. If a reassignment is voided, a title must be issued in the dealership's name from the previous assignment/reassignment.

Once all reassignments are full on the back of the certificate of title, the dealer **must** obtain a certificate of title in the dealership name before selling the vehicle. A Nebraska dealer cannot attach additional dealer reassignments to a certificate of title. When all assignments on an MSO are full, a dealer may attach one Nebraska Re-Assignment of Manufacturer/Importer's Certificate by Motor Vehicle Dealer form (see page 8-1 for more information).

The proof of ownership required to be submitted with the Application for Title is as follows:

- Manufacturer's statement of origin (MSO);
- Certificate of title – properly assigned;
- Vehicle's last registration and a bill of sale if previous state was not a title issuing state;
- Vehicle's registered by the U.S. Military: U.S. Military Registration Document;
- Vehicle's sold by the U.S. Government: U.S. Department of State Certificate of Title (see appendix page A-32 for an example);
- Vehicle's registered in a foreign country: a current Registration Certificate and/or a bill of sale, foreign country ownership documents and import papers (see page 13-2 for more information on import documentation);
- Court Order.

An inspection is required for all autocycles when the proof of ownership presented is anything other than a Nebraska Certificate of Title or an MSO (see page 10-1).

TRANSFER OF OWNERSHIP

To transfer ownership of a motor vehicle or boat, all names that appear on the Nebraska Certificate of Title must sign off in the Seller's section of the title and the date of sale must be recorded. If there are any open liens, they must be released by the lienholder and County Treasurer on the face of the title prior to reassignment of the title to the new owner.

The seller is also responsible for completing the Odometer Certification section of the title.

The buyer's name, address and signature must appear in the Purchaser's section of the title. This must be done at the time of purchase. If the seller has signed off on a title and the purchaser's information is not completed the title is considered open. An "Open Title" is a violation of the law and may be confiscated. The holder of an "Open Title" may be convicted of a Class III Misdemeanor.

Note: When transferring ownership on a Nebraska Certificate of Title, spouses cannot sign as agent for the other.

With most Nebraska Certificates of Title, the Seller, Purchaser and Odometer sections will appear in the lower half on the face of the title. On some older Certificates of Title, these sections will appear on the back.

The date of sale recorded on the assignment portion of the Certificate of Title must be equal to or greater than the purchase date of such title.

If the Certificate of Title presented is from another state, not all signatures may be required. You will need to verify this as accurate by checking one of the manuals available (i.e. N.A.D.A., Polk or Peck) or by contacting the Help Desk for assistance.

Make sure that you review the title carefully before issuance of a new Certificate of Title. Any signature in the wrong place or any alteration of any kind mutilates the title (see page 7-3 for more information).

All re-assignments on a Certificate of Title shall be reviewed before issuing a new title.

Application for new title may be made on the backside of the Nebraska Certificate of Title.

Miscellaneous Related Topics

Refer to page 8-4 for information on General forms.

Refer to page 8-3 for information on Secure Power of Attorney forms.

References: §60-139, 60-180, 60-192, 37-1278

TRANSFER OF DECEDENT’S VEHICLE/MOTORBOAT

Before any transfer of ownership can occur for the vehicle or motorboat of a decedent, satisfactory proof of death must be provided to the County Treasurer in the form of a Death Certificate.

Joint Ownership – With Rights of Survivorship

When a Nebraska Certificate of Title to a vehicle or motorboat indicates ownership by more than one individual or “Joint Ownership”, and the names on the face of the title are separated by the word “OR”, or the term “With Rights Of Survivorship” (WROS), the survivor may transfer ownership of the vehicle or motorboat by assigning the Certificate of Title to the next buyer, or to the survivor, and providing satisfactory proof of death (i.e. death certificate, newspaper, obituary/clipping or a card from the funeral home) of the deceased owner to the County Treasurer.

Joint Ownership – Without Rights of Survivorship

Certificates of Title issued in Joint Ownership where the names are separated with the words AND or AND/OR, do not carry the same meaning as With Rights Of Survivorship. If the term With Rights Of Survivorship does not appear on the title document, the survivor name on the title cannot obtain a title in their name until a county judge decides, in probate proceedings, that the survivor has the right to ownership of the vehicle or motorboat.

One or more Affidavit for Transfer of Decedent’s Vehicle/Motorboat forms may be used to transfer ownership (see below for more information).

Certificates of Title in the Decedents Name Only

When the title is in the decedents name alone, (or all owners are deceased) transfer of ownership can occur only if an individual appointed by the court to administer the estate(s) of the decedent(s) (a personal representative) properly assigns the title to the buyer. The letter of appointment by the court for this individual must be attached to the title when it is presented to the County Treasurer.

A copy of a court certified letter of appointment shall accompany any Certificate of Title signed by a Personal Representative. The appointment of the Personal Representative terminates one year after the closing statement is filed in court and there are no proceedings or actions pending.

If the total value of all of the personal property in the decedent’s estate does not exceed \$50,000, minus any liens and/or claims, and the title was issued in the name of the decedent alone (or all owners are deceased), the vehicle/motorboat may be transferred without probate to a claiming successor(s) by submitting an Affidavit for Transfer of Decedent’s Vehicle/Motorboat (see appendix page A-3 for an example). The Certificate of Title must be issued in the name of the successor(s) – it cannot be issued in the name of the purchaser. Personal property does not include any ownership in real estate property.

References: §30-24,125, 30-2715.01, 60-166

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Before the person claiming to be the successor of the decedent submits the Affidavit, the following guidelines must be met:

- Thirty days must have elapsed since death.
- No petition for the appointment of a Personal Representative, Administrator, Special Administrator, Executor or equivalent, is pending or has been granted.
- The Nebraska Certificate of Title must accompany the Affidavit, if available. If the Nebraska Certificate of Title is not available and you are unable to locate any record, contact the Help Desk so that an archive search can be made to assure that a current Nebraska Certificate of Title exists. If no record is found, a court order will be required to transfer ownership. If a record is found, you should print a copy of it from the computer system, prior to transfer, and attach it to the affidavit to be retained in your paper files. If the Certificate of Title is not available, a separate Odometer Disclosure Statement will be required (see page 9-1 for more information).
- The Death Certificate must be attached to the completed Affidavit.
- **Affidavit must be completed in full and the signature of the successor must be notarized on the form.**

The Affidavit for Transfer of Decedent's Vehicle/Motorboat and all supporting documentation is submitted to the County Treasurer in the county where the successor resides.

If the Certificate of Title is not presented, the County Treasurer shall perform a NMVTIS record check for the vehicle prior to issuance of the new Nebraska Certificate of Title (see page 1-22 for more information).

Certificates of Title Containing TOD

If the Certificate of Title indicates a beneficiary(ies), ownership of such motor vehicle vests with the designated beneficiary(ies) on the death of the owner or the last of the joint-tenant-with-right-of-survivorship owners, subject to the rights of all lienholders.

Once ownership has vested with the TOD beneficiary(ies):

- The beneficiary(ies) may make application for issuance of a title in the beneficiary(ies) name upon presentation of a death certificate(s) and an Application for Certificate of title. In this situation the purchase date recorded on the subsequent certificate shall be the date of death of the last owner. If the face of the original title has a date of sale recorded on it other than this date, do not reject but use the date of death on the death certificate.
- Ownership may be transferred to a third party by attaching the death certificate(s) and signing the certificate of title as TOD. In this situation the date of sale recorded on the title shall be recorded as the actual date the third party purchased the vehicle from the TOD

Chapter 2 – Transfer of Ownership – 2-4

Certificates of Title From Another State

If the decedent and Certificate of Title are from another state and the survivor is a Nebraska resident, Nebraska will accept the title from the foreign state in the decedent's name, properly assigned by an individual who has been appointed by the court to administer the estate of the deceased. The letter of appointment by the court for this individual must be attached to the foreign Certificate of Title when it is presented to the County Treasurer.

The Nebraska Affidavit for Transfer of Decedent's Motor Vehicle cannot be used with an out-of-state Certificate of Title. Acceptance of a similar out-of-state document with that state's Certificate of Title is permissible.

Related Definitions

Will: A legal declaration of a person's mind as to the manner in which he would have his/her property or estate disposed of after his/her death. A will must be signed and certified by the court before it becomes a legally binding document.

Probate: The combined result of all of the procedural acts necessary to establish the validity of a will. All probate matters are heard before County Judges in Nebraska.

Tenants in Common: When a Certificate of Title is issued in two names (not spouses) with 'AND' or 'AND/OR' the vehicle belongs half to the survivor and half to the decedent's estate in the event of death of one of the parties.

TRANSFER OF OWNERSHIP BY DIVORCE DECREE

The Nebraska Certificate of Title must be issued in the name of the person awarded the vehicle after the divorce.

The current Certificate of Title is not required to be submitted, unless there is an open lien; however, if available must be provided. If the Certificate of Title is not available, a completed Odometer Disclosure Statement must be provided at time of application (see page 9-1 for more information).

The Divorce Decree must describe the vehicle with a minimum of year and make if submitted with the Certificate of Title. If the Certificate of Title is not available, the Divorce Decree must identify the vehicle with year, make, model and Vehicle Identification Number (VIN).

If the description of the vehicle is not complete in the Divorce Decree, you may accept a notarized affidavit from one of the parties' attorneys fully describing the vehicle.

The Divorce Decree shall be signed by the Judge and must be the original or a certified copy.

If a lien exists against the vehicle, the person awarded the vehicle must work with the lienholder to have the Certificate of Title sent to your office for transfer. A new security agreement may be required by the lienholder.

If the Certificate of Title is not presented, the County Treasurer shall perform a NMVTIS record check for the vehicle prior to issuance of the new Nebraska Certificate of Title (see page 1-22 for more information).

BANKRUPTCY

After the filing of Bankruptcy, a Trustee is assigned by the Bankruptcy Court. This Trustee handles all of the financial affairs of the debtor, including transfer of ownership of a vehicle. To transfer the ownership of a debtor's motor vehicle, the Trustee must provide the following to the purchaser:

- current Certificate of Title in debtor's name, properly assigned by the Trustee;
- copy of legal document appointing the Trustee;

If the debtor's Certificate of Title is lost, the Trustee may apply for a duplicate Certificate of Title (see page 7-1 for more information). A copy of the legal document appointing the Trustee must accompany the duplicate application.

If the debtor's Certificate of Title is lost and there is no record found on the computer system, first contact the Help Desk to have a check of the archived records completed to determine if a record can be recreated on the system – if so, then a duplicate Certificate of Title may be obtained as stated above. If not, the Trustee must provide the following to the purchaser:

- court order authorizing the sale of the vehicle by the Trustee;
- copy of legal document appointing the Trustee;
- bill of sale from the Trustee to the purchaser;
- completed Odometer Disclosure Statement (see page 9-1 for more information).

IRS TAX SALE

A Nebraska Certificate of Title may be issued without presentation of the previous Certificate of Title or signatures of the previous owner if the vehicle has been sold or retained by the Internal Revenue Service (IRS).

The new purchaser or the IRS, if the IRS is taking title in its name, may present a Seizure Form or Certificate of Sale, in lieu of the previous Certificate of Title. An Application for Certificate of Title and proof of the filing of the IRS tax lien is also required.

The new Certificate of Title shall be issued in the county where the last Certificate of Title was issued for the vehicle. If that county cannot be determined the vehicle may be titled in the county in which the tax sale was held.

The Seizure Form or Certificate of Sale, must list a complete description of the vehicle including year, make, and VIN and the name and address of the new owner. Only one of the titled owners must be listed on the IRS tax lien.

All previous liens must be carried forward to the new Certificate of Title, **unless**, the date of filing of the lien is after the date of filing of the IRS tax lien.

The County Treasurer has no requirement to notify any lienholders of the extinguishment of their lien, but may do so if they wish.

TRANSFER OF OWNERSHIP WITHOUT ASSIGNMENT

In some transfers of ownership of a motor vehicle or boat, the assignment of the owner/seller is not necessary. These instances include:

- Death of Titleholder (see page 2-2 for more information);
- Bankruptcy (see page 2-6 for more information);
- Repossession (see page 2-9 for more information);
- Sale or transfer of the vehicle pursuant to a court order (see pages 2-5, 2-7 and 2-18 for more information);
- Storage-Repair Lien (see page 2-14 for more information);
- Abandoned Motor Vehicle (see page 2-16 for more information);
- Vehicles Towed from Private Parking Lots (see page 2-11 for more information);
- Abandoned ATV, minibike or UTV (see page 2-21 for more information);
- Abandoned Motorboat (see page 2-24 for more information).

If the applicant cannot supply to you the necessary documents to prove ownership, he/she may contact the Department of Motor Vehicles who may authorize the County Treasurer to issue a Certificate of Title.

REPOSSESSION CERTIFICATES OF TITLE

Repossession Certificates of Title are issued to lienholders upon default of payment.

To obtain a Repossession Certificate of Title, the lienholder must submit the following documents to any County Treasurer:

- a Certificate of Title signed over to the lienholder by the mortgagor with the lien released in the appropriate area on the face of the title;
- Title fee (refer to page 1-1, Fees);

OR

- in the event the lienholder cannot obtain the signature of the mortgagor, the Certificate of Title showing the appropriately noted unreleased lien, the current odometer reading, a signature in the purchaser area for certifying the odometer and a properly completed Affidavit of Repossession on a form approved by the lienholder's state of residence (see appendix page A-5 for an example - this Affidavit is for resident Nebraska lienholders only).;
- a completed Application for Certificate of Title;
- the lien instrument;
- Title fee (refer to page 1-1, Fees).

If the title is an electronic title, the lienholder must first follow the proper procedure for obtaining a paper title (refer to page 3-4, Electronic Lien and Title).

The Date of Transfer of Ownership recorded on the Affidavit of Repossession shall be used as the purchase date when issuing the new Certificate of Title.

If a junior or subsequent lien exists on the vehicle, the first lienholder is required to notify any or all subsequent lienholders by certified mail, return receipt requested. This notification must advise of the first lienholder's intent to repossess the vehicle. The first lienholder and subsequent lienholder(s) should then work out an agreement whereby all parties with an existing lien can obtain whole or partial satisfaction of their liens.

Once an agreement has been reached, all subsequent lienholders noted on the title must release their lien (electronically, by completing a Non-Participating Lien Release for (see appendix page A-51 for an example) or on the face of the Certificate of Title) before submitting to the County Treasurer for issuance of a Repossession Certificate of Title.

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If an agreement cannot be reached between all lienholders, a court order compelling the County Treasurer to issue a Repossession Certificate of Title will be required.

If an out-of-state Certificate of Title allows for a reposessor to make reassignment on the title, we shall allow issuance of a Nebraska Certificate of Title.

If the lienholder has changed names or sold the loan to another financial institution, proof of such name change or sale must be presented if the lienholder information was not updated on the Certificate of Title.

VEHICLES TOWED FROM PRIVATE PROPERTY

A vehicle parked in a restricted parking lot without proper authorization is subject to towing at the request of the owner or tenant from whom parking permission should have been obtained.

The restricted parking lot must have signs readily visible stating the parking lot restrictions, the hours for restricted parking and who to contact for information regarding a towed vehicle.

Once the vehicle has been towed, the tower is required to notify local law enforcement within twenty-four (24) hours of the license number of the vehicle and every thirty (30) days thereafter while the vehicle is in the tower's possession.

If, after a minimum of ninety (90) days, the vehicle remains unclaimed and still in the tower's possession, the tower may proceed with a Storage-Repair Lien to recover any fees owed.

To obtain a Storage-Repair Lien, the following procedures must be followed:

- The vehicle must have been in the possession of the tower for a minimum of ninety (90) days prior to offering it for sale.
- The tower must submit an Application for Copy of Vehicle Record to the Nebraska Department of Motor Vehicles to verify that a current Nebraska Certificate of Title exists on the vehicle, to determine the titled owner and to establish if there are any open liens. If the vehicle is currently titled in another state, the tower will need to contact that state to determine appropriate procedures to satisfy his/her claim.
- After the tower has received the vehicle information from the Department of Motor Vehicles, he/she must send a written notice to the titled and last known owner of the vehicle. This notice must include: the make, model, color, year and vehicle identification number of the vehicle; the name, address and telephone number of the person who towed the vehicle; the date of the towing; the daily storage fee and the storage fee accrued as of the date of the notification; and, a statement that the vehicle is subject to lien and disposition by sale or other manner ninety (90) days after the date of towing. The notification letter must be sent by certified mail, return receipt requested. **This letter must be dated within fifteen (15) days of the date of the vehicle being towed.**
- If the vehicle information received from the Department of Motor Vehicles indicates that there is an open lien on the vehicle, the lienholder must be notified by certified mail, return receipt requested within fifteen (15) business days of the tow. The notice shall include the same information as outlined above. If the lienholder does not respond with thirty (30) days:

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- when the lienholder is a non-participating lender, the lien is released;
 - when the lienholder is a participating lender, the lien is carried forward to the subsequent title until it is electronically released by the lienholder.
- Once the tower has received the return receipt from the notice sent to the titled owner of the vehicle, he/she must wait until ninety (90) days from the date of towing for any fees owed to be paid. After that time, the tower must sell the vehicle to satisfy his/her claim. The tower cannot retain ownership of the vehicle.
- When the vehicle has been sold, the tower must provide to the new owner a notarized Bill of Sale, the receipt(s) from the certified letter(s) or the returned, unopened letter, and copies of the notices sent to the titled owner and lienholder, if applicable. The buyer then presents these to the County Treasurer to obtain a title in their name.
- If the vehicle is titled and/or registered in another state, the vehicle record request must be forwarded to that state. Also, once the notice process is complete; the person in possession of the vehicle must attempt to have the title issued in that state. A Nebraska Certificate of Title will be issued if the above-mentioned required documents are accompanied by a letter from the other state denying issuance of the title.
- If the vehicle has a lien and the required notice is not sent within fifteen (15) business days of the date of towing; the storage lien is subordinate to the lien of the lienholder appearing on the certificate of title and voids any disposition of the vehicle by the person who towed the vehicle. In other words, the vehicle may not be sold without a notice of release from the lienholder. If the vehicle does not have a lien, this notice may be mailed at any time and the disposition of the vehicle must not take place until thirty (30) days after the date of notice or ninety (90) days after the date of towing, whichever is later.

All liens existing against the previous title shall be recorded on the new title in the same order of priority based upon lienholder status previously outlined. The individual in possession of the vehicle is required to provide lienholder information to the new owner for disclosure to the County Treasurer when applying for the Certificate of Title.

The proceeds from the sale are intended to satisfy the lien, including any reasonable charges of notice, advertising and sale. Any money obtained from the sale of the vehicle that exceeds the fees owed to the tower, must be surrendered to the County Treasurer in the county in which the sale occurred.

The County Treasurer shall hold such money for a period of five years. If the original vehicle owner or any lien or security interest holder of record contacts the County Treasurer and provides satisfactory evidence of the ownership of the vehicle, or satisfactory evidence of the lien or security interest, the money shall be turned over the owner or lienholder. If the money is

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unclaimed at the end of the five years, the money shall be transferred to the School Fund, to be appropriated to the support of the schools.

Abandoned vehicles ordered towed by Law Enforcement do not qualify for titles under Vehicles Towed from Private Property. Certificates of Title for abandoned motor vehicles shall be obtained by the Law Enforcement agency that ordered the vehicle towed. For more information on this, refer to page 2-16.

If a vehicle has been left after storage or repair work has been completed, refer to Storage-Repair Lien procedures on page 2-14.

STORAGE-REPAIR LIEN

A Storage-Repair Lien is available to any person who has, either by written or verbal agreement with the titled owner of a vehicle, performed work on or agreed to store a vehicle and have been unable to collect the fees owed. Mobile/manufactured homes, which are not permanently attached to real estate or part of any real estate records, are considered motor vehicles and are, therefore, eligible for the Storage-Repair Lien process.

The Storage-Repair Lien process may be applied to motorboats, ATV's, minibikes and UTV's.

Abandoned vehicles ordered towed by Law Enforcement do not qualify for Storage-Repair Lien titles. Certificates of Title for abandoned motor vehicles shall be obtained by the Law Enforcement agency that ordered the vehicle towed. For more information on this, refer to page 2-15.

For vehicles towed from private property, refer to page 2-11.

To obtain a Storage-Repair Lien, the following procedures must be followed:

- The vehicle must have been in the person's possession for a minimum of ninety (90) days and **remains in his/her possession**. If he/she is no longer in possession of the vehicle, refer to Artisan's Lien on page 3-7.
- The person in possession of the motor vehicle must submit an Application for Copy of Vehicle Record to the Department of Motor Vehicles or to the county treasurer to verify that a current Nebraska certificate of title exists on the vehicle, to determine the current titled owner and to establish if there are any open liens. If the vehicle is currently titled in another state, the record request must be forwarded to that state. If the record request is submitted to a county treasurer and a record is not found on the computer system, the request must be forwarded to the Department of Motor Vehicles for the archived records to be checked.
- After the vehicle information has been received from the Department of Motor Vehicles or county treasurer, the individual must send a written notice to the titled and last known owner of the vehicle advising them of his/her intent to sell the vehicle thirty (30) days after the date of the notice to obtain compensation for any outstanding fees due. The vehicle must be described in detail within the letter including vehicle identification number, make and model. The notification letter must be sent by certified mail, return receipt requested.
- If the vehicle information received indicates that there is an open lien on the vehicle, the lienholder must be notified by certified mail, return receipt requested of intent to sell the vehicle thirty (30) days after the date of the notice to obtain compensation for any outstanding fees due and that the lienholder has the option

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to pay such fees and remove the vehicle at their expense. If the lienholder does not respond or remove the vehicle within thirty (30) days the lien is released.

- Once the individual has received the return receipt from the notice sent to the titled owner of the vehicle, he/she must wait thirty (30) days from the date on the notification letter for any fees owed to be paid. After that time, the vehicle may be sold to satisfy his/her claim. **The vehicle may not be retained for the personal use of the individual.**
- When the vehicle has been sold, the individual must provide to the new owner a notarized bill of sale, the receipt(s) from the certified letter(s) or the returned, unopened letter, copies of the notices sent to the titled owner and lienholder, if applicable, and an Odometer Disclosure Statement (see page 9-1 for more information). The buyer presents these to the county treasurer, along with an Application for Title to obtain a Certificate of Title in their name.
- If the vehicle is titled and/or registered in another state, the vehicle record request must be forwarded to that state. Because the vehicle was last titled in another state, a Vehicle Inspection must be performed (see page 10-1 for more information).

The proceeds from the sale are intended to satisfy the lien, including any reasonable charges of notice, advertising and sale. Any money obtained from the sale of the vehicle that exceeds the fees owed to the individual, must be surrendered to the county treasurer in the county in which the sale occurred.

The county treasurer shall perform a NMVTIS record check for the vehicle prior to issuance of the new Nebraska certificate of title (see page 1-22 for more information).

The county treasurer shall hold such money for a period of five years. If the original vehicle owner or any lien or security interest holder of record contacts the county treasurer and provides satisfactory evidence of the ownership of the vehicle, or satisfactory evidence of the lien or security interest, the money shall be turned over to the owner or lienholder. If the money is unclaimed at the end of the five years, the money shall be transferred to the School Fund, to be appropriated to the support of the schools.

ABANDONED MOTOR VEHICLES – LAW ENFORCEMENT

For purposes of this section, law enforcement shall mean any state, county, city or village agency or representative.

Once it has been established by a law enforcement agency that a vehicle has been abandoned, and after specific guidelines for owner notification have been met, the local County Treasurer issues a Certificate of Title to the law enforcement agency – **at no fee**.

A motor vehicle may be considered abandoned by law enforcement if:

- left unattended with no license plates or valid In-Transit decals affixed thereto, for more than SIX hours on any public property;
- left unattended more than twenty-four hours on any public property, except a portion thereof on which parking is legally permitted;
- left unattended more than forty-eight hours, after the parking of such vehicle shall have become illegal, if left on a portion of a public property on which parking is legally permitted;
- left unattended more than SEVEN days on private property if left initially without permission of the owner or after permission of the owner is terminated;
- left unattended more than thirty days in the custody of a law enforcement agency after the agency has sent a letter to the last-registered owner when the vehicle was in custody for investigatory purposes;
- removed from private property by a municipality pursuant to a municipal ordinance.

Law Enforcement Agency Procedures

If a vehicle is abandoned, a check through NCIC to ascertain if the vehicle has been reported stolen is essential. If not listed as stolen, the law enforcement agency required to take possession of the vehicle shall determine if the vehicle has a wholesale value of more or less than \$250. This determination shall be made using the most recent issue of the NADA Official Used Car Price Guide or another reliable pricing method. (In the NADA Guide the wholesale value is listed as the trade-in value.) The general condition of the vehicle should be taken into account, but no contents of the vehicle should be considered.

1. Motor vehicles with a value of \$250 or less - with no current license plates or valid in-transit decals: Ownership vests with the county, city, or village law enforcement agency immediately.

**References: §60-166, 60-1901 thru 60-1911;
DMV Rules and Regulations Title 247, Chapter 3**

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If the Nebraska State Patrol causes the removal of a vehicle that falls in this category, the vehicle shall be delivered to the law enforcement agency in the county, city or village where the vehicle was abandoned. The agency may dispose of these vehicles in the same manner as indicated above.

2. Motor Vehicles with a value of less than \$250 – with current plates or valid in-transit decals OR with a value of more than \$250: An inquiry into the Department of Motor Vehicles data base (Nebraska or out-of-state) shall be made to determine the last registered owner and his/her last known address. A certified letter shall be sent to the identified owner. If any liens exist against the title, a copy of this notice shall also be sent by certified mail to each lienholder.

Vesting of Title:

- A. If the last registered owner has been determined, 5 days from the date of the mailing of notice to the last registered owner, if the vehicle was NOT being held for investigatory purposes;
- B. If the last registered owner has been determined and the vehicle was being held for investigatory purposes, 30 days from the date of the mailing of notice to the last registered owner;
- C. If the last registered owner cannot be determined, the date that this was discovered; or
- D. If the law enforcement agency decides to retain the abandoned vehicle for its own use rather than to sell or auction it, a notice shall be published in a Nebraska newspaper, in addition to the mailed notice. The publication shall indicate that the agency intends to retain the vehicle for its use and that the title will vest with the agency 30 days following the publication or mailed notice, whichever is later.

The last registered owner or any lienholder may claim the vehicle within 30 days of the date of the notice. The claiming party must show proof of identification and pay the costs of towing and storing the vehicle.

Application for title may be filed 30 days after the date it has vested with the law enforcement agency. If the vehicle is in the custody of the State Patrol, the Department of Motor Vehicles shall issue such title.

3. Motor Vehicles with unreadable VIN's: If the vehicle is in such a condition that Vehicle Identification Numbers or other means of identification are not available to determine the last-registered owner or lienholder, the vehicle may be disposed of without notice.

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Upon issuance of a Certificate of Title, the law enforcement agency may sell, auction or retain the vehicle for their use. The Certificate of Title may be transferred to the individual or company that towed or stored the vehicle in order to satisfy the towing or storage costs.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder or the lienholder fails to respond within 30 days. This information will need to be supplied to the County Treasurer when applying for the Certificate of Title.

All proceeds from the sale of the vehicle, less towing storage and sale expenses, shall be held without interest for the benefit of the registered owner(s) or lienholder(s) for a period of 2 years. If the proceeds are not claimed, they shall be paid into the law enforcement agency's general fund.

Copies of all paperwork shall be maintained by the law enforcement agency declaring the vehicle abandoned.

County Treasurer Certificate of Title Procedures

Upon presentation of a completed Affidavit and Request for Certificate of Title for Abandoned Motor Vehicle (see appendix page A-1 for an example), an Application for Title, and a completed Odometer Disclosure Statement (see page 9-1 for more information) a Certificate of Title shall be issued to the requesting law enforcement agency **at no fee**.

If the previous certificate of title issued for the vehicle was issued in another state a NMVTIS record check must be performed. The previous title number shall be recorded as 'abandoned'.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder, the lienholder fails to respond or the lienholder fails to claim the motor vehicle. This information will need to be supplied to you by the law enforcement agency.

If a vehicle has been left on private property, refer to Vehicles Towed from Private Property on page 2-11.

If a vehicle has been left after storage or repair work has been completed, refer to Storage-Repair Lien procedures on page 2-14.

For information regarding Abandoned ATV's, Minibikes or UTV's, refer to page 2-21.

For information regarding Abandoned Motorboats, refer to page 2-24.

**References: §60-166, 60-1901 thru 60-1911;
DMV Rules and Regulations Title 247, Chapter 3**

SHERIFF’S COURT ORDERED SALE

The County Sheriff carries out sales of vehicles ordered by the court.

After the sale is complete, the Sheriff shall provide a Sheriff’s Bill of Sale and a completed Odometer Disclosure Statement (see page 9-1 for more information) to the purchaser. This Bill of Sale shall give a complete description of the vehicle and must be signed by the Sheriff.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder or the lienholder has failed to respond (after 30 days) to a certified letter, return receipt requested, sent by the Sheriff or purchaser. Proof of lien release or failure to respond shall be supplied to you at the time of title application.

If the previous certificate of title issued for the vehicle was issued in another state a NMVTIS record check must be performed.

INTRANSITS/NEWLY PURCHASED VEHICLES

In the case of a newly purchased vehicle from a Nebraska licensed dealer, there shall be displayed on the front and rear windows (or rear side windows), or front and rear of a trailer, a decal on which shall be clearly printed in black the words 'In-Transit'. For a motorcycle, one decal is required that is one-half the size of a regular decal.

The In-Transit decal shall include a unique registration number. Each dealer issuing the In-Transit decals shall keep a record of the registration number on the invoice of such sale. The In-Transit decal allows for the individual to operate such vehicle until proper registration is obtained for a period not to exceed 30 days. In-Transit decals are **not** allowed on a vehicle not purchased from a licensed dealer.

When any purchaser has had a vehicle or trailer previously registered and license plates assigned to him/her, the newly purchased vehicle or trailer may be operated with such plates attached until transfer of the registration for a period not to exceed 30 days.

In both of the above cases, proof of ownership shall accompany the vehicle at all times and be available for inspection upon request of law enforcement. Proof of ownership shall be one of the following:

- A Bill of Sale; or
- A properly executed Certificate of Title.

If the vehicle is purchased from a private party there is no In-Transit decal available. The vehicle may be driven with no decal or plate for a period until proper registration is obtained for a period not to exceed 30 days.

ABANDONED ATV'S, MINIBIKES OR UTV'S – LAW ENFORCEMENT

Once it has been established by a law enforcement agency that an ATV, minibike or UTV has been abandoned, and after specific guidelines for owner notification have been met, the local County Treasurer issues a Certificate of Title to the law enforcement agency – **at no fee**.

An ATV, minibike or UTV may be considered abandoned by law enforcement if left unattended:

- more than twenty-four hours on any public property, except a portion thereof on which parking is legally permitted;
- more than forty-eight hours, after the parking of such vehicle shall have become illegal, if left on a portion of a public property on which parking is legally permitted;
- more than SEVEN days on private property if left initially without permission of the owner or after permission of the owner is terminated;
- more than thirty days in the custody of a law enforcement agency after the agency has sent a letter to the last-registered owner.

Law Enforcement Agency Procedures

If an ATV, minibike or UTV is abandoned, a check through NCIC to ascertain if the ATV, minibike or UTV has been reported stolen is essential. If not listed as stolen, the law enforcement agency required to take possession of the ATV, minibike or UTV shall determine if the ATV, minibike or UTV has a readable VIN. The general condition of the ATV, minibike or UTV should be taken into account.

1. ATV's, Minibikes or UTV's with readable VIN's: An inquiry into the Department of Motor Vehicles data base (Nebraska or out-of-state) shall be made to determine the last registered owner and his/her last known address. A certified letter shall be sent to the identified owner. If any liens exist against the title, a copy of this notice shall also be sent by certified mail to each lienholder.

If the law enforcement agency decides to retain the abandoned ATV, minibike or UTV for its own use rather than to sell or auction it, a notice shall be published in a Nebraska newspaper. The notice shall indicate that the agency intends to retain the ATV, minibike or UTV for its use and that the title will vest with the agency 30 days following the notice.

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The last registered owner or any lienholder may claim the ATV, minibike or UTV within 30 days of the date of the notice. The claiming party must show proof of identification and pay the costs of towing and storing the ATV, minibike or UTV.

If no response (or a negative response) is received from the last registered owner, a Certificate of Title may be obtained 35 days after the notice was mailed. If the vehicle is in the custody of a State Agency, the Department of Motor Vehicles shall issue such title.

2. ATV's, Minibikes or UTV's with unreadable VIN's: If the ATV, minibike or UTV is in such a condition that Vehicle Identification Numbers or other means of identification are not available to determine the last-registered owner or lienholder, the ATV, minibike or UTV may be disposed of without notice.

Upon issuance of a Certificate of Title, the law enforcement agency may sell, auction or retain the ATV, minibike or UTV for their use. The Certificate of Title may be transferred to the individual or company that towed or stored the ATV, minibike or UTV in order to satisfy the towing or storage costs.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder or the lienholder fails to respond. This information will need to be supplied to the County Treasurer when applying for the Certificate of Title.

All proceeds from the sale of the ATV, minibike or UTV, less towing storage and sale expenses, shall be held without interest for the benefit of the registered owner(s) or lienholder(s) for a period of 2 years. If the proceeds are not claimed, they shall be paid into the law enforcement agency's general fund.

Copies of all paperwork shall be maintained by the law enforcement agency declaring the ATV, minibike or UTV abandoned.

County Treasurer Certificate of Title Procedures

Upon presentation of a completed Affidavit and Request for Certificate of Title for Abandoned Vehicle/Motorboat (see appendix page A-1 for an example), and an Application for Certificate of Title, a Certificate of Title shall be issued to the requesting law enforcement agency **at no fee**.

The previous title number shall be recorded as 'abandoned'.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder, the lienholder fails to respond, or the lienholder fails to claim the ATV, minibike or UTV. This information will need to be supplied to you by the law enforcement agency.

**References: §60-166, 60-1901 thru §60-1911
DMV Rules and Regulations Title 247, Chapter 3**

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If a vehicle has been left on private property, refer to Vehicles Towed from Private Property on page 2-11.

If a vehicle has been left after storage or repair work has been completed, refer to Storage-Repair Lien procedures on page 2-14.

For information regarding Abandoned Motor Vehicles, refer to page 2-16.

For information regarding Abandoned Motorboats, refer to page 2-24.

ABANDONED MOTORBOATS – LAW ENFORCEMENT

Once it has been established by a law enforcement agency that a motorboat has been abandoned, and after specific guidelines for owner notification have been met, the local County Treasurer issues a Certificate of Title to the law enforcement agency – **at no fee**.

A motorboat may be considered abandoned by law enforcement if left unattended:

- more than SEVEN days on any public property;
- more than SEVEN days on private property after permission of the owner is terminated;
- more than SEVEN days on private property if left initially without permission of the owner;
- more than thirty days in the custody of a law enforcement agency after the agency has sent a letter to the last-registered owner.

Law Enforcement Agency Procedures

If a motorboat is abandoned, a check through NCIC to ascertain if the motorboat has been reported stolen is essential. If not listed as stolen, the law enforcement agency required to take possession of the vehicle shall determine if the motorboat has a wholesale value of more or less than \$250. The general condition of the motorboat should be taken into account, but no contents of the motorboat should be considered.

1. Motorboats with a value of \$250 or less - with no current registration: Ownership vests with the county, city, or village law enforcement agency immediately.

If the Nebraska State Patrol causes the removal of a motorboat that falls in this category, the motorboat shall be delivered to the law enforcement agency in the county, city or village where the motorboat was abandoned. The agency may dispose of these motorboats in the same manner as indicated above.

2. Motorboats with a value of less than \$250 – with a current registration OR with a value of more than \$250: An inquiry into the Department of Motor Vehicles data base (Nebraska or out-of-state) shall be made to determine the last registered owner and his/her last known address. A certified letter shall be sent to the identified owner. If any liens exist against the title, a copy of this notice shall also be sent by certified mail to each lienholder.

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If the law enforcement agency decides to retain the abandoned motorboat for its own use rather than to sell or auction it, a notice shall be published in a Nebraska newspaper. The notice shall indicate that the agency intends to retain the motorboat for its use and that the title will vest with the agency 30 days following the notice.

The last registered owner or any lienholder may claim the vehicle within 30 days of the date of the notice. The claiming party must show proof of identification and pay the costs of towing and storing the motorboat.

If no response (or a negative response) is received from the last registered owner, a Certificate of Title may be obtained 35 days after the notice was mailed. If the vehicle is in the custody of a State Agency, the Department of Motor Vehicles shall issue such title.

3. Motorboats with unreadable HIN's: If the motorboat is in such a condition the Hull Identification Number or other means of identification are not available to determine the last-registered owner or lienholder, the motorboat may be disposed of without notice.

Upon issuance of a Certificate of Title, the law enforcement agency may sell, auction or retain the motorboat for their use. The Certificate of Title may be transferred to the individual or company that towed or stored the motorboat in order to satisfy the towing or storage costs.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder or the lienholder fails to respond. This information will need to be supplied to the County Treasurer when applying for the Certificate of Title.

All proceeds from the sale of the motorboat, less towing storage and sale expenses, shall be held without interest for the benefit of the registered owner(s) or lienholder(s) for a period of 2 years. If the proceeds are not claimed, they shall be paid into the law enforcement agency's general fund.

Copies of all paperwork shall be maintained by the law enforcement agency declaring the vehicle abandoned.

County Treasurer Certificate of Title Procedures

Upon presentation of a completed Affidavit and Request for Certificate of Title for Abandoned Motor Vehicle/ATV/Minibike/Motorboat (see appendix page A-1 for an example), and an Application for Title, a Certificate of Title shall be issued to the requesting law enforcement agency **at no fee**.

The previous title number shall be recorded as 'abandoned'.

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All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder, the lienholder fails to respond or the lienholder fails to claim the motorboat. This information will need to be supplied to you by the law enforcement agency.

If a vehicle has been left on private property, refer to Vehicles Towed from Private Property on page 2-11.

If a vehicle has been left after storage or repair work has been completed, refer to Storage-Repair Lien procedures on page 2-14.

For information regarding Abandoned Motor Vehicles, refer to page 2-16.

For information regarding Abandoned ATV's and Minibikes, refer to page 2-21.

ABANDONED MOBILE HOMES – LAW ENFORCEMENT

For purposes of this section, law enforcement shall mean any local governmental unit.

Once it has been established by a law enforcement agency that a mobile home has been abandoned, and after specific guidelines for owner notification have been met, the local county treasurer issues a certificate of title to the law enforcement agency – **at no fee**.

A mobile home may be considered abandoned by law enforcement if:

- Left in place on private property for more than thirty days after a local governmental unit, pursuant to an ordinance or resolution, has sent a certified letter to each of the last-registered owners and posted a notice on the mobile home, stating that the mobile home is subject to sale or auction or vesting of title.

For purposes of this process the definition of a mobile home is as follows:

- A movable or portable dwelling constructed to be towed on its own chassis, connected to utilities, and designed with or without a permanent foundation for year-round living. It may consist of one or more units that can be telescoped when towed and expanded later for additional capacity, or of two or more units, separately towable but designed to be joined into one integral unit.
- Mobile home does not include a mobile home or manufactured home for which an affidavit of affixture has been recorded.

Law Enforcement Agency Procedures

If a mobile home is abandoned, a check through NCIC to ascertain if the mobile home has been reported stolen is essential.

An inquiry into the Department of Motor Vehicles data base (Nebraska or out-of-state) shall be made to determine the last titled owner and his/her last known address. If no record is found an inquiry into the records of the local county assessor shall be made to determine the last owner of record and his/her last known address. A certified letter shall be sent to the identified owner. If any liens exist against the title, a copy of this notice shall also be sent by certified mail to each lienholder.

Vesting of Title:

- If the last registered owner has been determined, 5 days from the date of the mailing of notice to the last registered owner, if the mobile home was NOT being held for investigatory purposes;

**References: §60-166, 60-1901 thru 60-1911;
DMV Rules and Regulations Title 247, Chapter 3**

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- If the last registered owner cannot be determined, the date that this was discovered; or
- If the law enforcement agency decides to retain the abandoned mobile home for its own use rather than to sell or auction it, a notice shall be published in a Nebraska newspaper, in addition to the mailed notice. The publication shall indicate that the agency intends to retain the mobile home for its use and that the title will vest with the agency 30 days following the publication or mailed notice, whichever is later.

The last registered owner or any lienholder may claim the mobile home within 30 days of the date of the notice. The claiming party must show proof of identification and pay any costs deemed necessary by the law enforcement agency.

Application for title may be filed 30 days after the date it has vested with the law enforcement agency.

If the mobile home is in such a condition that Vehicle Identification Numbers or other means of identification are not available to determine the last-registered owner or lienholder, the vehicle may be disposed of without notice.

Upon issuance of a certificate of title, the law enforcement agency may sell, auction or retain the mobile home for their use. The certificate of title may be transferred to the individual or company that towed or stored the mobile home in order to satisfy the towing or storage costs.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder or the lienholder fails to respond within 30 days. This information will need to be supplied to the county treasurer when applying for the certificate of title.

All proceeds from the sale of the mobile home, less towing storage and sale expenses, shall be held without interest for the benefit of the registered owner(s) or lienholder(s) for a period of 2 years. If the proceeds are not claimed, they shall be paid into the law enforcement agency's general fund.

Copies of all paperwork shall be maintained by the law enforcement agency declaring the mobile home abandoned.

County Treasurer Certificate of Title Procedures

Upon presentation of a completed Affidavit and Request for Certificate of Title for Abandoned Motor Vehicle (see appendix page A-1 for an example), an Application for Title, and a completed Odometer Disclosure Statement (when applicable, see page 9-1 for more information) a certificate of title shall be issued to the requesting law enforcement agency **at no fee**.

**References: §60-166, 60-1901 thru 60-1911;
DMV Rules and Regulations Title 247, Chapter 3**

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The previous title number shall be recorded as ‘abandoned’.

All liens existing against the previous title shall be recorded on the new title in the same order of priority unless released by the lienholder, the lienholder fails to respond or the lienholder fails to claim the motor mobile home. This information will need to be supplied to you by the law enforcement agency.

LIENS

Notation of Lien

To note a lien, the following documentation must be presented to any County Treasurer:

- Certificate of Title or the Manufacturer's Statement of Origin, properly assigned to the new owner if the vehicle is a new purchase, and a completed Application for Certificate of Title,

OR

Certificate of Title for a vehicle where the title already exists in the name of the debtor(s);

- A copy of the lien instrument. The lien instrument can be in the form of a security agreement, trust receipt, conditional sales contract or other similar instrument [or such instrument as accompanied by an addendum(s)]. It must list the debtor's name, a description of the vehicle by vehicle identification number (VIN), and the lienholders name and address. [NOTE: when a check or credit card type loan is secured by the owner, you may be presented with a photocopy of the check that includes the required information (see appendix page A-44 for an example) or you may be presented with a security agreement that does not contain all of the necessary information (see appendix page A-45 for an example) – in this case you may allow the vehicle owner to record the vehicle identification information and his/her signature on the security agreement.];
- All names shown as titled owners of the vehicle may appear on the lien instrument, but only **one titled owner is required** to be listed. The instrument must contain the signatures of those listed (exception: if the document indicates that it contains an electronic signature you may accept as long as the signature of the party appears on the Application for Title). In cases where the owner of the vehicle being used as collateral is a third party (not listed as one of the borrowers on the security agreement), the owner's name need not be listed; however, the owner's signature is required with an indicator such as "owner of property";
- Lien notation fee (refer to page 1-1, Fees).

A lien instrument that does not identify the lienholder must be rejected for purposes of noting the lien and issuing a repossession title (see appendix page A-46 for an example of such a lien instrument).

A lease agreement may be used as a lien instrument if all parties are appropriately and easily identified and there is language contained in the document that identifies the lienholder as the secured party (see appendix page A-47 for an example of a lease agreement that may be used as a lien instrument.)

References: §37-1282, 60-152, 60-164

The lienholders name shall appear on the Certificate of Title as it appears on the lien instrument.

The owner and lienholder shall not be the same individual or company. If an application for title is received with lienholder information that matches the owner, the paperwork shall be returned unprocessed.

For Out-of-State Certificates of Title coming into Nebraska with open liens, a copy of the lien instrument is NOT required as long as the ownership of the vehicle is not changing. The lien notation fee of \$7.00 is applicable.

If the previous state of title requires the title to be held by the lienholder or holds the records electronically, the lienholder will need to be contacted to have the Certificate of Title surrendered to the County Treasurer.

The date of the lien notation is the date that the lien is noted on the Nebraska Certificate of Title.

Upon completion of the lien notation process, the title and lien record will be retained electronically. If a title that **already existed** in the name of the debtor is presented for the lien notation, such title shall be retained by the County Treasurer and may be shredded 7 days later.

Noting Subsequent/Junior Liens

To note a subsequent lien a completed lien instrument must be submitted to the County Treasurer. If a paper title exists, the County Treasurer must notify the first lienholder to deliver the Certificate of Title to their office within fifteen (15) days for notation of the subsequent lien (see appendix page A-48 for an example of request letter). If the title has an electronic status, the subsequent lien may be immediately noted.

Any lienholder who refuses to surrender such Certificate of Title within 15 days may be held liable for any damages to such junior lienholder.

Liens are noted on the Certificate of Title in the order in which the County Treasurer receives them.

Cancellation/Release of Lien – Paper Title

To release a lien, the lienholder must, within fifteen (15) days after receiving payment, note the cancellation of the lien on the face of the title over their signature and list the date of the cancellation. The Certificate of Title should then be forwarded to any County Treasurer who notes the cancellation on the face of the title and records it on the computer record.

If an Application for Duplicate Certificate of Title is necessary and the original title contained an open lien that has been satisfied, a dated and signed release from the lienholder on their business letterhead or a properly completed ELT Non-Participating Lien Release form can be accepted in lieu of a signature on the face of the title.

References: §37-1282, 60-152, 60-164

Cancellation/Release of Lien – Electronic Title

To release a lien, the lienholder must, within fifteen (15) days after receiving payment, notify the Department electronically or file a Non-Participating Lender Lien Release application (see Appendix page A-51 for an example) with any County Treasurer (refer to page 3-4 for more information on Electronic Lien and Title).

To transfer ownership, all liens that have been noted on the Certificate of Title must be released by the lienholder and by the County Treasurer.

If the titleholder cannot locate the lienholder, the lien may be discharged ten (10) years after the date of filing by presenting proof that thirty (30) days have passed since the mailing of a written notice by certified mail, return receipt requested, to the last known address of the lienholder.

Lienholder Changes

If the lienholder changes due to a change in the company name, the lien may be released and reissued in the new name upon proof of the name change. The lien notation fee of \$7.00 would be applicable. If the lienholder chooses not to make this change, they are not required to; however, they will be required to provide proof of the name change if applying for a Repossession Certificate of Title or releasing the lien using the new company name.

If the lienholder changes due to the sale of the outstanding loan to another financial entity, the lien may be released and reissued in the new lienholder's name upon proof of the transfer of the loan. The lien notation fee of \$7.00 would be applicable. If the lienholder chooses not to make this change, they are not required to; however, they will be required to provide proof of the transfer of the loan if applying for a Repossession Certificate of Title or releasing the lien using the new company name.

See page 2-9 for information on Repossession Certificates of Title.

Miscellaneous Liens

If a customer is attempting a lien for an outstanding financial claim on a vehicle that he/she has repaired or has been storing as a result of a written or verbal agreement with the titled owner of the vehicle, and the vehicle is still in his/her possession, refer to page 2-14 for information on Storage-Repair Liens.

If a customer is attempting to note a lien for an outstanding financial claim on a vehicle that he/she has worked on, or furnished material for, as a result of an agreement with the titled owner of the vehicle and he/she is no longer in possession of the vehicle, refer to page 3-7 for information on Artisan's Liens.

ELECTRONIC LIEN AND TITLE

Overview

The Electronic Lien and Title (ELT) system provides for the electronic transmission of lien transaction data between lenders and the Department. The transactions included are as follows:

DMV to Provider:

- Notify Lender of Lien Notation
- Notify Lender of Corrected Title Issuance
- Notify Lender of Lien Release Error
- Notify Lender of Request for Paper Title Error
- Notify Lender of Conversion Error

Provider to DMV:

- Lender Lien Release
- Lender Request for Paper Title
- Lender Notify DMV of Error
- Lender Request Conversion

ELT Definitions

Participating lender means a lender who has registered with the Department as a participating lender, has been assigned a Participating Lender ID by the Department and has established a service relationship with a Department approved provider. A participating lender may become a provider or engage an existing provider for the interface with the Department.

A provider is an entity that has entered into a written agreement with the Department to provide electronic lien and title services for participating lenders.

How it Works

Lender participation is optional. However, all Nebraska certificates of title that contain lien notations will be stored electronically. A title receipt will be printed and provided to the vehicle owner. No printed copy will be produced for mailing to the lender.

Certificate of title and lien applications will be filed with a County Treasurer or the Department. At time of lien notation, the certificate of title record will be stored electronically on the database and a participating lender will be electronically notified of the title issuance/lien notation.

At time of lien satisfaction, a participating lender will electronically notify the Department of the lien release and the Department will print and mail the certificate of title to the owner (or other entity as directed by the lender).

Participating lenders will exchange data files with the Department on a daily basis. These files will contain lien notation, lien release, error/correction information, and requests for paper titles.

Transition From Old Paper to New Electronic Process

Lien notation on a paper title in existence prior to November 1, 2010: Each paper certificate of title presented for lien notation will be retained by the title issuing office and the certificate of title will become electronic. When the title presented for lien notation already exists in the debtor's name, the title shall be retained for 7 days and then may be shredded by the County Treasurer.

Release of a Lien on a paper title in existence prior to November 1, 2010: The lien will be required to be released on the face of the certificate of title, presented to a County Treasurer for release and the certificate of title will be returned to the owner (or other entity as directed).

Non-Participating Lender Process

Upon issuance of the certificate of title with lien notation or stand-alone lien notation, the certificate of title is stored electronically. A title receipt will be printed and provided to the vehicle owner. No printed copy will be produced for mailing to the lender

A non-participating lender may verify title issuance and lien notation through a check of the vehicle record via the Title Inquiry function available at: www.clickdmv.ne.gov.

For electronic titles, a Non-Participating Lender Lien Release application (see Appendix page A-51 for an example), completed by the lender, must be submitted to any County Treasurer or the Department for release of a lien. You will release the lien in VTR and once the last open lien is released a certificate of title will print and you will provide it to the owner or other entity as directed on the Application.

An electronic certificate of title with lien notation may be printed, at the request of a lender. Requests for paper title may be made if the owner is relocating to another state, when necessary for legal purposes, or for repossession. A Non-Participating Lender Request for Paper Title (see Appendix page A-52 for an example), completed by the lender, must be submitted to the Department. Upon acceptance of the Application, the Department prints and mails the certificate of title as directed by the lender.

Participating Lender Process

Upon issuance of the certificate of title with lien notation or stand-alone lien notation, the certificate of title is stored electronically. A title receipt will be printed and provided to the vehicle owner. No printed copy will be produced for mailing to the lender.

A participating lender will receive notification of the title issuance and lien notation electronically through their provider

For electronic titles, a participating lender will send electronic notification to the Department for release of a lien through their provider. Once the last open lien is released the Department prints and mails the certificate of title to the owner or other entity as directed by the lender.

An electronic certificate of title with lien notation may be printed, at the request of a lender. Requests for paper title may be made if the owner is relocating to another state, when necessary for legal purposes, or for repossession. A participating lender sends this request electronically to the Department. Upon receipt, the Department prints and mails the certificate of title as directed by the lender.

Non-Resident Title

A non-resident who has purchased a vehicle from a Nebraska dealer has the option to request a printed title when planning to immediately surrender such title for issuance of a title in their home state.

The request for printed title shall be indicated on the Application for Title. Once printed, the title shall be provided to the dealership making application on behalf of the non-resident owner.

The option for printing the title is available when the title record contains an out-of-state address for the owner and a lien is present.

ARTISAN'S LIEN

An Artisan's Lien is available to persons whom have outstanding financial claims for work performed on, or material furnished for, a vehicle that **is no longer in their possession.**

If the individual currently has possession of the vehicle, refer to Storage-Repair Lien on page 2-14.

The applicant must file the lien within sixty (60) days after performing the work or furnishing the material. Artisan's Liens are not noted on the Certificate of Title.

This lien is filed with the Nebraska Secretary of State's office. When filing the lien the following information must be submitted:

- Individual's name, address, Social Security Number or Federal Tax Identification Number;
- Name, address, Social Security Number or Federal Tax Identification Number of the person for whom the work was performed;
- A detailed description of the work performed or material furnished;
- The total amount due for the work performed or material furnished.

The lien is in force from the date it is filed. Enforcement proceedings must be instituted within one year after the lien has been filed.

For further information regarding an Artisan's Lien, please refer to Secretary of State – Uniform Commercial Code Division, the individual may contact them by telephone or mail at:

Nebraska Secretary of State
Uniform Commercial Code Division
State Capitol, Room 1301
PO Box 95104
Lincoln, NE 68509-5104
(402) 471-4080

ASSEMBLED MOTOR VEHICLES

An assembled motor vehicle is a vehicle that has been materially altered from its construction by the removal, addition or substitution of a new or used major component part. Assembled motor vehicle also includes a kit vehicle (replica) purchased from an authorized manufacturer and accompanied by a Manufacturer's Statement of Origin (see page 4-18 for more information on kit vehicles).

Assembled motor vehicles do not include classic assembled motor vehicles. Classic assembled motor vehicles are motor vehicles that were originally manufactured over 30 years ago and have been reassembled using a major component part that is essentially the same in design and material as that originally supplied by the manufacturer for the specific year, make, and model of the vehicle (see page 4-8 for more information on classic assembled motor vehicles).

A major component part is defined as one of the following:

- **Engine** - with or without accessories;
- **Transmission**;
- **Nose** - that portion of the body from the front to the firewall when acquired or transferred as a complete unit;
- **Frame** – that portion of a vehicle upon which other components are affixed, such as the engine, body or transmission;
- **Body** – that portion of a vehicle that determines its shape and appearance and is attached to the frame but does not include the box or bed of a truck;
- **Door**;
- **Rear Clip** – means two or more of the following, all dismantled from the same vehicle:
 1. a quarter panel or fender;
 2. floor panel assembly;
 3. trunk lid or gate.
- **Cowl** – means that portion of the vehicle that houses the firewall, windshield and instrument panel.

Once the vehicle has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the title *must* be found on the vehicle.

To obtain a Certificate of Title for an assembled motor vehicle the supporting documentation **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Body exchanges fall into the Assembled Motor Vehicle category. Therefore, they must have the proper supporting documentation before a Certificate of Title may be issued.

References: §60-104, 60-105, 60-116, 60-120, 60-125, 60-128, 60-146, 60-148, 60-2601

Supporting Documentation

- A Certificate of Title for one or more major component parts. An assembled title will not be issued without this – no exceptions

AND

- For any additional parts:
 - MSO's
 - Certificates of Title
 - Notarized Bills of Sale
 - Junking Receipts
 - Parts Vehicle Bill of Sale
- Sheriff's Inspection Statement
- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the vehicle.

Certificate of Title Issuance Information

When one Certificate of Title is presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from the Certificate of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.

When two or more Certificates of Title are presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from either of the Certificates of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.

- The certificate of title not used as the Previous Title Number shall be marked ‘Junked’ and forwarded to the Department of Motor Vehicles (see page 6-6 for information on Junked Vehicles). If the individual needs to retain the Certificate of Title to transfer ownership of the remaining parts of the vehicle, the title may be returned if a bill of sale is presented for the major component parts used from this vehicle.

If the certificate of title presented is an out-of-state title the new certificate of title shall be issued as follows:

- Enter the **Previous Title Number** as usual.
- Key in the Assigned VIN – no vehicle information will be contained as the vehicle is coming from out of state.
- Issue the certificate of title as usual.

The information used on a certificate of title issued for an assembled motor vehicle is as follows:

- Make shall be:
 - ASVE (assembled) for motor vehicles
 - HOMD (Homemade) for motorcycles
- Year shall be:
 - Year the vehicle was assembled
- VIN shall be:
 - A Department of Motor Vehicles Assigned VIN
- Model shall:
 - Designate actual year and make of the vehicle it most closely resembles.

The ten (10) year old exempt status for an assembled vehicle is determined by the model year the vehicle most closely resembles. If the vehicle is a 2002 assembled, the odometer would be determined exempt in the year 2012. Vehicles less than ten (10) years old will read Not Actual – except for Kit Cars which start at zero.

Miscellaneous Related Topics

If the applicant is applying to title a Kit Motor Vehicle, refer to page 4-19. Also refer to the following pages 4-8, 4-10, 4-12, 4-14 and 4-15.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

Chapter 4 – Assembled – 4-4

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

If the applicant has converted a school bus or truck-tractor to a mobile home, refer to page 13-4.

If the applicant is applying to title an Assembled ATV, minibike or UTV refer to page 4-21.

ASSEMBLED TRAILERS

Once the trailer has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title.

To obtain a Certificate of Title for an assembled trailer the supporting documentation **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- A Certificate of Title for one or more major parts
- OR**
- Notarized Bills of Sale or authentic receipts for all major parts
- AND**
- If built by the owner – Self-Assembled Trailer Affidavit (see appendix page A-6 for an example);
- Sheriff's Inspection Statement;
- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the vehicle.

Certificate of Title Issuance Information

When one Certificate of Title is presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from the Certificate of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.

When two or more Certificates of Title are presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from either of the Certificates of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.

- The certificate of title not used as the Previous Title Number shall be marked ‘Junked’ and forwarded to the Department of Motor Vehicles (see page 6-6 for information on Junked Vehicles).

If the certificate of title presented is an out-of-state title the new certificate of title shall be issued as follows:

- Enter the **Previous Title Number** as usual.
- Key in the Assigned VIN – no vehicle information will be contained as the vehicle is coming from out of state.
- Issue the certificate of title as usual.

If bills of sale or receipts along with the Self-Assembled Trailer Affidavit are presented the new certificate of title shall be issued the same as any new trailer from an MSO – except that ‘Affidavit’ will be used as the **Previous Title Number**.

The information used on a certificate of title issued for an assembled trailer is as follows:

- Make shall be:
HMDE
- Year shall be:
Year the trailer was assembled
- VIN shall be:
A Department of Motor Vehicles Assigned VIN

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO’s refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motorboat refer to page 4-7.

HOMEMADE MOTORBOATS

All motorboats are required to have a 12 digit Hull Identification Number. The individual who built the boat must make application to the Department of Motor Vehicles for an Assigned ID Number. Motorboats are exempt from Sheriff's Inspection. See page 4-17 for more information on Assigned ID Numbers.

To obtain a Certificate of Title for a homemade motorboat, the individual has two choices:

- Apply for a bonded title (see page 5-3);
- Register the vessel prior to affixing the motor, and then submit the vessel's registration as proof of ownership for the motorboat.

When issuing the Certificate of Title, the year of the motorboat will be the year in which the motorboat was built and the make will be homemade (HMDE).

ASSEMBLED CLASSIC MOTOR VEHICLES

A classic assembled motor vehicle is a vehicle which was originally manufactured more than thirty years prior to application for a Certificate of Title with one or more major component parts replaced by replacement parts that are essentially the same in design and material to that originally supplied by the manufacturer for the specific year, make, and model of the vehicle.

For information regarding major component parts, refer to Major Component Parts on page 1-5.

If one or more of the major component parts used in the assembly of the motor vehicle ARE NOT essentially the same in design and material to that originally supplied by the manufacturer for the specific year, make, and model of the vehicle, please refer to the Assembled Motor Vehicle information on page 4-1.

If the vehicle was assembled using a kit (replica), please refer to the Kit Motor Vehicles information on page 4-19.

Once the vehicle has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the Bills of Sale *must* be found on the vehicle.

To obtain a Certificate of Title for a classic assembled motor vehicle the supporting documentation *must* be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- Sheriff's inspection statement;
- AND**
- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the vehicle;
- AND**
- Notarized Bills of Sale or a Parts Vehicle Bill of Sale (see appendix page A-53 for an example) for all major component parts;
- AND**
- Completion of a Classic Assembled Motor Vehicle Affidavit (see appendix page A-2 for an example);
- AND**
- Qualified Car Club Representative Inspection Statement for Classic Assembled Motor Vehicles (see appendix page A-42 for an example) that indicates that all major component parts, which are not original, are essentially the same in design and material to that originally supplied by the manufacturer for the year, make, and model of vehicle listed. See page 10-3 for information on Recognized Car Clubs and page 10-4 for information on Qualified Car Club Representatives.

Certificate of Title Issuance Information

- Year, Make, and Model shall be the original year, make, and model of the vehicle;
- VIN shall be:
A Department of Motor Vehicles Assigned VIN.

Miscellaneous Related Topics

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer, refer to page 4-5.

If the applicant is applying to title a truck that has had a Glider Kit installed, refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's, refer to page 4-14.

If the applicant is applying to title a Trailer Kit, refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat, refer to page 4-7.

CUSTOM BUILT MOTORCYCLES FROM AFTER MARKET PARTS

Once the motorcycle has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the MSO's *must* be found on the motorcycle.

To obtain a Certificate of Title for an assembled motorcycle the supporting documentation **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- Frame MSO. This MSO shall not contain the statement: “FOR DISPLAY ONLY”
- AND
- Engine MSO.
- AND
- Sheriff's Inspection Statement
- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the vehicle.

Certificate of Title Issuance Information

- Make shall be:
HOMD (Homemade)
- Year shall be:
Year the vehicle was assembled
- VIN shall be:
A Department of Motor Vehicles Assigned VIN
- Model shall:
Designate actual year and make of the vehicle it most closely resembles.

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

References: §60-104, 60-116, 60-131, 60-146, 60-148, 60-149

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If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

GLIDER KITS

A truck or truck-tractor may be reconstructed by the installation of a Glider Kit (new body, etc.) A Glider Kit is installed onto the power train of an existing titled truck or truck-tractor.

Once the installation of the Glider Kit has been completed a Vehicle Inspection (see page 10-1 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the title or Glider Kit MSO *must* be found on the vehicle.

To obtain a Certificate of Title the supporting documentation **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- A Certificate of Title for the power train
- OR**
- A Notarized Bill of Sale for the power train
- AND**
- Glider Kit MSO
- Completed Affidavit of Final Assembler of Motor Vehicle Glider Kit (see appendix page A-4 for an example)

Certificate of Title Issuance Information

If a Certificate of Title is presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from the Certificate of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will use the VIN indicated on the Glider Kit MSO. You will need to use the F17 function key to override these codes.

If an out-of-state Certificate of Title is presented, the new Certificate of Title shall be issued as follows:

- Enter the **Previous Title Number** as usual.

- Key in the Assigned VIN – no vehicle information will be contained as the vehicle is coming from out of state.
- Issue the Certificate of Title as usual.

If Notarized Bills of Sale and a Glider Kit MSO are presented, the new Certificate of Title shall be issued the same as any new vehicle from an MSO.

The information used on a Certificate of Title issued for a truck or truck-tractor with a Glider Kit installed is as follows:

- Make shall be as indicated on the Glider Kit MSO
- Year shall be as indicated on the Glider Kit MSO; if no year is designated use the year the vehicle was assembled
- VIN shall be as indicated on the Glider Kit MSO
- Model shall be as indicated on the Glider Kit MSO.

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

MULTI-STAGE MOTOR VEHICLE/VAN CONVERSION

A **Multi-Stage Motor Vehicle** is a motor vehicle that requires manufacturing operations performed by separate manufacturers to produce a completed motor vehicle.

- A **first-stage manufacturer** is an entity that manufactures an incomplete motor vehicle. In most cases the first-stage manufacturer provides a chassis.
- A **final-stage manufacturer** is an entity that performs manufacturing operations on an incomplete vehicle.

Two MSO's must be presented when making application for title. All information is taken from the final-stage manufacturer's MSO except for the VIN, which is taken from the first-stage manufacturer's MSO.

If the MSO's have different acquisition dates, use the most recent date as the date of purchase.

If the vehicle is a Conversion Van (a van that has been customized) the body type on the new Certificate of Title shall be 'Conversion'.

A sheriff's inspection is not required.

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

TRAILER KITS

To obtain a Certificate of Title for a Trailer Kit the Kit MSO **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Certificate of Title Issuance Information

The information used on a Certificate of Title issued for an assembled motor vehicle is as follows:

- Make and Model shall be as indicated on the Kit MSO
- Year shall be the year in which the trailer was assembled
- VIN shall be as indicated on the Kit MSO or a Department of Motor Vehicles Assigned VIN

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

RESTORED/REBUILT MOTOR VEHICLES

If a major component part has been removed, added or substituted with a new or used part, refer to Assembled Motor Vehicles on page 4-1 or Assembled Classic Motor Vehicles on page 4-8. If not, issue as a regular Certificate of Title.

For information regarding major component parts, refer to Major Component Parts on page 1-5.

ASSIGNED ID NUMBERS

Vehicle Identification Numbers (VIN):

The manufacturer's Vehicle Identification Number is required on all motor vehicles 1949 and after and for all Ford vehicles manufactured after March 31, 1932.

For motor vehicles manufactured before 1949 and Ford vehicles prior to March 31, 1932, the motor number (die stamped on the motor block) is required.

Harley Davidson motorcycles used motor numbers until model year 1970. After 1970, they used the frame number to identify the motorcycle.

The Department of Motor Vehicles issues Assigned ID's for:

- Assembled Vehicles;
- Assembled Classic Vehicles;
- Replacement VIN (for vehicles where the VIN has been destroyed, obliterated or is missing);
- Homemade trailers;
- Minitrucks that do not contain a manufacturer's identification number.

VIN's assigned by the Department of Motor Vehicles will be 17 characters in length with the last 2 digits being NE.

Hull Identification Numbers (HIN):

All motorboats are required to have a 12 digit Hull Identification Number that conforms with the Federal Boat Safety Act of 1972.

The Department of Motor Vehicles issues Assigned ID's for:

- Homemade motorboats (title will be a Bonded Motorboat Certificate of Title);
- Motorboats that do not have the required 12 digit Hull Identification Number.

HIN's assigned by the Department of Motor Vehicles will be 12 characters in length with the first 3 digits being NBZ.

TO APPLY FOR AN ASSIGNED ID NUMBER, THE APPLICANT MUST SUBMIT THE FOLLOWING TO THE DRIVER AND VEHICLE RECORDS DIVISION:

- An Application for Assigned ID Number, completed in full (see appendix page A-7 for an example). The name on the application must match the name on the Sheriff's Inspection and the address of the applicant must be a Nebraska address;

- A Sheriff's Inspection must accompany the application for all motor vehicles, including motorcycles and trailers. Motorboats are exempt from Sheriff's Inspection (see page 10-1 for more information on Vehicle Inspections);
- Photocopies of **all** documents proving ownership of the motor vehicle or motorboat (additional information or documentation may be required);
- \$20.00 fee.

The plates are mailed directly to the name on the Assigned ID Number application, along with instructions for the appropriate placement of the VIN plate on the motor vehicle or the HIN plate on the boat and an Affidavit that must be signed and presented to the County Treasurer attesting to the fact that the VIN or HIN plate has been attached to the motor vehicle or motorboat in the required manner (see appendix pages A-8 and A-9 for example Affidavits and appendix pages A-10 and A-11 for example instruction sheets). The Affidavit must be signed and returned to the County Treasurer prior to the issuance of any Certificate of Title and should be filed with the title issuing paperwork.

KIT MOTOR VEHICLES

Once the vehicle has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the MSO's *must* be found on the vehicle.

To obtain a Certificate of Title for an assembled motor vehicle the supporting documentation **must** be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- Kit manufacturer's MSO for kit purchased in its entirety;
- OR**
- Kit manufacturer's MSOs and notarized bills of sale for all major component parts not included in the kit (parts must be new, if from a used vehicle refer to the Assembled Vehicle process on page 4-1);
- AND**
- Sheriff's Inspection Statement
- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the vehicle.

Certificate of Title Issuance Information

The information used on a Certificate of Title issued for an assembled motor vehicle is as follows:

- Make shall be:
 - ASVE (assembled) for motor vehicles
 - HOMD (homemade) for motorcycles
- Year shall be:
 - Year the vehicle was assembled
- VIN shall be:
 - A Department of Motor Vehicles Assigned VIN
- Model shall:
 - Designate actual year and make of the vehicle it most closely resembles.

Miscellaneous Related Topics

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

If the applicant is applying to title an Assembled ATV, minibike or UTV refer to page 4-21.

ASSEMBLED ATV'S, MINIBIKES OR UTV'S

An assembled ATV, minibike or is an ATV, minibike or UTV that has been materially altered from its construction by the removal, addition or substitution of a new or used major component part.

For information regarding major component parts, refer to Major Component Parts on page 1-5.

Once the ATV, minibike or UTV has been completely assembled a Vehicle Inspection (see page 10-1 for more information) and an Assigned ID Number (see page 4-17 for more information) is required prior to issuance of a Certificate of Title. To pass inspection, the VIN on the documentation *must* be found on the ATV, minibike or UTV.

To obtain a Certificate of Title for an assembled ATV, minibike or UTV the supporting documentation *must* be surrendered to the County Treasurer along with an Application for Certificate of Title and the appropriate fee.

Supporting Documentation

- A Certificate of Title for one or more major component parts;
- An MSO for one or more major component part;
- Affidavit by the owner affirming ownership (see Appendix A-34 for an example);
- Last registration and notarized Bill of Sale for one or more major component parts if previous location was not a title issuing state;
- Notarized Bills of Sale or a Parts Vehicle Bill of Sale (see Appendix A-53 for an example) for all major component parts;

AND

- Sworn Affidavit attesting to the fact that the Assigned ID Number has been properly affixed to the ATV, minibike or UTV.

Certificate of Title Issuance Information

When one Certificate of Title is presented, the new Certificate of Title shall be issued as follows:

- Key in the title number from the Certificate of Title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.

References: §60-104, 60-105, 60-116, 60-120, 60-125, 60-128, 60-146, 60-148

When two or more certificates of title are presented, the new certificate of title shall be issued as follows:

- Key in the title number from either of the certificates of title surrendered as the **Previous Title Number** and issue the title as usual to the applicant. This places the old title record in history.
- After the title is printed, do a **Corrected Title**. Change the **Year, Make** and **VIN**. You will need to use the F17 function key to override these codes.
- The certificate of title not used as the Previous Title Number shall be marked 'Junked' and forwarded to the Department of Motor Vehicles (see page 6-6 for information on Junked vehicles, ATV's, minibikes or UTV's).

If the certificate of title presented is an out-of-state title the new certificate of title shall be issued as follows:

- Enter the **Previous Title Number** as usual.
- Key in the Assigned VIN – no vehicle information will be contained as the ATV, minibike or UTV is coming from out of state.
- Issue the certificate of title as usual.

The information used on a certificate of title issued for an assembled ATV, minibike or UTV is as follows:

- Make shall be:
ASVE (assembled).
- Year shall be:
Year the vehicle was assembled.
- VIN shall be:
A Department of Motor Vehicles Assigned VIN.
- Model shall:
Designate actual year and make of the vehicle it most closely resembles.
- Vehicle Type shall be: V

Miscellaneous Related Topics

If the applicant is applying to title a Kit Motor Vehicle, refer to page 4-19. Also refer to the following pages 4-8, 4-10, 4-12, 4-14 and 4-15.

If the applicant is applying to title an Assembled Classic Motor Vehicle refer to page 4-8.

If the applicant is applying to title an Assembled Motor Vehicle refer to page 4-1.

If the applicant is applying to title a Custom Built Motorcycle from After Market Parts refer to page 4-10.

If the applicant is applying to title an Assembled Trailer refer to page 4-5.

If the applicant is applying to title a truck that has had a Glider Kit installed refer to page 4-12.

If the applicant is applying to title a Multi-Stage Motor Vehicle/Conversion Van that has two MSO's refer to page 4-14.

If the applicant is applying to title a Trailer Kit refer to page 4-15.

If the applicant is applying to title a Homemade Motor Boat refer to page 4-7.

If the applicant has converted a school bus or truck-tractor to a mobile home, refer to page 13-4.

If the applicant is applying to title an Assembled ATV, minibike or UTV refer to page 4-21.

**REISSUANCE OF CERTIFICATE OF TITLE FOR
AN ASSEMBLED CLASSIC MOTOR VEHICLE**

An owner of a vehicle which has previously been issued a Certificate of Title as an assembled vehicle in this state may have the vehicle inspected by a Qualified Car Club Representative who shall determine whether or not any modifications or replacement parts are essentially the same in design and material to that originally supplied by the manufacturer for the specific year, make and model of vehicle. If the vehicle passes this inspection, the owner may apply to the Department to obtain a Certificate of Title indicating the year, make, and model of the vehicle by presenting the statement, an Application for Reissuance of Certificate of Title (see Appendix page A-38 for an example) and a \$25.00 fee.

Upon receipt of the new Certificate of Title, the applicant shall appear before their County Treasurer for issuance or reissuance of their certificate of registration or apply for a set of historical license plates from the Department.

If the owner chooses to obtain Historical license plates from the Department, the applicant will be required to surrender their current county issued license plates and registration to the Department. The applicant is not eligible for a refund from the county.

If the owner chooses to retain the county issued license plates, a new registration shall be issued for a year from the date of issuance of the new Certificate of Title. Any remaining motor vehicle taxes and registration fees from the previous registration shall be credited toward the new registration. The Department will provide instructions to the vehicle owner for this process.

BONDED CERTIFICATE OF TITLE - MOTOR VEHICLE

A Bonded Certificate of Title is available to residents of Nebraska only. It is intended to provide a title for a motor vehicle when:

- a title has not previously been issued in this or any other state;
- the applicant is unable to provide a properly assigned Certificate of Title or Manufacturer's Statement of Origin (MSO);
- it currently has a bonded title in another state.

The Department of Motor Vehicles, Driver and Vehicle Records Division issues Bonded Certificates of Title.

Bonded titles are not available for ATVs, UTVs or minibikes unless Department of Motor Vehicles records indicate a Nebraska title has previously been issued.

Before an individual may apply for a Bonded Certificate of Title:

- He/she must submit an Application for Copy of Vehicle Record to the Department of Motor Vehicles so that the state archives can be searched and it can be verified that a title was never issued in the State of Nebraska. The fee for this search is \$1.00 per record.
- If a Vehicle Identification Number (VIN) plate is required, the applicant must follow the Assigned ID Number procedures (see page 4-17).

To apply for a Bonded Certificate of Title, the following documentation must be submitted to the Department of Motor Vehicles:

The Application for Bonded Certificate of Title must be made within 30 days of the date of the Bond.

- A Certificate of Title Surety Bond for a Motor Vehicle, from a bonding company licensed to do business in the State of Nebraska (see appendix page A-14 for an example). The amount of the bond must be based on one and one half times the current value of the vehicle as shown by the property tax valuation or the NADA Guide. If these sources do not agree or the applicant is uncertain, he/she may contact our office.

To assist the applicant in locating a bonding company, his/her insurance company is usually a good reference source. You can also find a bonding company by looking in the yellow pages of the telephone book under "Bond" and then "Surety".

- An Application for Bonded Certificate of Title for a Motor Vehicle completed in full and signed (see appendix page A-13 for an example).

- If the applicant is aware of a previous owner of record, or the search conducted by the Department of Motor Vehicles reveals a previous owner of record, the applicant must send a certified letter to the last known address of the individual(s) stating that he/she is the present owner of the vehicle and requesting that they obtain a duplicate title and assign it to him/her. The return receipt from the certified letter must accompany the application for the bonded title.
- If the search finds that an open lien exists on the vehicle, you must send a certified letter, return receipt requested, to the lienholder stating that you are the current owner of the vehicle and request they provide you with a lien release so you may obtain a title. If the lien is 10 years old or older, the lien may be released 30 days after the date the certified letter is mailed upon receipt of proof of such mailing. If the lien is less than 10 years old and an acceptable lien release is not obtained, a title will not be issued.
- Any written documentation that was received at the time the vehicle was acquired, such as a bill of sale or a cancelled check. An affidavit may also be accepted.
- A photograph, taken at an angle to show the front and one side of the vehicle. The photo will not be returned.
- A \$50 application and title fee.
(These fees are not refundable)
- A Sheriff's Inspection Certificate from the local Sheriff (see page 10-1 for more information). (Note: Out-of-state inspections cannot be accepted for the bonded title process. Vehicles for which a bonded title application is presented
- must be present in Nebraska and the inspection must be performed in this state by a certified Sheriff's Inspector. The inspection must document all VINs located during the inspection.)

Once the Bonded title is issued, it will contain a Notice of Bonded Title that will read: "Notice: This motor vehicle may be subject to an undisclosed interest, Bond Number _____".

A motor vehicle with bond information on the title may be sold or registered. The bond information will be carried forward on the new title. After a three-year period, the current owner may submit an Application for Release of Notice on Bonded Title, the bonded certificate of title, and the appropriate title fee to the Department of Motor Vehicles to request that the Notice of Bonded Title be removed and a new Certificate of Title issued (see appendix page A-17 for an example).

BONDED CERTIFICATE OF TITLE - MOTORBOAT

A Bonded Certificate of Title is available to residents of Nebraska only. It is intended to provide a title for a motorboat when:

- a title has not previously been issued in this or any other state;
- boat is homemade;
- the applicant is unable to provide a properly assigned Certificate of Title or Manufacturer's Statement of Origin (MSO);
- it currently has a Bonded title in another state.

The Department of Motor Vehicles, Driver and Vehicle Records Division issues Bonded Certificates of Title.

Before an individual may apply for a Bonded Certificate of Title:

- He/she must submit an Application for Copy of Vehicle Record to the Department of Motor Vehicles so that the state archives can be searched and it can be verified that a title was never issued in the State of Nebraska. The fee for this search is \$1.00 per record.
- If a Hull Identification Number (HIN) plate is required, the applicant must follow the Assigned ID Number procedures (see page 4-17).

To apply for a Bonded Certificate of Title, the following documentation must be submitted to the Department of Motor Vehicles:

The Application for Bonded Certificate of Title must be made within 30 days of the date of the Bond.

- A Certificate of Title Surety Bond for a Motorboat, from a bonding company licensed to do business in the State of Nebraska (see appendix page A-16 for an example). The amount of the bond must be based on one and one half times the current value of the motorboat. If the applicant is uncertain about the value of the motorboat, he/she may contact the Department of Motor Vehicles.

To assist the applicant in locating a bonding company, his/her insurance company is usually a good reference source. You can also find a bonding company by looking in the yellow pages of the telephone book under "Bond" and then "Surety".

- An Application for Bonded Certificate of Title for a Motorboat completed in full and signed (see appendix page A-15 for an example).

- If the applicant is aware of a previous owner of record, or the search conducted by the Department of Motor Vehicles reveals a previous owner of record, the applicant must send a certified letter to the last known address of the individual(s) stating that he/she is the present owner of the motorboat and requesting that they obtain a duplicate title and assign it to him/her. The return receipt from the certified letter and a copy of the letter must accompany your application for the bonded title.
- If the search finds that an open lien exists on the vehicle, you must send a certified letter, return receipt requested, to the lienholder stating that you are the current owner of the vehicle and request they provide you with a lien release so you may obtain a title. If the lien is 10 years old or older, the lien may be released 30 days after the date the certified letter is mailed upon receipt of proof of such mailing. If the lien is less than 10 years old and an acceptable lien release is not obtained, a title will not be issued.
- Any written documentation that was received at the time the motorboat was acquired, such as a bill of sale or a cancelled check. An affidavit may also be accepted.
- A photograph, taken at an angle to show the front and one side of the motorboat. The photo will not be returned.
- Include the appropriate fee as indicated below:
 - a) a \$20.00 application and title fee if the manufacture date is prior to 1-1-90;
 - b) a \$50.00 application and title fee if the manufacture date is after 1-1-90.

(These fees are not refundable)

Once the Bonded title is issued, it will contain a Notice of Bonded Title that will read: “Notice: This motorboat may be subject to an undisclosed interest, Bond Number _____”.

A motorboat with bond information on the title may be sold or registered. The bond information will be carried forward on the new title. After a three-year period, the current owner may submit an Application for Release of Notice on Bonded Title, the bonded certification of title, and the appropriate title fee to the Department of Motor Vehicles to request that the Notice of Bonded Title be removed and a new Certificate of Title be issued (see appendix page A-17 for an example).

**SALVAGE TITLES – and OTHER BRANDS
for MOTOR VEHICLES**

Salvage

A salvage branded certificate of title is issued to anyone in possession of a vehicle that meets the following definition of ‘salvage’:

- A late model vehicle which has been damaged to the extent that the estimated total cost of repair to rebuild the vehicle to its condition immediately before it was damaged and to restore the vehicle to a condition for legal operation upon the highways of this state, meets or exceeds **seventy-five percent** of the retail value of the vehicle at the time it was damaged; or
- Voluntarily designated by the owner of the vehicle as a salvage vehicle by obtaining a salvage branded certificate of title, without respect to the damage to, age of, or value of the vehicle; or
- Flood damaged resulting from being submerged in water to the point that rising water has reached over the floorboard, has entered the passenger compartment, and has caused damage to any electrical, computerized, or mechanical components. Flood damaged specifically does not apply to a vehicle that an inspection, conducted by an insurance claim representative or a vehicle repairer, indicates:
 - Has no electrical, computerized, or mechanical components damaged by water; or
 - Had one or more electrical, computerized, or mechanical components damaged by water and all such damaged components were repaired or replaced.

Note: flood damaged applies to those vehicles that are NOT late model vehicles.

Definition of ‘late model vehicle’ is: a vehicle which has (a) a manufacturer's model year designation of, or later than, the year in which the vehicle was damaged, or any of the six preceding years, or (b) a retail value of more than eleven thousand five hundred dollars (\$11,500) until January 1, 2020, and a retail value of more than eleven thousand five hundred dollars (\$11,500) increased by five hundred dollars (\$500) every five (5) years thereafter.

Definition of ‘cost of repairs’ is: the estimated or actual retail cost of parts needed to repair a vehicle plus the cost of labor computed by using the hourly labor rate and time allocations for automobile repair that are customary and reasonable. Retail cost of parts and labor rates may be based upon collision estimating manuals or electronic computer estimating systems customarily used in the automobile insurance industry.

Definition of 'retail value' is: the actual cash value, fair market value, or retail value of a vehicle as (a) set forth in a current edition of any nationally recognized compilation, including automated data bases, of retail values or (b) determined pursuant to a market survey of comparable vehicles with respect to condition and equipment.

When an insurance company acquires a salvage vehicle through payment of a total loss settlement, a salvage certificate of title must be issued in the name of the insurance company.

Once a salvage vehicle has been repaired, it must have a Vehicle Inspection (see page 10-1) performed before a new title can be issued and the vehicle can be registered. The new title must have the words "Previously Salvaged" branded on the face under the designation, Legends. This brand must be carried forward on any titles issued thereafter.

Presentation of an Application for Title and an out-of-state title branded "Salvage" requires a Nebraska salvage certificate of title to be issued. The applicant must then have the vehicle inspected and return to your office for issuance of a certificate of title branded "Previously Salvaged".

A Nebraska dealer with a certificate of title branded salvage from another state is not required to obtain a Nebraska salvage certificate of title in their name prior to transfer. The purchaser, if a Nebraska resident, will then be required to obtain a Nebraska salvage certificate of title (see above).

Owner Retains Salvage

If, after the insurance company has paid a total loss settlement on a vehicle that meets the definition of salvage, the owner of the damaged vehicle chooses to retain ownership, the insurance company shall notify the Department of Motor Vehicles of such fact and the Department shall immediately enter salvage onto the computer record of such vehicle. The insurance company shall also notify the owner of his or her responsibility to obtain a salvage title within 30 days after the settlement of loss.

When the owner makes application for title, a salvage certificate of title shall be issued. Then prior to operating the vehicle on the public roads, a Vehicle Inspection, a previously salvaged branded certificate of title and a new registration must be issued.

In many cases the owner makes application for the salvage certificate of title prior to the notice being received at the DMV. In these cases, follow the normal process for issuing the salvage title, followed by the inspection and issuance of a previously salvaged branded title if the repair work has been completed. If issuing both titles at the same time, the registration must be refunded and a new registration issued. If issuing the salvage title and not completing issuance of the previously salvaged branded title the license plates and registration must be surrendered and a refund of the registration fees completed.

Chapter 6 – Title Brands – 6-3

If salvage has been entered on the title record by the DMV the first title issued afterwards will automatically be a salvage title. This title should be followed up by an inspection and issuance of a previously salvaged branded title. If issuing both titles at the same time, the registration must be refunded and a new registration issued.

At the time that the DMV marks the record as salvage, a “transfer” status is added to the existing registration record which makes the registration ineligible for renewal notice creation or renewal. (See pages 2-13 and 2-14 of the Registration Manual for detailed information on registration process.)

Manufacturer Buyback

A Manufacturer Buyback branded certificate of title is issued to anyone in possession of a vehicle that meets the following definition of ‘manufacturer buyback’:

- the designation of a vehicle with an alleged nonconformity when the vehicle has been replaced by a manufacturer or has been repurchased by a manufacturer as the result of court judgment, arbitration, or any voluntary agreement entered into between the manufacturer or its agent and a consumer (Lemon Law).

Miscellaneous Brands

Any certificate of title issued shall carry forward any brand indicating damage from any records readily accessible that indicates that the vehicle was previously issued a title in another jurisdiction with such brand. The jurisdiction that issued such previous title shall also be indicated. If a salvage brand was applied to a vehicle by the U.S. General Services Administration, the code to indicate the jurisdiction is GS.

This includes, but is not limited to:

| Code | Definition |
|------|--|
| B | Rebuilt |
| D | Damaged |
| F | Flood |
| J | Junked (in those states where this is not a death certificate) |
| M | Manufacturer Buyback |
| N | Non-Highway Use (not eligible for registration) |
| O | Other – Any other language or symbol that would indicate damage. |
| P | Repaired |
| R | Reconstructed |
| S | Previously Salvaged (eligible for 25% MV Tax deduction) |
| T | Total Loss |

Chapter 6 – Title Brands – 6-4

Be sure to look an out-of-state title over closely. Some states use codes to reflect their brands.

Refer to NMVTIS for additional information on out-of-state brands (see page 1-22).

Refer to Salvage Titles – and Other Brands for ATV's, Minibikes and UTV's for information on branding titles for ATV's, Minibikes and UTV's (see page 6-7).

Refer to Salvage Titles – and Other Brands for Motorboats, for information on branding titles for Motorboats (see page 6-10).

NON-TRANSFERABLE TITLE

A Non-Transferable Certificate of Title is provided to insurance companies, **licensed to do business in the State of Nebraska**, who have paid a total loss settlement due to the theft of a vehicle, ATV, minibike, or motorboat.

This provision is only available for vehicles, ATV's, minibikes and motorboats that are properly titled and registered in a state other than Nebraska where the total loss settlement is a result of THEFT and the vehicle, ATV, minibike or motorboat has not become unusable for transportation due to damage or any malfunction beyond reasonable maintenance and repair.

For vehicles where a total loss settlement has been paid due to damage and/or malfunction, refer to the Salvage Certificate of Title section (see page 6-1).

For ATV's or minibikes where a total loss settlement has been paid due to damage and/or malfunction, refer to the Salvage Certificate of Title – ATV, Minibike or UTV section (see page 6-7).

For motorboats where a total loss settlement has been paid due to damage and/or malfunction, refer to the Salvage Certificate of Title – Motorboat section (see page 6-10).

To obtain a non-transferable certificate of title the insurance company must present to the county treasurer, a properly assigned foreign certificate of title, an Application for Certificate of Title and the appropriate fee. A Sheriff's Inspection is not required.

The word "Non-Transferable" is noted on the face of the title under the designation "Title Type".

If a duplicate non-transferable title is ever necessary, it may be obtained by submitting a completed Application for Duplicate Title and the appropriate fee to the county treasurer.

A vehicle, ATV, minibike or motorboat with a non-transferable title cannot be sold, transferred, disposed of or registered without first obtaining a regular certificate of title.

To obtain a regular title, an Application for Title must be submitted to the county treasurer with the non-transferable title and a statement from the insurance company affirming that to the best of their knowledge the vehicle, ATV, minibike or motorboat has not sustained any damage beyond regular maintenance and repair. Notarization of this statement is not required; however, it should appear on the company letterhead and include a complete description of the vehicle, ATV, minibike or motorboat and the signature of a representative of the insurance company.

If the stolen vehicle, ATV, minibike or motorboat is titled in Nebraska, an original certificate of title is issued to the insurance company.

JUNKED

When a motor vehicle, ATV, minibike or UTV is taken apart, destroyed or changed in a way that it loses its character as a motor vehicle ATV, minibike or UTV, or is no longer the motor vehicle described on the certificate of title, the owner(s) of record as shown on the face of the last certificate of title must surrender the title to a county treasurer or the Department of Motor Vehicles.

If the title has been lost, the owner(s) must first obtain a duplicate certificate of title to complete the junking process.

All persons who appear on the title as an owner of the vehicle must sign off on the title as the seller and assign as the buyer, "JUNK". If there is an open lien noted on the title, permission must be obtained from the lienholder before the owner(s) can assign the title to junk.

Once the title has been assigned to "JUNK", it must be surrendered to the county treasurer. The county treasurer shall release the lien, if applicable, and forward the title to the Department of Motor Vehicles where the junked status is officially noted on the state computer system and the title is destroyed.

The registration certificate, license plates and, if applicable, renewal tabs, must be surrendered to the county treasurer as well.

After a title has been surrendered as "JUNK", it cannot be returned to an active title status. The motor vehicle, ATV, minibike or UTV can only be used for parts. However, because a certificate of title no longer exists for the motor vehicle ATV, minibike or UTV, the major component parts of a junked vehicle can only be used for an assembled vehicle when at least one major component part from another vehicle is used and the certificate of title for such vehicle is presented along with a Parts Vehicle - Bill of Sale for the junked vehicle parts (see appendix page A-53 for an example).

**SALVAGE TITLES – and OTHER BRANDS
for ATV's, MINIBIKES and UTV's**

Salvage

A salvage branded certificate of title is issued to anyone in possession of an ATV, minibike or UTV that meets the following definition of 'salvage':

- A late model ATV, minibike or UTV which has been damaged to the extent that the estimated total cost of repair to rebuild the ATV, minibike or UTV to its condition immediately before it was damaged and to restore the ATV, minibike or UTV to a condition for legal operation, meets or exceeds **seventy-five percent** of the retail value of the ATV, minibike or UTV at the time it was damaged; or
- Voluntarily designated by the owner of the ATV, minibike or UTV as a salvage ATV, minibike or UTV by obtaining a salvage branded certificate of title, without respect to the damage to, age of, or value of the ATV, minibike or UTV; or
- Flood damaged resulting from being submerged in water to the point that rising water has reached over the floorboard, has entered the passenger compartment, and has caused damage to any electrical, computerized, or mechanical components. Flood damaged specifically does not apply to a vehicle that an inspection, conducted by an insurance claim representative or a vehicle repairer, indicates:
 - Has no electrical, computerized, or mechanical components damaged by water; or
 - Had one or more electrical, computerized, or mechanical components damaged by water and all such damaged components were repaired or replaced.

Note: flood damaged applies to those ATVs, minibikes or UTV's that are NOT late model vehicles.

Definition of 'late model ATV, minibike or UTV' is: an ATV, minibike or UTV which has (a) a manufacturer's model year designation of, or later than, the year in which the vehicle was damaged, or any of the six (6) preceding years or (b) a retail value of more than two thousand two hundred and fifty dollars (\$2,250) until January 1, 2020, and a retail value of more than two thousand two hundred and fifty dollars (\$2,250) increased by two hundred fifty dollars (\$250) every five (5) years thereafter.

Definition of 'cost of repairs' is: the estimated or actual retail cost of parts needed to repair an ATV, minibike or UTV plus the cost of labor computed by using the hourly labor rate and time allocations for repair that are customary and reasonable. Retail cost of parts and labor rates may be based upon collision estimating manuals or electronic computer estimating systems customarily used in the automobile insurance industry.

Definition of 'retail value' is: the actual cash value, fair market value, or retail value of an ATV, minibike or UTV as (a) set forth in a current edition of any nationally recognized compilation, including automated data bases, of retail values or (b) determined pursuant to a market survey of comparable vehicles with respect to condition and equipment.

When an insurance company acquires a salvage ATV, minibike or UTV through payment of a total loss settlement, a salvage certificate of title must be issued in the name of the insurance company.

Once a salvage ATV, minibike or UTV has been repaired, it must have a Vehicle Inspection (see page 10-1) performed before a new title can be issued. The new title must have the words "Previously Salvaged" branded on the face under the designation, Legends. This brand must be carried forward on any titles issued thereafter.

Owner Retains Salvage

If, after the insurance company has paid a total loss settlement on an ATV, minibike or UTV that meets the definition of salvage, the owner of the damaged ATV, minibike or UTV chooses to retain ownership, the insurance company shall notify the Department of Motor Vehicles of such fact and the Department shall immediately enter salvage onto the computer record of such ATV, minibike or UTV. The insurance company shall also notify the owner of his or her responsibility to obtain a salvage title within 30 days after the settlement of loss.

When the owner makes application for a title, a salvage certificate of title shall be issued. Then upon presentation of a vehicle inspection, a previously salvaged branded certificate of title shall be issued.

In many cases the owner makes application for the salvage certificate of title prior to the notice being received at the DMV. In these cases, follow the normal process for issuing the salvage title. If salvage has been entered on the title record by the DMV the first title issued afterwards will automatically be a salvage title.

Presentation of an Application for Title and an out-of-state title branded "Salvage" requires a Nebraska salvage certificate of title to be issued. The applicant must then have the ATV, minibike, or UTV inspected and return to your office for issuance of a certificate of title branded "Previously Salvaged."

A Nebraska dealer with a certificate of title branded salvage from another state is not required to obtain a Nebraska salvage certificate of title in their name prior to transfer. The purchaser, if a Nebraska resident, will then be required to obtain a Nebraska salvage certificate of title (see above).

Manufacturer Buyback

A Manufacturer Buyback branded certificate of title is issued to anyone in possession of an ATV, minibike or UTV that meets the following definition of ‘manufacturer buyback’:

- the designation of an ATV, minibike or UTV with an alleged nonconformity when the ATV, minibike or UTV has been replaced by a manufacturer or has been repurchased by a manufacturer as the result of court judgment, arbitration, or any voluntary agreement entered into between the manufacturer or its agent and a consumer (Lemon Law).

Miscellaneous Brands

Any brand indicating damage from another state’s title, or any records readily accessible to the Department of Motor Vehicles, the county treasurer or a law enforcement officer, shall be carried forward on the Nebraska title. The jurisdiction that issued such previous title shall also be indicated. This includes, but is not limited to:

| Code | Definition |
|-------------|--|
| B | Rebuilt |
| D | Damaged |
| F | Flood |
| J | Junked (in those states where this is not a death certificate) |
| M | Manufacturer Buyback |
| N | Non-Highway Use (not eligible for registration) |
| O | Other – Any other language or symbol that would indicate damage. |
| P | Repaired |
| R | Reconstructed |
| S | Previously Salvaged (eligible for 25% MV Tax deduction) |
| T | Total Loss |

Be sure to look an out-of-state title over closely. Some states use codes to reflect their brands.

Refer to Salvage Titles – and Other Brands for Motor Vehicles for information on branding titles for Motor Vehicles (see page 6-1).

Refer to Salvage Titles – and Other Brands for Motorboats for information on branding titles for Motorboats (see page 6-10).

**SALVAGE TITLES – and OTHER BRANDS
for MOTORBOATS**

Salvage

A salvage branded certificate of title is issued to anyone in possession of a motorboat that meets the following definition of ‘salvage’:

- A *late model motorboat* which has been damaged to the extent that the estimated total *cost of repair* to rebuild the motorboat to its condition immediately before it was damaged and to restore the motorboat to a condition for legal operation, meets or exceeds **seventy-five percent (75%)** of the *retail value* of the motorboat at the time it was damaged; or
- Voluntarily designated by the owner of the motorboat as a salvage motorboat by obtaining a salvage branded certificate of title, without respect to the damage to, age of, or value of the motorboat.

Definition of ‘late model motorboat’ is: a motorboat which has (a) a manufacturer's model year designation of, or later than, the year in which the motorboat was damaged, or any of the six (6) preceding years or (b) a retail value of more than eleven thousand five hundred dollars (\$11,500) until January 1, 2020, and a retail value of more than eleven thousand five hundred dollars (\$11,500) increased by five hundred dollars (\$500) every five (5) years thereafter.

Definition of ‘cost of repairs’ is: the estimated or actual retail cost of parts needed to repair a motorboat plus the cost of labor computed by using the hourly labor rate and time allocations for repair that are customary and reasonable. Retail cost of parts and labor rates may be based upon collision estimating manuals or electronic computer estimating systems customarily used in the insurance industry.

Definition of ‘retail value’ is: the actual cash value, fair market value, or retail value of a motorboat as (a) set forth in a current edition of any nationally recognized compilation, including automated data bases, of retail values or (b) determined pursuant to a market survey of comparable motorboats with respect to condition and equipment.

When an insurance company acquires a salvage motorboat through payment of a total loss settlement, a salvage certificate of title must be issued in the name of the insurance company.

Once a salvage motorboat has been repaired, a new title may be issued. The new title must have the words “Previously Salvaged” branded on the face under the designation, Legends. This brand must be carried forward on any titles issued thereafter.

Owner Retains Salvage

If, after the insurance company has paid a total loss settlement on a motorboat that meets the definition of salvage, the owner of the damaged motorboat chooses to retain ownership, the insurance company shall notify the Department of Motor Vehicles of such fact and the Department shall immediately enter salvage onto the computer record of such motorboat. The insurance company shall also notify the owner of his or her responsibility to obtain a salvage title within 30 days after the settlement of loss.

When the owner makes application for a title, a salvage certificate of title shall be issued. Once repairs are made, a previously salvaged branded certificate of title shall be issued.

In many cases the owner makes application for the salvage certificate of title prior to the notice being received at the DMV. In these cases, follow the normal process for issuing the salvage title. If salvage has been entered on the title record by the DMV the first title issued afterwards will automatically be a salvage title.

Presentation of an Application for Title and an out-of-state title branded “Salvage” requires a Nebraska salvage certificate of title to be issued.

A Nebraska dealer with a certificate of title branded salvage from another state is not required to obtain a Nebraska salvage certificate of title in their name prior to transfer. The purchaser, if a Nebraska resident, will then be required to obtain a Nebraska salvage certificate of title (see above).

Miscellaneous Brands

Any brand indicating damage from another state’s title, or any records readily accessible to the Department of Motor Vehicles, the county treasurer or a law enforcement officer, shall be carried forward on the Nebraska title. The jurisdiction that issued such previous title shall also be indicated. This includes, but is not limited to:

| Code | Definition |
|------|--|
| B | Rebuilt |
| D | Damaged |
| F | Flood |
| J | Junked (in those states where this is not a death certificate) |
| O | Other – Any other language or symbol that would indicate damage. |
| P | Repaired |
| R | Reconstructed |
| S | Previously Salvaged (eligible for 25% MV Tax deduction) |
| T | Total Loss |

Be sure to look an out-of-state title over closely. Some states use codes to reflect their brands.

Chapter 6 – Title Brands – 6-12

Refer to Salvage Titles – and Other Brands for Motor Vehicles for information on branding titles for Motor Vehicles (see page 6-1).

Refer to Salvage Titles – and Other Brands for ATV's, Minibikes or UTV's for information on branding titles for ATV's, Minibikes or UTV's (see page 6-7).

SALVAGE TITLES – TRANSFER OF OWNERSHIP TO INSURANCE COMPANY BY AFFIDAVIT

A licensed insurance company that has taken ownership of a vehicle as part of a total loss settlement is required to obtain a properly assigned certificate of title showing such transfer from the title holder to the insurance company.

However, in those situations where the previous owner has failed to provide the properly assigned certificate of title the insurance company, under the following circumstances, may make application for a salvage certificate of title in its name:

- It has been at least thirty days since oral or written acceptance of the total loss settlement; and,
- Two written attempts to obtain the properly assigned certificate of title have been made.

The following documentation must be presented for issuance of a certificate of title:

- A signed, notarized Affidavit for Affirmation of Ownership of a Salvaged Vehicle Obtained in Settlement of a Total Loss (see appendix page A-56);
- Evidence of the total lost settlement (e.g. settlement letter, signed settlement agreement, copy of front and back of cancelled settlement check, etc.);
- Completed Odometer Disclosure State, if applicable (see page 9-1 for more information);
- Evidence of lien release (if applicable)
 - If lien held by participating lienholder the release must be electronically submitted which will create a paper title that is mailed as directed by the lienholder.
 - If lien held by non-participating lienholder a Non-Participating Lender Lien Release is required.
- An Application for Certificate of title; and,
- \$10.00 fee.

The county treasurer shall perform a NMVTIS record check for the vehicle prior to issuance of the new Nebraska certificate of title if the vehicle was previously titled in another jurisdiction (see page 1-22 for more information).

DUPLICATE CERTIFICATE OF TITLE

A duplicate Certificate of Title is issued in the event the Certificate of Title has been lost, destroyed or mutilated. (If an original title assigned to a dealer with reassignment to a purchaser has been lost or mutilated, refer to Lost Motor Vehicle Certificate of Title, page 8-4, for appropriate procedure.)

To obtain a duplicate title, the titleholder/lienholder must submit a completed, signed and notarized Application for Duplicate Certificate of Title (see appendix page A-19 for an example) to any County Treasurer or to the Department of Motor Vehicles along with the appropriate fee (refer to page 1-1, Fees). Applications for Duplicate Certificate of Title may be faxed.

All person(s) whose name(s) appear on the face of the title must sign the completed application. The exception to this is a title that is held by spouses in which case either may sign the application or when a lienholder makes application. See page 1-28 for more information.

If a Transfer on Death beneficiary(ies) is noted on the face of the title and death certificates are presented for the owner, or by the joint-tenant-with-right-of-survivorship owners, the beneficiary(ies) may make application for duplicate title.

If there is no record found on the computer system, contact the Help Desk to have the record recreated on the system. If your office issued the original Certificate of Title and you have located a copy in your file, you may fax this to the Help Desk to speed the process up.

If a lien is present on the title record and it has been satisfied, a lien release on lienholder letterhead may be accepted and the lien released prior to issuance of the Duplicate Certificate of Title.

If the title record has an electronic status, a duplicate title may not be issued. The lender may make request for printed copy of the title (refer to page 3-4, Electronic Lien and Title).

Notarization of the applicant's signature may be completed by one of the following:

- A Notary Public;
- A Designated County Official (County Clerk, Deputy County Clerk, County Treasurer, Deputy County Treasurer);
- The following designated Army officers that are empowered to administer oaths to persons in the armed services:
 - Adjutant of a Military Organization;
 - Summary Court Officer of a Military Organization;
 - Officer of the Judge Advocate General's Department.

Chapter 7 – Duplicate/Mutilated Titles – 7-2

If you are issuing a duplicate Certificate of Title that was originally issued and currently registered in another county, you will need to notify the title holder that they need to apply for a new registration to update the title number on the registration certificate. If the vehicle is currently registered in your county, this notification is not necessary – the registration will be updated at time of renewal.

MUTILATED CERTIFICATE OF TITLE

A Mutilated Certificate of Title is a title that has been incorrectly assigned, defaced or altered in any form. In such instances, the title that has been mutilated must be surrendered to the County Treasurer and the owner(s) of record must make application for a duplicate Certificate of Title (see page 7-1).

NEBRASKA LICENSED MOTOR VEHICLE DEALERS

Nebraska licensed dealers are authorized to accept out-of-state Certificates of Title and reassign them without making application for a Nebraska Certificate of Title in the name of the dealership, unless the Certificate of Title specifically states that the reassignment can only be used by a dealer from that state (example: ‘Reassignment by a Delaware Dealer’). The Department of Motor Vehicles has received notice from Oklahoma, Michigan and Minnesota that this is not the case with their Certificates of Title – any licensed dealer may reassign them.

A dealer from a state not authorized to use the reassignment on the Certificate of Title must take title in their name before ownership may be transferred.

If a Certificate of Title has been issued in the name of the dealership, the dealer must sign as the owner – not a dealer – when transferring ownership. When the dealership has been dissolved or lost its dealer’s license the dealer must title any vehicles left in inventory to the business name and assign those Certificates of Title to the new owners.

When a dealer reassigns a Certificate of Title, the date of sale cannot be prior to the purchase date on the face of the Certificate of Title.

A licensed dealer may void a reassignment on an MSO and use the next reassignment. They may not void a reassignment on a title and use the next reassignment for transfer of ownership. If a reassignment is voided, a title must be issued in the dealership’s name from the previous assignment/reassignment.

Once the last reassignment on a Nebraska Certificate of Title has been used, the purchasing dealer must obtain Certificate of Title in the dealership’s name prior to resale of the vehicle.

A dealership must be enfranchised by the vehicle manufacturer to use the reassignment on an MSO. If not enfranchised, the dealership must take title in its name before transferring ownership.

Once the last reassignment on an MSO is used, a dealer may attach one Nebraska Re-assignment of Manufacturer’s/Importer’s Certificate by Motor Vehicle Dealer form (see appendix page A-49 for an example). If all reassignments on the dealer assignment form have been used, the dealer shall obtain title in the dealer’s name prior to any subsequent transfer. Any dealer who uses the dealer assignment form to assign ownership to another dealer, or the end consumer, must be enfranchised for the make of the vehicle shown on the front of the MSO. All reassignments on the MSO and the dealer assignment form must be completed properly in order to effect transfer of the MSO to a title. This form is available for purchase by a licensed dealer from the Nebraska New Car and Truck Dealers Association.

A dealer may make application for title in the dealership’s name in any county.

An individual who sells one or more motor vehicles that have not been titled **and registered** in his/her name is in violation of the dealer licensing requirements in Nebraska.

An individual who sells more than eight motor vehicles, which **are** properly titled and registered, within a 12-month period is in violation of the dealer licensing requirements in Nebraska.

A dealership must always record their dealer's license number on the certificate of title or MSO as part of their reassignment.

Refer to Signatures (see page 2-2) for information on the proper procedures for a dealership to assign or reassign ownership.

A licensed manufacturer may only sell motor vehicles and trailers required to be titled to a licensed dealer unless the manufacturer also holds a dealer license (which would then allow sale direct to a consumer).

Dealer Directives

In a joint effort between the Department and the Department of Revenue the following dealer directives have been published:

Trade-Ins

A vehicle that is recorded on the Purchaser's Agreement (appendix page A-43) (which in turn is used to complete the Nebraska Sales/Use Tax and Tire Fee Statement for Motor Vehicle and Trailer Sales, Form 6) as a trade-in must be titled in the name of the purchaser. The exception to this is a vehicle that is currently titled in the name of the purchaser's parent/guardian or child.

The purchaser must present to the dealer a certificate of title in his/her name that is properly assigned to the dealer for all trade-ins. If the vehicle is not titled in the name of the purchaser he/she is jumping title.

Possession of a certificate of title that does not comply with these requirements is a violation of the Certificate of Title Act, a Class III misdemeanor. [Neb.Rev.Stat. 60-139]

Private Sales

Any consumer who transfers ownership of a motor vehicle must first obtain a certificate of title in his or her name, register the vehicle and pay sales tax. Failure to do so is a Class IV felony. Licensed motor vehicle dealers are exempt from this requirement.

SECURE POWER OF ATTORNEY

Only secure power of attorney forms may be used for disclosure of mileage when a dealership or insurance company is certifying mileage and signing as both the transferor and transferee (see appendix page A-29 for an example).

A dealership may use a general or durable power of attorney form when making application for a duplicate certificate of title on the behalf of a customer or when signing for the transferee only (see appendix page A-28 for an example).

Transactions occurring in Nebraska may include a secure power of attorney form for the following situations only:

- Current certificate of title is being held by the lienholder listed;
- Current certificate of title is lost;
- A lending institution that has allowed the dealership to “floor plan” is holding current certificate of title/MSO (the dealership is required to have their certificate of title/MSO’s held by a lending institution to secure their loan – no lien is noted on the face of the certificate of title).

You are not required to question each transaction using a secure power of attorney form to determine if one of the criteria has been met.

Any secure power of attorney form presented to your office is to be filed with the supporting documentation also received.

If it is indicated on the certificate of title that a power of attorney form was used, a properly completed power of attorney form must be surrendered before a certificate of title may be issued.

Part A of the secure power of attorney form is used when transferring ownership to the licensed dealer. Part B is only used when Part A is completed and the dealer has sold the vehicle prior to receiving the certificate of title. Only if Parts A and B are used is Part C required to be completed. The Vehicle Description information is required to be completed on all secure power of attorney forms.

In those situations where Part A and Part B are required to be completed, this may be done on two separate forms. When completed on two separate forms the Vehicle Description information must be completed on both forms and must match. In this situation, Part C should be completed on the form where Part B is completed. Both forms must be present in order to affect transfer of the certificate of title.

All power of attorney forms expire upon the death of the grantor.

The secure power of attorney forms are available to all dealerships and insurance companies and are provided by the Nebraska New Car and Truck Dealers Association.

Refer to Power of Attorney (see page 8-5) for information on general or durable forms.

POWER OF ATTORNEY

General or Durable Power of Attorney forms may be used in non-dealer transactions where the owner or owners are not available or incapacitated.

A dealership may use a General or Durable Power of Attorney form when making application for a duplicate Certificate of Title on the behalf of a customer or when the vehicle is over 10 years old and the odometer reading is marked exempt.

The Department of Motor Vehicles has provided a Power of Attorney form for your customer's use (see appendix page A-28 for an example).

The Power of Attorney form shall include the following:

- Name of the person granting the power of attorney (grantor);
- Name of the person given the power of attorney;
- Type of power granted - limited or unlimited (may be limited to just the transfer of the described vehicle);
- Effectiveness of the power of attorney – may be effective upon being signed or upon incapacitation of grantor; and
- Grantor's signature must be notarized.

The Power of Attorney form may also have an expiration date – if this is present, be sure to check it closely.

All Power of Attorney forms expire upon the death of the grantor. If the death occurred after transfer of the vehicle, but before issuance of the title, the Power of Attorney form is still valid for this transaction.

If it is indicated on the Certificate of Title that a Power of Attorney form was used, a properly completed Power of Attorney form must be surrendered before a Certificate of Title may be issued.

Refer to Secure Power of Attorney for information on these forms (see page 8-3).

LOST MOTOR VEHICLE CERTIFICATE OF TITLE

When a dealer purchases a motor vehicle or trailer and the original assigned certificate of title has been lost or mutilated, the dealer selling the motor vehicle or trailer may apply for an original certificate of title in the dealer's name. The following shall be submitted when making application for the certificate of title:

- a completed Application for Certificate of Title;
- a photocopy from the dealer's records of the front and back of the lost or mutilated certificate of title assigned to a dealer;
- a notarized Purchaser's Affidavit (see Appendix page A-43 for an example); and,
- title fee (refer to page 1-1, Fees).

The new certificate of title issued to the dealer shall reflect the date of purchase as the date that the dealership actually purchased the vehicle from the original owner (this date must precede the date the vehicle was sold to the current purchaser).

To transfer ownership to the current owner, the dealer shall record the original sale date in the assignment area of the new certificate of title and attach a photocopy of the front and back of the lost or mutilated title from the dealer's records as evidence why the purchase date is prior to the issue date of the new certificate of title.

ODOMETER CERTIFICATION

When transferring ownership on any motor vehicle or motorcycle equipped with an odometer by the manufacturer, that is less than ten (10) years old; the seller is required to provide the buyer with a signed statement certifying the odometer reading at the time of sale.

To determine if a vehicle is exempt from odometer certification under the ten (10) year old or older clause of the Federal Truth in Mileage Act of 1986, subtract 10 from the current calendar year and the answer is the first year of exemption. (2015 – 10 = 2005).

The mileage may continue to be recorded on the Certificate of Title after it is 10 years old as long as the odometer certification is completed properly. However, once a title has been issued as 'exempt' you cannot go back and add the odometer reading to the next title issued.

If the odometer statement is for an Assembled Vehicle, the ten-year-old exempt status is determined by the model year the vehicle most closely resembles. For example, if a vehicle is a 2002 assembled, the odometer would be determined exempt in the year 2012. Vehicles less than ten (10) years old will read Not Actual – except for Kit Cars which start at zero.

Starting on January 1, 1989, Certificates of Title were redesigned to include the Odometer Statement. Because vehicles 10 years old or older are exempt, after January 1, 1999, odometer certification will be accepted only on the Certificate of Title or Manufacturer's Statement of Origin (MSO) and no separate attachment will be accepted, with the following exceptions:

A separate Odometer Disclosure Statement (see appendix page A-27 for an example) may be attached to:

- an Affidavit of Transfer of Decedent's Motor Vehicle (when the previous title is not available);
- when making application for a Storage-Repair Lien;
- when making application for title to an Abandoned Vehicle;
- when a title is to be issued by court order;
- when a dealer has voided an assignment on an MSO and is attempting to reassign.
- when an insurance company is using an Affidavit for Affirmation of Ownership of a Salvaged Vehicle Obtained in Settlement of a Total Loss.

Motor vehicles exempt from odometer certification:

- Any motor vehicle exceeding sixteen thousand (16,000) pounds gross rated capacity.

Motorcycles manufactured without odometers are presumably off-road vehicles and are not intended by the manufacturer to be operated on public roadway; therefore, are not registered, and are not subject to the odometer requirements.

References: §60-190, 60-191, 60-192, 60-193, 60-194, 60-195, 60-196

Odometer notations on Nebraska Certificates of Title will be one of the following:

- **Actual** – mileage is, to the best of the seller’s knowledge, the actual mileage driven by the motor vehicle;
- **Not Actual** – the seller has knowledge that the odometer reading differs from the actual mileage and that the difference is greater than that caused by odometer calibration error (once “Not Actual” has been noted, it **must** be recorded as such on all future titles);
- **Exceeds Mechanical Limits** – the seller has knowledge that the mileage shown on the odometer is in excess of the designated mechanical odometer limit (once “Exceeds” has been noted, it **must** be recorded as such on all future titles);
- **Exempt** – vehicle is 10 year old or older or motor vehicle exceeds sixteen thousand pounds gross rated capacity. Once the odometer reading on a title is recorded as exempt, the mileage cannot be recorded on any future titles.

If the vehicle’s mileage is recorded in kilometers, it must be converted to odometer miles. (1 kilometer = 0.621 miles) The odometer head and appropriate gears can be replaced with an odometer reading miles.

The seller must retain a copy of the odometer statement for at least five (5) years from the date of transfer of ownership. Failure to maintain the odometer statement for the required time frame may result in a Class V Misdemeanor.

Ownership is not Changing

If the ownership of the vehicle is not changing, but the owners are relocating to Nebraska, the odometer reading may be taken from the Sheriff’s Inspection form or the owner may complete the odometer reading and sign on the document being surrendered. The odometer reading shall **not** be recorded exactly as it reads on the ownership documents presented.

ODOMETER CORRECTION

An Odometer Correction Statement (see appendix page A-26 for an example) may be provided to a customer when an odometer error is discovered.

The use of these forms must be monitored very closely and only used in situations where we have the opportunity to do a thorough review of all paperwork completed at the time of the error.

Using the form to correct an out-of-state title does not fall into a category where we have an opportunity to peruse all previous paperwork; therefore, should not be allowed.

Be sure to request copies of all paperwork on file in the County Treasurers office where the transfer took place that has the error. If the error on the Certificate of Title was typographical a corrected title shall be issued without completion of the Odometer Correction Statement.

If the error was not typographical, the Odometer Correction Statement shall be completed and signed by both the transferor and transferee involved in the transaction where the error occurred. Both signatures must be notarized. This does not include 'agents' of the above. If we are correcting an error we need the actual individuals, who have knowledge of the odometer reading, to complete the form.

Upon receipt of the properly completed Odometer Correction Statement, a representative of the County Treasurer must sign the statement, keep the white copy for your files, return the yellow copy to the customer (to be given to the transferor) and forward the pink copy to the following:

Nebraska State Patrol
Auto Fraud Division
3800 NW 12th Street
Lincoln, NE 68521

A corrected title must be issued. Do not make the correction on the new Certificate of Title that is being issued. See page 11-3 for more information on Corrected Certificates of Title.

REPLACED OR REPAIRED ODOMETER

If an odometer must be repaired or replaced, the reading on the new odometer is to be set at the mileage of the one replaced.

If the new odometer is unable to register the appropriate mileage, then the odometer must be set at zero (0).

If it is necessary to set the mileage at zero, the owner must contact the Department of Motor Vehicles and request in writing an “Odometer Notice” sticker (see below for an example). The date of the odometer’s repair or replacement must be indicated on the sticker as well as the mileage on the vehicle prior to the work performed on the odometer.

When the vehicle is sold, the odometer reading must indicate “Not Actual”.

The diagram shows a rectangular sticker with a black header bar at the top containing the text "ODOMETER NOTICE" in white. Below the header, the text "ODOMETER HAS BEEN REPAIRED OR REPLACED AND SET TO ZERO" is printed. This is followed by a rectangular box labeled "DATE". Below the date box, the text "PRIOR TO REPAIR OR REPLACEMENT MILEAGE WAS" is printed, followed by another rectangular box labeled "MILEAGE". At the bottom of the sticker, the text "STATE OF NEBRASKA", "LB 227-1977", and "DO NOT ALTER OR REMOVE" is printed.

Odometer Notice
Sticker

If the replacement odometer is from another vehicle the digital odometer cannot be reset to zero (0). Therefore the owner **is not** required to obtain an “Odometer Notice” sticker. The mileage must be recorded as the reading that appears on the used odometer and the reading must indicate “Not Actual”.

VEHICLE INSPECTIONS

Vehicle inspections are required for:

- all vehicles and trailers, ATV's, minibikes or UTV's brought into Nebraska from Out-of-State;
- all Assembled vehicles, ATV's, minibikes or UTV's;
- all Antique Motor Vehicles prior to first title issuance (see page 1-35);
- All Assembled Classic Motor Vehicles;
- a vehicle, ATV, minibike or UTV with a Salvage Certificate of Title when making application for a regular Certificate of Title (title will be branded "Previously Salvaged" and brand will be carried forward on all titles issued thereafter);
- all Assigned ID Number Applications [Vehicle Identification Numbers (VIN)] – [Assigned ID Number Applications for a Hull Identification Number (HIN) for motorboats **do not** require a Sheriff's Inspection Form];
- all ATV's, minibikes or UTV's when no title document is surrendered;
- all minitrucks when no Nebraska title document is surrendered;
- any time the Department of Motor Vehicles or County Treasurer requests an inspection to determine if the vehicle meets the definition of motor vehicle.

An employee of the County Sheriff's office or an employee of the County Treasurer may conduct the vehicle inspections. The employee is authorized by the County Sheriff, certified by the Nebraska State Patrol and shall hold a Certificate of Inspection.

No identification inspection shall be conducted unless all major component parts are properly attached to the vehicle in the correct location.

The State Patrol shall provide a list to each County Treasurer and County Sheriff's Office of those who are current holders of Certificate of Inspections. Be sure to check this list to ensure that the inspecting officer is certified prior to acceptance of the inspection form.

The fee for a Sheriff's Inspection is \$10.00, which is to be credited to the County Sheriff's Inspection account within the county general fund.

The inspection form expires ninety (90) days after the date of the inspection. The vehicle owner will have to return to the Sheriff's office for re-inspection if the form has expired.

Vehicles are exempt from inspection when:

- applying for a Salvage Certificate of Title;
- applying for a Non-Transferable Certificate of Title;
- a Nebraska Certificate of Title is presented;
- a Manufacturer's Statement of Origin (MSO) is presented;
- a United States Government Certificate of Title is presented;

References: §60-146, 60-181, 60-182, 60-183, 60-184, 60-189, 60-142.01, 60-142.02

Chapter 10 – Vehicle Inspections – 10-2

- the vehicle will be registered as apportioned through the Nebraska Department of Motor Vehicles – Motor Carrier Division;
- the vehicle is a cabin trailer/mobile home;
- application for title is for a motorboat;
- the title sought is the first title for a vehicle sold directly by the manufacturer to a Dealer **franchised by the manufacturer** (dealer must complete an Inspection Exemption Certificate – see appendix page A-22 for an example);
- the vehicle was sold at an auction authorized by the manufacturer and purchased by a licensed dealer **franchised by the manufacturer** of the motor vehicle (Dealer must complete an Inspection Exemption Certificate - see appendix page A-22 for an example.);
- trailers that have previously been registered in Nebraska as utility that have a Vehicle Identification Number (VIN) and are now upgrading to commercial, upon presentation of the previous Nebraska registration certificate and as long as no change of ownership has occurred.

If a franchised dealership signs an Inspection Exemption Certificate then reassigns the Certificate of Title to another dealership, then to a customer, the inspection exemption is still valid.

The inspection will include a comparison of the VIN on the vehicle with the title presented, as well as examination and notation of the odometer reading. For further information on odometers, refer to Odometer Certification (see page 9-1).

If the vehicle ownership is not transferring and the County Treasurer has obtained the out-of-state title from the lienholder, a certified copy, made by the County Treasurer, of the out-of-state title shall be provided to the inspecting officer for making such comparison.

For vehicles that require inspection, but are not physically located in Nebraska, the **State Police** in the state where the vehicle is located may perform the inspection, but they must use Nebraska Vehicle Inspection Form (NSP455 – see appendix page A-24 for an example).

After the inspection form has been completed, it must be sent to the address below, along with the required \$10.00 fee, for approval:

Nebraska State Patrol
Auto Fraud Division
3800 NW 12th Street
Lincoln, NE 68521

You must be absolutely sure that the State Patrol has approved this form before issuance of the title occurs.

Chapter 10 – Vehicle Inspections – 10-3

Once the vehicle has passed inspection, a completed and signed inspection form (see appendix page A-25 for an example) will be provided to the applicant. This form must be presented to the County Treasurer along with the Application for Certificate of Title, and:

- the out-of-state Certificate of Title (properly assigned if the vehicle is changing ownership);
- the Certificate of Title for the major component part and Bills of Sale for other parts if the vehicle is assembled;
- the Salvage Certificate of Title if application is for a Previously Salvaged Certificate of Title.

RECOGNIZED CAR CLUBS

A Recognized Car Club is an organization, recognized by the Department of Motor Vehicles, that has members with knowledge of and expertise pertaining to authentic vehicles and that has members with knowledge of and expertise pertaining to the restoration and preservation of specific makes and models of vehicles using replacement parts that are essentially the same in design and material to that originally supplied by the manufacturer of a specific year, make, and model of vehicle.

To become a Recognized Car Club, an application shall be filed with the Department of Motor Vehicles (see appendix page A-39 for an example application). Along with the application the applicant shall provide a copy of the club's bylaws and a membership list.

The Department shall determine if a car club qualifies as a Recognized Car Club. If such recognition is issued, then members of the car club may apply to become Qualified Car Club Representatives (see page 10-4 for more information).

QUALIFIED CAR CLUB REPRESENTATIVES

A member of a Recognized Car Club may apply to the Department of Motor Vehicles to become a Qualified Car Club Representative. Each application filed with the Department (see appendix page A-40 for an example application) shall include the name of the Recognized Car Club that the applicant is a member of along with the signature of the President/Director of the club. The President/Director shall also indicate on the application the types, era, makes, and models of the vehicles that the Recognized Car Club specializes in.

Upon approval of the applicant to become a Qualified Car Club Representative the Department shall place the applicant's name on the list of Qualified Car Club Representatives and provide the individual with information for inspection of vehicles and parts (see appendix page A-41 for an example).

The Department shall maintain and distribute to the County Treasurers the list of Qualified Car Club Representatives. This list will be kept on the DMV website at the following address: http://www.dmv.state.ne.us/dvr/mvtitles/qualified_rep_listing.html. If you are in need of a printed copy of the list, please contact the Driver and Vehicle Records Division.

When a Qualified Car Club Representative inspects vehicles and replacement parts, he or she shall determine whether all major component parts used in the assembly of a vehicle are original or essentially the same in design and material to that originally supplied by the manufacturer for the specific year, make, and model of vehicle, including the appropriate engine, body material, and body shape. After such inspection, the Qualified Car Club Representative shall provide the owner with an Inspection Statement (see appendix page A-42 for an example). The statement must contain all serial numbers found on the vehicle, a list of those major component parts that are not original and must indicate that those parts that are not original are essentially the same in design and material to that originally supplied by the manufacturer for the year, make, and model of vehicle being inspected.

No Qualified Car Club Representative shall charge any fee for the inspection or statement or inspect any vehicle owned by him or herself or any member of his or her immediate family.

Upon presentation of this Inspection Statement, you will need to verify that the inspector is on the list of Qualified Car Club Representatives

Chapter 11 – Title Changes and Corrections – 11-1

NAME CHANGES/ADDITIONS ON CERTIFICATES OF TITLE

An owner may apply to the County Treasurer to obtain a name change or to add an owners name to the Certificate of Title. An Application for Certificate of Title and the Certificate of Title must be presented. The appropriate title fee must be collected.

When adding a name, the Certificate of Title must be properly assigned. When changing a name, proof of the name change must be presented (i.e. marriage license, divorce decree, court order, etc.).

If the Certificate of title has an electronic status, the lender must make a request for a paper title (refer to page 3-4, Electronic Lien and Title) prior to the application for name change.

The County Treasurer shall notify the customer that he/she must apply for a new registration certificate. The vehicle is no longer properly registered once this new Certificate of Title has been issued.

Chapter 11 – Title Changes and Corrections – 11-2

VOIDED CERTIFICATES OF TITLE

Certificates of Title issued in error by the County Treasurer shall be marked 'VOID'. The accompanying title record on the computer system shall also be voided.

Never void a title record on the system without first securing all copies of the Certificate of Title.

If an error is discovered after the vehicle has been registered, the registration record must be voided prior to voiding the title record. Once the title record has been voided, then reissued the registration may be reissued.

Title records may only be voided from the system on the date of issue only. If the need arises to void the title after the initial date of issuance, you will need to contact the Help Desk for assistance.

Chapter 11 – Title Changes and Corrections – 11-3

CORRECTED CERTIFICATE OF TITLE

County Treasurers are authorized to issue a corrected Certificate of Title when errors are made on the face of the title (i.e. spelling of name, address and VIN, etc.).

A corrected Certificate of Title shall be issued at no fee to the customer, in the county where the original Certificate of Title was issued.

When a corrected Certificate of Title is issued, be sure to inform the customer that they must obtain a corrected registration (if currently registered).

No corrections shall be made without the original Certificate of Title in your possession, unless the title has an electronic status.

If the Certificate of Title has an electronic status, you may process a correction without the knowledge/consent of the lender.

No corrections shall be made on the computer record without a new Certificate of Title being produced. The computer record must always equal the hard copy.

If issuing a duplicate Certificate of Title and correcting an error at the same time, you must first issue the duplicate and then issue the corrected Certificate of Title.

See page 9-3 for additional information on Odometer Corrections.

If a lien or brand (i.e. salvage, previous salvage, etc.) is missed, be sure to inform the titleholder in writing, with a specific due date, of the need to surrender the Certificate of Title for correction. If the titleholder does not respond, send a second notice, again with a specific due date, informing them of pending cancellation action by the Department of Motor Vehicles. If the titleholder does not respond, forward copies of all paperwork and correspondence to the Driver and Vehicle Records Division with a request for title cancellation.

The Department of Motor Vehicles is required to send another notice to the titleholder and allow an additional fifteen (15) days for the correction to occur. If the titleholder fails to produce the title for correction, the title will be cancelled.

See page 11-4 for more information on Cancellation of Certificate of Title.

CANCELLATION OF A CERTIFICATE OF TITLE

If a Certificate of Title has been improperly issued, the appropriate procedure is cancellation of that title. In instances where cancellation becomes necessary, **only the Department of Motor Vehicles has this authority.**

It is the responsibility of the dealership, lienholder, insurance company or private individual whose action caused the error, to submit the appropriate request and supply the necessary documentation to the Department of Motor Vehicles so that a determination regarding whether the title should be cancelled can be made.

- A written request for cancellation of the title in question. The request must be on letterhead, correctly dated, and the explanation of the circumstances surrounding the error must be specific. The letter must include the name and phone number of an individual familiar with the situation who can provide additional information if necessary.
- The Certificate of Title in question must accompany the request for cancellation, unless the title has a status of electronic. Be advised that:
 - The title **MUST** be the original title. Duplicate titles **will not** be cancelled if the error occurred in the issuance of the original.
- Unless the circumstances surrounding the error make it impossible, the request must include proof that the correct Certificate of Title has been issued.

Once a cancellation has been approved, the Department of Motor Vehicles will notify the appropriate County Treasurer and any other person(s) directly affected by the cancellation. You are then advised to record the cancellation in your office and return the documents used to obtain the incorrect title to the place where the error originated for appropriate action. The title issued in error is then destroyed.

If, after reviewing the circumstances and documentation the cancellation request is denied, notification is sent to the requestor giving them the reason for the denial and advising the best method for correction of the problem. In the event of a denial, all documents submitted for review are returned to the requestor.

The title fees paid shall not be refunded when the title is cancelled.

The cancellation of title also cancels any valid registration that has been issued. The registration fees also shall not be refunded.

Chapter 11 – Title Changes and Corrections – 11-5

MOBILE/MANUFACTURED HOME CANCELLATION – REAL ESTATE

If a mobile/manufactured home, which has a Certificate of Title, is affixed* to real property in which the owner has any ownership interest**, the Certificate of Title may be surrendered to the County Treasurer in the county where the real property is located along with an Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title (see Appendix A-35 for an example) for cancellation. Written permission for release of the lien and cancellation of the Certificate of Title from each lienholder duly noted on the Certificate of Title shall be submitted with the Affidavit. This written notice is adequate for release of the lien even if the release is not noted on the face of the Certificate of Title.

If the mobile/manufactured home has two vehicle identification numbers (two MSO's were provided when new), two Affidavits and two Certificates of Title shall be submitted. If the Certificate(s) of Title has been lost, the owner shall obtain a duplicate title and submit that along with the Affidavit.

The Affidavit of Affixture and the required Certificate of Title may come to you from two different sources (i.e. the owner and the lienholder). If you receive the Affidavit from the owner you may need to request the Certificate of Title and written notice from the lienholder in the same manner that you do for new Nebraska residents or in the case of a name change, correction, etc.

Upon receipt of the Affidavit and Certificate of Title, the County Treasurer shall:

- Verify with the Register of Deeds in the county where the real estate is located that the correct and complete legal description and real estate owners are listed on the Affidavit.
- Verify with the Register of Deeds that the appropriate fee accompanies the Affidavit. The fees are \$5.00 per page and 50¢ per lot or section. For the period of January 1, 2013 through December 31, 2017, these fees are \$10.00 for the first page and \$6.00 for each additional page.
- Cancel any liens of record on VTR.
- Collect the appropriate fees to be forwarded to the Register of Deeds where the real estate is located.
- Complete the shaded portion at the bottom of the Affidavit, retain a copy for your records, and forward all originals to the Register of Deeds in the county where the real estate is located.
- Copies of the Affidavit shall also be forwarded to:
 - Department of Motor Vehicles, Driver and Vehicle Records Division;
 - County Assessor in the county where the real estate is located;
 - Each of the financial institutions listed on the Affidavit (as notice of cancellation); and
 - Person/entity submitting the Affidavit.

Chapter 11 – Title Changes and Corrections – 11-6

Upon receipt of the original Affidavit from the County Treasurer, the Register of Deeds shall:

- Record the Affidavit;
- Receipt the fees from the County Treasurer; and
- Return the original Affidavit (and any attachments) to the County Treasurer that submitted it.

Upon receipt of the recorded Affidavit from the Register of Deeds, the County Treasurer shall:

- Retain the Affidavit, Certificate of Title and all other accompanying documents in with your other Certificate of Title files.

Upon receipt of a copy of the Affidavit, the Department of Motor Vehicles will enter a “Cancelled-R E” status onto the title record. This status will prevent the issuance of any duplicate or corrected titles. A subsequent new title will be allowed only upon presentation of an Affidavit of Detachment. See page 13-5 for information on the issuance of a Certificate of Title for a mobile/manufactured home that has a status of Cancelled-Real Estate.

Once the Affidavit has been filed with the County Treasurer, the owner of the mobile/manufactured home may convey ownership only as a part of the real estate to which it is affixed.

*A mobile/manufactured home is affixed to real estate if the wheels, towing hitches and running gear are removed and it is permanently attached to a foundation or other support system.

**Ownership interest means the fee simple interest in real estate or an interest as the lessee under a lease of the real property that has a term that continues for at least twenty (20) years after the recording of the Affidavit.

If the owner of a mobile home does not currently hold a title and cannot produce the proper evidence of ownership for issuance of a Certificate of Title, he/she may apply to the Department of Motor Vehicles for a Bonded Certificate of Title (see page 5-1). Upon issuance of the Bonded Certificate of Title, the owner may then surrender it to the Department of Motor Vehicles, along with the Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title for cancellation.

NON-RESIDENT REQUEST FOR NEBRASKA CERTIFICATE OF TITLE

Non-Residents are defined as:

- Military personnel assigned to military installations in Nebraska (must present an affidavit to the County Treasurer stating that he/she is assigned to a Nebraska military installation);
- Leasing companies based in a foreign state leasing a vehicle to a Nebraska resident (refer to Leased Vehicles – Titles on page 1-19);
- Businesses based in foreign state but doing business that requires vehicles to be housed in Nebraska;

For Non-Residents who are not military personnel the Nebraska Certificate of Title will show their foreign address.

For military personnel the Certificate of Title shall be issued using his/her current Nebraska address.

Non-Resident Certificates of Title are issued to vehicles coming in from another state as well as vehicles purchased in Nebraska by the non-resident company, business or individual serving in the military.

Non-Resident Certificates of Title may also be issued to out-of-state residents who have purchased a vehicle from a Nebraska licensed dealer in order to complete the transfer of ownership or notation of lien.

The Certificate of Title for a non-resident shall be issued in the county where the vehicle will have tax situs. If the vehicle does not have situs in Nebraska the Certificate of Title shall be issued in the county where the transaction was consummated.

TRUSTS

When a vehicle is titled to a trust, there are some general guidelines to address the situation. However, a lot of the procedure will be dependent on the specific language used when the trust was created.

Depending on the language of the trust document, one trustee may be able to sign for all others. If there is no language to allow for one trustee to sign for all trustees, or if the document uses an “and” when naming the trustees and has no language to allow one trustee to sign for all of the trustees then the signature of all trustees will be required. However, pursuant to Neb.Rev.Stat. 30-2823, if there are more than three trustees, a majority of the trustees may sign on behalf of the trust. Any trustee can sign his or her own name to a document (example: “Jane Smith, Trustee for John Doe Trust”). In some cases a bank or similar organization may be named as trustee or successor trustee. In such instance a bank trust officer may sign as trustee. If the trust is a living trust, the grantor retains the right to sign for the trust while the grantor is alive.

If the vehicle(s) owned by the grantor is not titled in the name of the trust, upon the grantor’s death such vehicle(s) must be transferred under the probate process by a personal representative named in a will or may be transferred pursuant to a duly executed Affidavit for Transfer of Decedent’s Motor Vehicle (see page 2-2 for more information).

The name of the trust shall appear on the Certificate of Title as it is designated in the trust document. When issuing the Certificate of Title, the title shall bear the name of the trust only (i.e. John Doe Trust), unless ownership is split between a trust and an individual/company. In such an instance the situation should be treated like any other Certificate of Title with multiple owners.

A copy of the front page of the trust document shall be presented with the Application for Title to verify the correct name of the trust.

As in the case of a Certificate of Title held by a business or corporation, the County Treasurer is not required to verify authority of the signatory.

UNDERAGE OWNERS

There is no statutorily required minimum age to be listed as an owner or co-owner on a motor vehicle or motorboat Certificate of Title.

However, an individual must be of legal age to enter into a contract to borrow money – a situation that the lending institute is required to monitor, not a County Treasurer's Office.

Refer to Application for Certificate of Title for information on how to handle the signatures required when the owner is too young to sign for him or herself (see page 1-28).

PRORATED VEHICLES

Any owner of a vehicle applying for a Certificate of Title who intends to register that vehicle as an apportioned vehicle through the Department of Motor Vehicles, Motor Carrier Services Division, must file their application for title with them. These vehicles are exempt from inspection.

Vehicles that will be registered as apportioned through another state, shall apply for a Certificate of Title in the county where the vehicle has situs. If the title is issued from an out-of-state title by the County Treasurer and registered (as apportioned) in another state, a vehicle inspection is required (see page 10-1 for information on inspections).

Chapter 13 – Miscellaneous Vehicles – 13-2

MOTOR VEHICLES IMPORTED FROM A FOREIGN COUNTRY

A resident of Nebraska purchasing a new or used vehicle in a foreign country (except minitrucks, see page 1-36 for more information) shall present as evidence of ownership the following:

- A Current Registration Certificate;
- A Bill of Sale;
- Foreign Country's Ownership Documents (similar to our Certificate of Title);
- Manufacturer's Statement of Origin (MSO). In Canada, their similar form is referred to as a New Vehicle Information Statement (NVIS), and in Europe their similar form is referred to as a European Community Certificate of Conformity.

AND

THE FOLLOWING IMPORT PAPERS AS PROOF OF LEGAL ENTRY

- U.S. Customs Form 7501 (see Appendix pageA-31 for example)
- EPA Form 3520-8 (see Appendix page A-21); **OR**
EPA Form 3520-1 (see Appendix page A-21a);
- DOT Form HS-7 (see Appendix page A-20 for example)

All imported motor vehicles must have DOT and EPA stickers (except minitrucks) affixed as evidence of their compliance with U.S. Federal equipment and safety standards. The above documentation is also evidence of the compliance. If for some reason you need to verify the information on the paperwork submitted and are questioning the presence of these stickers, you may request a Sheriff's inspection (see page 10-1 for more information).

A US Military Base-issued registration does not qualify as proof of ownership unless it specifically states that it also serves as a 'Certificate of Title'.

The following Federal Government Agencies oversee different requirements involved in the import of vehicles:

- Environmental Protection Agency – (800) 223-0425, Kansas City, KS. Control emission standards.
- The following agencies control the Federal Motor Vehicle Safety Standards:
 - National Highway Traffic and Safety Administration (202) 366-5291, Washington D.C.
 - Department of Transportation: Canadian and Foreign Imports - (202) 366-5309 Washington D.C.

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- United States Customs Nebraska Port of Entry - 5229 Boeing Court, Omaha, NE 68110, (402) 341-0240, Fax: (402) 341-2117

MOBILE HOMES OR CABIN TRAILERS

Every owner of a mobile/manufactured home shall obtain a Certificate of Title for the home prior to affixing it to real estate. A Park Model Home is considered a cabin trailer for titling purposes.

If a mobile/manufactured home has been affixed to real estate and a Certificate of Title was not issued before it was affixed, the owner of such home shall apply for and be issued a Certificate of Title at any time for surrender and cancellation (see page 11-5 for additional information about cancellation process).

Proper evidence of ownership is one of the following:

- **Manufacturer's Statement of Origin (MSO);**
- Properly assigned Certificate of Title from another state;
- Court Order; or
- Assessment records for the manufactured home from the county assessor and an affidavit by the owner affirming ownership presented (see appendix page A-50 for an example of Affidavit).

If the applicant cannot produce any of the ownership documents identified above, he/she may submit to the DMV any such ownership evidence he/she may have and the DMV, if it finds the evidence sufficient, may issue a certificate of title or authorize the county treasurer to do so.

Doublewide manufactured homes usually carry the same serial number for both sides, but the manufacturer adds the letters 'A' and 'B' or 'L' and 'R', in which case only one title is required and the serial number would read as 135694AB or 135694LR.

There may be some instances when you are presented with two MSO's or two Certificates of Title for a doublewide manufactured home that has been assigned a different serial number for each side. In those cases, two Certificates of Title are required to be issued.

Prior to the independent sale of a mobile/manufactured home, the seller should obtain title in his or her name to enable transfer to the new owner.

If the mobile/manufactured home has been deeded along with the land as real estate and no Certificate of Title has ever been issued, as evidenced by proof received from the Department pursuant to a vehicle record check, the assessment records held by the County Assessor may be used as proper evidence to issue a Certificate of Title to the owner if enough identifying information is present. If the mobile/manufactured home has transferred ownership, the assessment records must be accompanied by a bill of sale before a Certificate of Title may be issued. If the VIN is missing or has been removed, a replacement or assigned VIN plate is required (see page 4-17).

Chapter 13 – Miscellaneous Vehicles – 13-5

If proper proof of ownership is not available, the owner may apply to the Department of Motor Vehicles for a Bonded Certificate of Title (see page 5-1 for more information).

The title is required to be issued in the county where the mobile/manufactured home has situs.

Proof of Payment of Sales Tax

All Applications for Certificate of Title for a mobile home or cabin trailer must be accompanied by proof of payment of sales tax. Please contact the Department of Revenue to determine if sales tax is required. If the proof of payment of sales tax does not accompany the application, you may still issue the Certificate of Title but you cannot deliver such to the owner. If the Certificate of Title has a lienholder indicated it will remain on the system until the lien is satisfied.

Mobile Home Transfer Statement

A Mobile Home Transfer Statement (see appendix page A-23 for an example) must accompany any Application for Certificate of Title for a mobile home (cabin trailers more than 102” wide or more than 40’ long). If the Mobile Home Transfer Statement does not accompany the application, you may still issue the Certificate of Title but you cannot deliver such to the owner. If the Certificate of Title has a lienholder indicated it will remain on the system until the lien is satisfied.

Your office shall retain the original of the Mobile Home Transfer Statement. Please contact the Department of Revenue with any questions regarding this requirement.

Certificate of Title – Mobile/Manufactured Home After Cancellation – Real Estate

The current owner of a mobile/manufactured home shall not detach it from real estate before a Certificate of Title has been issued.

If the vehicle record has a status of Cancelled – Real Estate, before making application for a Certificate of Title an Affidavit of Detachment for a Mobile Home (see Appendix A-36 for an example) must be recorded in the office of the Register of Deeds in the county where the Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title was originally recorded.

The Register of Deeds will collect the appropriate fee from the applicant for the filing of the Affidavit. The fees are \$5.00 per page and 50¢ per lot or section. For the period of January 1, 2013 through December 31, 2017, these fees are \$10 for the first page and \$6.00 for each additional page.

The Register of Deeds shall provide a recorded copy of the submitted Affidavit to the County Treasurer in their county. Photocopies shall also be provided to the applicant and to the County Assessor in their county.

References: §33-109, 33-112, 60-107, 60-137, 60-147, 60-169,79-606

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Chapter 13 – Miscellaneous Vehicles – 13-6

The County Treasurer will need to be in receipt of this completed Affidavit prior to the issuance of the Certificate of Title.

The recorded copy of the Affidavit of Detachment may be used as proof of ownership for issuance of the new Nebraska Certificate of Title when submitted with an Application for Title.

If a Certificate of Title is issued, the mobile/manufactured home is no longer considered part of the real property and any lien shall be perfected against the Certificate of Title (see page 3-1 for additional information) and the owner may convey ownership only by way of a Certificate of Title.

See page 13-4 for additional information on issuing a Certificate of Title for a mobile/manufactured home.

See page 11-5 for information on the cancellation of a Certification of Title for a mobile/manufactured home that has been attached to real estate.

Conversion of School Bus to Mobile Home

When any school bus is sold and used for any other purpose than for transportation of school children, the following must be done:

- Bus must be painted any color other than “school bus” yellow;

and

- The stop arms and alternating, flashing warning signals must be removed.

To be considered a mobile home, the unit must provide at least four of the following:

- cooking
- refrigeration or ice box
- self-contained toilet
- heating and/or air conditioning
- a potable water supply system, including a faucet and sink
- separate 110-125 volt electrical power supply
- an LP gas supply

The body type on the Certificate of Title may be changed to mobile home.

Conversion of Truck-Tractor to Mobile Home

To be considered a mobile home, the unit must provide at least four of the above items.

The body type on the Certificate of Title may be changed to mobile home because it does not affect the registration process.

References: §33-109, 33-112, 60-107, 60-137, 60-147, 60-169,79-606

12/2014

GOVERNMENT OWNED MOTOR VEHICLES

Federal Government

A United States Government Certificate to Obtain Title to a Vehicle (see appendix page A-32 for an example) will be used to transfer ownership of Federal Government owned vehicles. An authorized representative of an agency of the Federal Government must sign the Certificate of Title.

State, Local Government of Other Political Subdivisions

All State, County and Municipal vehicles that do not fall under Motor Vehicles Exempt from Titling (see page 1-9), are required to have a Certificate of Title properly issued. All appropriate fees are to be charged.

Chapter 14 – Record Retention – 14-1

RECORD RETENTION

County treasurers are authorized to destroy all Certificates of Title and all supporting records and documents as outlined in Records Retention Schedule 16 County Treasurers maintained by the Nebraska Secretary of State, Records Management Division. This Schedule is available for download at: http://www.sos.ne.gov/records-management/retention_schedules.html.

The retention periods outlined in Schedule 16 are as follows:

| | |
|---|---------|
| Motor Vehicle – ELT Non-Participating Lender Lien Release | 5 years |
| Motor Vehicle – Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title | 5 years |
| Motor Vehicle – Affidavit of Detachment for a Mobile Home | 5 years |
| Motor Vehicle – Certificate of Title | 5 years |

The county treasurer has the authority to destroy these documents prior to the period specified above if copies are stored on durable medium (i.e. microfilm, microfiche, document imaging system, etc.) if approved by the State Records Administrator.

Requests for approval of durable medium and for destruction of records should be directed to:

Nebraska Records Management Division
440 S 8th St, Suite 210
Lincoln, NE 68508-2294

402-471-2559

Chapter 15 – State Vehicle/Motorboat Titles & Notary – 15-1

STATES OPERATING UNDER A CERTIFICATE OF TITLE LAW

| STATE | EFFECT YEAR | NOTARY REQ | MOTOR VEHICLES | MOTORBOATS (Effect Year) | TRAILERS (COMMERICAL) |
|----------------------|-------------|------------------|--|--|---|
| Alabama | 1973 | No | Yes - 1975 and newer | No | Yes |
| Alaska | 1951 | No | Yes | No | Yes |
| Arizona | 1927 | Yes | Yes | No | Yes |
| Arkansas | 1950 | No | Yes | No | Yes |
| California | 1936 | No | Yes | Yes | Yes - optional |
| Colorado | 1925 | Yes ¹ | Yes | No | Yes |
| Connecticut | 1959 | No | Yes – 1981 and newer | No | Yes – Gross wt-excess of 3,000 lbs. |
| Delaware | 1941 | No | Yes | No | Yes |
| District of Columbia | 1932 | No | Yes | Yes (1984) | Yes |
| Florida | 1923 | No | Yes | Yes (1968) | Yes – Excess 2,000 lbs. |
| Georgia | 1962 | No | Yes – 1963 and newer | No | Yes - Unladen wt-excess 2,000 lbs |
| Hawaii | 1929 | No | Yes | No | No |
| Idaho | 1927 | No | Yes | No | Yes- Unladen wt-excess 2,000 lbs |
| Illinois | 1934 | No | Yes | Yes | Yes |
| Indiana | 1921 | No | Yes – ACV= \$3,000 new | Yes | Yes |
| Iowa | 1953 | No | Yes | Yes (1988) ² | Yes – Unladen wt-excess 2,000 lbs. |
| Kansas | 1937 | No | Yes | No | Yes - Gross wt-excess of 2,000 lbs. |
| Kentucky | 1974 | Yes | Yes | Yes (1990) | Yes |
| Louisiana | 1950 | Yes | Yes | Yes - (8/25/09) If value is greater than \$2,500.00 | Yes |
| Maine | 1974 | No | Yes – 1995 and newer (as of 1/1/2011) | No | Yes – Unladen wt-excess 3,000 lbs. (1995 & newer as of 1/1/2011) |
| Maryland | 1920 | No | Yes | Yes (1965) | Yes |
| Massachusetts | 1972 | No | Yes | Yes (1989) *** | Yes – Gross wt-excess of 3,000 lbs. |
| Michigan | 1921 | No | Yes | Yes (1977) | Yes – Gross wt-excess of 2,500 lbs. |
| Minnesota | 1972 | No | Yes | Yes (1991) | Yes – Excess of 4,000 lbs. |
| Mississippi | 1969 | No | Yes – 1969 and newer | No | Yes – Excess of 5,000 lbs. |
| Missouri | 1921 | No | Yes | Yes (1970) | Yes |
| Montana | 1926 | Yes | Yes | Yes (1988) | Yes |
| Nebraska | 1939 | No | Yes | Yes (1997) | Yes – Excess 9,000 lbs. |
| Nevada | 1931 | No | Yes | Yes (1971) | Optional |
| New Hampshire | 1968 | No | Yes - 15 yrs and newer | No | Yes – Excess 3,000 lbs. |
| New Jersey | 1946 | No | Yes | Yes (1987) | Yes – Excess of 2,500 lbs. |
| New Mexico | 1912 | No | Yes | Yes (1987) | Yes |
| New York | 1972 | No | Yes – 1973 and newer | Yes (1986) ³ | Yes – 1973 & newer + Unladen wt-excess 1,000 lbs. |
| North Carolina | 1923 | Yes | Yes | No | Yes |
| North Dakota | 1927 | No | Yes | No | Yes |
| Ohio | 1938 | ⁴ | Yes | Yes | Yes – Excess of 4,000 lbs. |
| Oklahoma | 1925 | Yes | Yes | Yes (1959) | Yes |
| Oregon | 1925 | No | Yes | Yes | Yes – Excess of 1,800 lbs. |
| Pennsylvania | 1923 | Yes ⁵ | Yes ⁵ | No | Yes ⁵ |
| Rhode Island | 1972 | No | Yes – 10 Years and newer | Yes -14ft or greater | Yes |
| South Carolina | 1958 | No | Yes | Yes (1989) | Yes |
| South Dakota | 1958 | No | Yes | Yes | Yes |

1. If no perjury statement and notary box is present
 2. 17 ft or Greater
 3. 14 ft or Greater

4. Seller Only
 5. Not required for dealer sales after 10/31/01

Chapter 15 – State Vehicle/Motorboat Titles & Notary – 15-2

| STATE | EFFECT YEAR | NOTARY REQ | MOTOR VEHICLES | MOTORBOATS (Effect Year) | TRAILERS (COMMERICAL) |
|---------------|-------------|------------|----------------------|---------------------------------|------------------------------------|
| Tennessee | 1951 | No | Yes | No | Yes |
| Texas | 1939 | No | Yes | Yes (1994) | Yes – Excess of 4,000 lbs. |
| Utah | 1934 | No | Yes | Yes (1984) | Yes |
| Vermont | 1971 | No | Yes – 1994 and newer | Yes (1997 & newer) ⁶ | Yes – Unladen wt-excess 1,500 lbs. |
| Virginia | 1924 | No | Yes | Yes (1982) | Yes |
| Washington | 1933 | No | Yes | Yes (1983) | Yes |
| West Virginia | 1930 | No | Yes | Yes (1989) | Yes |
| Wisconsin | 1927 | No | Yes | Yes (1989) | Yes - Excess of 3,000 lbs |
| Wyoming | 1935 | Yes | Yes | Yes – (1/1/10) | Yes – Unladen wt-excess 1,000 lbs. |

6. 16 Ft or Greater

US TERRITORIES

| TERRITORY | TITLE ISSUED | NOTARY REQ | MOTOR VEHICLES | TRAILERS (COMMERICAL) |
|--|--------------|------------|----------------|--------------------------|
| American Samoa | Unknown | Unknown | Unknown | Unknown |
| Guam | Yes | Yes | Yes | Unknown |
| Northern Mariana Islands | Unknown | Unknown | Unknown | Unknown |
| Puerto Rico | No | No | No | No |
| Virgin Islands (St. Croix, St. John, St. Thomas) | Unknown | Unknown | Unknown | Unknown |

Unknown data will be updated as the information becomes available.

CANADIAN PROVINCES THAT DO OPERATE UNDER A CERTIFICATE OF TITLE LAW

| PROVINCE | TITLE ISSUED | NOTARY REQ | MOTOR VEHICLE | COMMERICAL TRAILERS |
|-------------|--------------|------------|---------------|---------------------|
| Nova Scotia | Yes | No | Yes | Yes |

CANADIAN PROVINCES THAT DO NOT OPERATE UNDER A CERTIFICATE OF TITLE LAW

(Ownership is transferred on vehicle's registration.)

| PROVINCE |
|----------------------|
| Alberta |
| British Columbia |
| Manitoba |
| New Brunswick |
| Newfoundland |
| Ontario |
| Prince Edward Island |
| Quebec |
| Saskatchewan |
| Yukon Territory |

Chapter 15 – State Vehicle/Motorboat Titles & Notary – 15-3

MEXICO

Certificates of Title are not issued. Motor vehicles sold new are issued an Invoice that must remain with the vehicle.

Transfer of ownership is recorded on the same Invoice document throughout the life of the vehicle. Transfer is recorded on the Invoice in consecutive order with signatures of both seller and purchaser for each transaction.

Motor vehicles in Mexico must be registered. Registration is renewed annually.

Prior to 1999 Mexico did not require Vehicle Identification Numbers to be 17 digits.

Chapter 15 – State Vehicle/Motorboat Titles & Notary – 15-4

NMVTIS

(03-07-2012)

States Title Number Reference Chart

Note: Always leave out dashes or spaces included in title numbers, and use only the current title number not the previous title number or control number that appears on many titles.

| State | Abbv | Title Number |
|----------------------|------|--|
| Alaska | AK | 7-digit control number on upper left, bottom middle left in red or the bar code number. (All should match the control number). |
| Alabama | AL | 8-digit number as shown in the “Title No.” field at the upper left of the document |
| Arizona | AZ | 13-digit title number on the left side of the title. Do not use Previous Title number, Film number, or inventory control number. |
| Arkansas | AR | Document issued after 2006, enter 10-digit title number in the upper left. Document issued prior to 2006 enter 11-digit title number in the upper right of the document. |
| California | CA | California does not specify title number. Use the 4-digit year, the 2-digit month and the 2 -digit day shown in the “Issue Date” field. For example: the Issue Date field shows “5/27/08” the title number will be 20080527. |
| Colorado | CO | 9-digit title number as shown in the “Title Number” field at the upper right of the document. |
| Connecticut | CT | Document issued after 4/19/77, enter 9-digit title number as shown on the “Title No.” filed at the upper left of document. Documents issued from 12/16/71 – 4/6/1977 use 8-digit title numbers as shown. |
| Delaware | DE | Use digits shown in the “Title, Tag and Registration No” field on newer documents or the “Title No” field on order documents at the upper left of the document. |
| District of Columbia | DC | 8-digit title number as shown in the “Title Number” field in the upper left of the document. |
| Florida | FL | 8 or 9 digit title number as shown in the “Title Number” field in the upper right of the document |
| Georgia | GA | 15-digit title number as shown in the “Current Title Number” field in the upper right of the document. |
| Hawaii | HI | The certificate of title license number is the “Title Number” in the upper right corner of the document. |
| Idaho | ID | 9-digit title number as shown in the “Title Number” field in the upper left of the document. |
| Illinois | IL | 11-digit title number as shown in the “Title No. “field at the upper right of the document. |
| Indiana | IN | 11- 14 digit title number as shown on the “Title Number” field in the lower right of the document. |
| Iowa | IA | 9-digit-number as show on the “Title No.” field at the upper left of the document |
| Kansas | KS | 8-digit title number as shown in the “Title No.” field at the upper left of the document |
| Kentucky | KY | 12-digit title number as shown on the “Title No.” field at the upper left of the document |
| Louisiana | LA | 8-digit title number as shown in the “Title Number” field at the top of the document |
| Maine | ME | 7-digit title number as shown in the “Title Number” box at the upper right of the document |
| Maryland | MD | 8-digit title number as shown in the “Title Number” field at the upper right of the document (Do not use the red control number) |
| Massachusetts | MA | 7or 8-digit title number including alpha characters as shown in the “Title Number” field at the top left of the document |
| Michigan | MI | 8-digit title number as shown in the “Title Number” field at the upper left of the document |
| Minnesota | MN | Use digits as shown in the “Title Number” field at the upper right of the document |

Chapter 15 – State Vehicle/Motorboat Titles & Notary – 15-5

| | | |
|----------------|----|---|
| Mississippi | MS | 9-digit title number as shown in the “Title Number” box at the top right of the document without the hyphen |
| Missouri | MO | At least 8-digit title number as shown in the “Title Number” field at the top right of the document without hyphen |
| Montana | MT | Documents issued prior to April 2009 are 7-digit title numbers. Documents issued after April 2009 are 9-digit title number as shown in the “Title Number” field in the upper left. (Do not use the control number). |
| Nebraska | NE | 11-digit number as shown in the “Title Number” field at the bottom right of the document. |
| Nevada | NV | 11-digit title number as shown on the title in the upper left or right of the documents. Title numbers began with NV (be sure to include NV when entering the title number). |
| New Hampshire | NH | Documents issued prior to July 2011 will be 7-digit and documents issued after July 2011 will be 8-digit title number as shown in the “Title Number” field at the upper left of the document. |
| New Jersey | NJ | 13-digit number at the bottom right corner of the title. The title number is always reported to NMVTIS as a 17-digit number. For example: at the bottom of a NJ title shows “NN20081851234”. The title number has 3 parts, a 2-letter agency identification (NN), Julian date (2008185) |
| New Mexico | NM | Use digits shown in the “Title Number” field at the upper right of the document |
| New York | NY | NY does not specify title number. Use the 4-digit year, the 2-digit month and the 2 -digit day shown in the “Date Issue” field. For example: the Date Issue field shows “5/27/08” the title number will be 20080527. |
| North Carolina | NC | 15-digit title number as shown in the “Title Number” field at the upper left of the document |
| North Dakota | ND | Use digits shown in the “Title Number” field at the upper left or upper center of the document |
| Ohio | OH | 10-digit title number given on the title following “No.” at the top right of the document. |
| Oklahoma | OK | 13-digit title number as shown in the “Title No” field at the top right of the document |
| Oregon | OR | Use the digits as shown in the “Title Number” field at the upper left of the document |
| Pennsylvania | PA | 11-digit number as show in the “Title Number” field in the upper right of the document. Do not enter the two letters following the numbers. |
| Rhode Island | RI | Title sequence number located in upper right of the document |
| South Carolina | SC | 15-digit title number as shown in the “Title Number field in the upper right section of titles issued in 2003 or later. Titles issued before 2003 the title number was in the middle of the upper section of the title. Do not include the alpha character at the end. |
| South Dakota | SD | 9-digit title number as shown in the “Title No.” field at the upper left of the document. Prior titles can be 6-8digits. |
| Tennessee | TN | 8-digit title number as shown in the “Title Number” field at the top right of the document |
| Texas | TX | 17-digit title number as shown in the “Title/Document Number” field at the upper right of the document. |
| Utah | UT | 9-digit title numbers as shown in the “Title Number” field in the upper right portion of titles issued in 2001 or later. Titles issued before 2001 the 7-digit title number as show in the “Vehicle Title #” fields in the upper portion of the title. |
| Vermont | VT | Use digits as shown in the “Title No” field at the upper left to middle of the document |
| Virginia | VA | 8-digit title number as shown in the “Title No.” field in the upper right of the document. |
| Washington | WA | Use digits as shown in the “Certificate or Title Number” field in the center of the document |
| Wisconsin | WI | 10-12-digit title number given in the “Title Number” field. Do not enter the number after the dash. |
| West Virginia | WV | Use digits as shown in the “Title Number” field at the upper right of the document |
| Wyoming | WY | 9-digit title number given on the title following “Title Number” at the top right of the document. Do not enter the dash |

UNIFORM MOTOR VEHICLE RECORDS DISCLOSURE ACT

BACKGROUND

In 1989, a man who used a private investigator to obtain her home address from the California Department of Motor Vehicles, fatally shot actress Rebecca Schaeffer at her Los Angeles apartment. California law was then changed to limit the available information to a person's name and town – residence street address could no longer be given out.

In addition to California law being changed, Congress (as part of the Violent Control and Crime Act of 1994) passed the Federal Driver's Privacy Protection Act (DPPA). The DPPA mandated that all states restrict access to and use of driver and vehicle record information. The mandatory compliance date was September 13, 1997. Any DMV not complying on or after this date shall be subject to a penalty of \$5,000 per day, for each day of noncompliance.

In response to this Federal mandate, the Nebraska Legislature enacted §60-2901 through 60-2913, the Uniform Motor Vehicle Records Disclosure Act (UMVRDA), with an effective date of September 13, 1997. This opt-out system provided record holders the option of restricting access.

Then on October 9, 1999, Congress (as part of the FY 2000 DOT Appropriations Act) enacted changes to the DPPA, which mandated that all states establish an opt-in system. These changes were required to be in place by June 1, 2000. Again, in response to the Federal mandate, the Nebraska Legislature enacted LB 1317. LB 1317 updated the UMVRDA with an effective date of June 1, 2000.

Since that time, additional changes have been made to the UMVRDA to provide for the Donor Registry of Nebraska and to specify a penalty for disclosure of sensitive personal information in violation of the Act.

General Information

The Uniform Motor Vehicle Records Disclosure Act (UMVRDA) restricts the access that has previously been available to our motor vehicle records. While restricting access, we still must maintain our compliance with the Public Records statutes. The information in this section of your manual will set forth the procedures to be followed by your office when information from a motor vehicle record is requested.

Definitions

- ***Motor vehicle record*** is defined as any record pertaining to driver licenses; permits; ID Cards; registrations or titles issued by the Department of Motor Vehicles, or any local agency authorized to do so.
- ***Department (DMV)*** is defined as the Department of Motor Vehicles or the duly authorized agents or contractors of DMV responsible for compiling and maintaining motor vehicle records.
- ***Person*** is defined as an individual, organization or entity.
- ***Personal information*** is defined as an individual's driver identification number (driver license number, license plate number, or title number); name; address (except zip code); and telephone number. Personal information does not include accident involvement information; violations; or license/registration status.
- ***Sensitive personal information*** is defined as an individual's driver license photo or image; social security number; and medical or disability information.

Restricted Access to Records

Personal information and sensitive personal information contained in all motor vehicle records is restricted, unless the procedures outlined in "Release of Record Information" are followed.

Release of Record Information

As paraphrased from Neb.Rev.Stat. 84-712, except as otherwise expressly provided for by statute, all citizens of this state, and all other persons interested in the examination of public records, are hereby fully empowered and authorized to examine the same, and to make memoranda and abstracts from, all free of charge.

Release of information must be continued under the following guidelines:

Motor vehicle records are public information and can be viewed by any requestor who meets the guidelines set forth below:

- Neb.Rev.Stat. 60-3,161 provides for the payment of fees for vehicle records to DMV:
 - \$1.00 per record; or
 - extracts at \$50.00 for fewer than 2,000 records and \$18.00 per thousand records for extracts of over 2,000 records.
- Neb.Rev.Stat. 60-483 provides for the payment of fees for driver license records to DMV:
 - \$3.00 per record.

No computer-generated records shall be provided to a requestor unless the proper fees are paid to DMV.

Any individual who requests personal or sensitive personal information from any motor vehicle record held by a County Treasurer or the DMV shall complete an Application for Copy of Driving Record or Application for Copy of Vehicle Record. Samples of these forms are on pages 9, 11, 13 and 15.

The completed form shall include:

- Record identifying information;
- Purpose for which the record will be used;
- Requestor's name, business name (if applicable) and address;
- Requestor's signature.

After completion of the form, you must verify that the recipient is entitled to the record (i.e. requestor is record holder; requestor has notarized written consent of record holder; or the purpose for which the record will be used is an "exempt" purpose) and verify the requestor's proof of identification. Valid proof of identification is one of the following:

- Valid or expired (Nebraska or out-of-state) driver's license with photograph;
- Valid or expired Nebraska State ID Card with photograph;
- Valid or expired U.S. passport; or
- A U.S. based Certified Birth Certificate.

If the request is received through the mail, the requestor's signature must be notarized in place of providing the proof of identification.

- If the requestor is eligible to receive the information, provide it.
- If the requestor is not eligible, release of information shall be denied.

Public record statutes require that a denial of release of information should be done in writing, including an explanation of why the record information is being denied. Samples of DMV's denials are on pages 17 and 18.

All record request forms shall be maintained in your office for five years. These record request forms shall be made available for inspection and copying by a representative of the DMV.

Your title, registration and driver license files (paper and computer) shall not be open for inspection to the public unless for an exempted use. You must receive a written request or contract covering all privacy issues prior to requestor conducting inspection.

Any record requests may be referred to the DMV.

Any requests for copies of information received by the DMV which are for items we do not have possession of (i.e. title application papers) will not be returned to the requestor unprocessed. The DMV will initiate the request to the appropriate county office for completion if requirements of the UMVRDA are met.

All inquiries concerning bulk vehicle record or driver record header record requests (extract of the computer file, not an identified, specific record) and the requests should be forwarded to the Administrator of DMV's Driver and Vehicle Records Division.

Data that is not personal or sensitive personal information (see definitions on page 1) may continue to be provided. Examples of this may be VIN's, lien information, etc.

If you provide personal or sensitive personal information from motor vehicle records repeatedly to the same requestors, for the same exempt purposes, you may choose to enter into contractual agreements with them. The agreement must specify the requestor, the means of request (i.e. phone, letters, etc.), the intended use of the information, information to be provided, redisclosure requirements and penalties for misrepresentation. A sample agreement is on page 20.

Exempted Purposes – Personal Information

1. For use by a government agency in carrying out their functions, or by private entity on an agency's behalf;
2. For use in connection with vehicle or driver safety and theft; vehicle emission; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts and dealers; vehicle market and survey research; and removal of non-owner records from the original owner records from vehicle manufacturers;
3. Use in the normal course of business by a legitimate business (any agency, employee or agent) only:
 - To verify the accuracy of personal information submitted by the individual to the business, or:
 - If information submitted is not or no longer correct – to obtain correct information – if for preventing fraud by pursuing legal remedies or recovering on a debt or security interest against the individual;
4. Use in connection with civil, criminal, administrative or arbitral proceeding in federal, state or local court; government agency; or self-regulatory body for service of process, investigation; execution or enforcement of judgment; or pursuant to an order;
5. Use in research activities and producing statistical reports, as long as personal information is not published, redisclosed, or used to contact individuals;
6. Use by an insurer, insurance support organization or self-insured entity in connection with claims investigation, anti-fraud activities, rating or underwriting;
7. Use in providing notice to owners of abandoned, towed, or impounded vehicles;
8. Use by a licensed private detective/investigator for purposes permitted under this act;
9. Use by an employer (or it's agent) to obtain or verify information of a CDL or CLP holder;
10. Use of in connection with the operation of private toll transportation facility;
11. Any use if requestor has notarized consent of the record holder;
12. For use, including redisclosure through news publication, for a member of the media, in connection with news information involving motor vehicle or driver safety or vehicle theft;

13. For any use if the request for the record is made by the record holder.
14. Use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.
15. For any other use specifically authorized by law that is related to the operation of a motor vehicle or public safety.

A recipient of information authorized above may resell or redisclose the information only for the permitted uses.

A recipient of information authorized above who resells or rediscloses information shall make and keep for 5 years records identifying each person who received the information and the permitted purpose for which it was obtained. The records must be made available for inspection and copying to DMV upon request.

Exempted Purposes – Sensitive Personal Information

1. For use by a government agency in carrying out their functions, or by any private entity on an agency's behalf;
2. Use in connection with civil, criminal, administrative or arbitral proceeding in federal, state, or local court; government agency; or self-regulatory body for service of process; investigation; execution or enforcement of judgment; or pursuant to an order;
3. Use by any insurer, insurance support organization or self-insured entity in connection with claims investigation, anti-fraud activities, rating, or underwriting;
4. Use by an employer (or its agent) to obtain or verify information of a CDL or CLP holder.

Release of an individual's social security number is further restricted in 60-484(5). Release can only be for the following reason:

- To furnish driver record information to the United States Selective Service System;
- By DMV's (Nebraska and out-of-state) in connection with the verification of the status of an individual's driver license record;
- For purposes of child support enforcement; or,
- To furnish information regarding an applicant for or holder of a commercial driver's license with a hazardous materials endorsement to the Transportation Security Administration of the United States Department of Homeland Security or its agent.
- To furnish information to the Nebraska Department of Revenue.
- To furnish information to the Secretary of State for purposes of the Election Act.

Release of an individual's medical or disability information is further restricted in 84-712.05. Release can only be under the following process:

- Court order (includes subpoena, search warrant);
- With notarized written consent of record holder.

Release of an individual's image and accompanying signature is further restricted in 60-484.02:

- No officer, employee, agent, or contractor of the DMV or a law enforcement officer shall release a digital image except to a federal, state, or local law enforcement agency; a certified law enforcement officer employed in an investigative position by a federal, state or local agency; or a driver licensing agency of another state for the purpose of carrying out the functions of the agency or assisting another agency in carrying out its functions upon the verification of the identity of the person requesting the release of the information and the verification of the purpose of the requester in requesting the release.
- No officer, employee, agent, or contractor of the DMV or a law enforcement officer shall release a digital signature except (a) to a federal, state, or local law enforcement agency; a certified law enforcement officer employed in an investigative position by a federal, state or local agency; or a driver licensing agency of another state for the purpose of carrying out the functions of the agency or assisting another agency in carrying out its functions upon the verification of the identity of the person requesting the release of the information and the verification of the purpose of the requester in requesting the release or (b) to the office of the Secretary of State for the purpose of verification of the identity of the person requesting the release of the information and the verification of the purpose of the requester in requesting the release.

Miscellaneous Requirements of Act

DMV may implement any safeguard it considers reasonable or necessary, including a bond requirement, in a memorandum of understanding to ensure that the information provided is used only for a permissible purpose and that the rights of the state and the individual are protected. The DMV does require each County Treasurer to sign a Security and Privacy Requirements document.

DMV has adopted Rules and Regulations to carry out this act. Title 250, Nebraska Administrative Code, Chapter 2, may be viewed on the following website: <http://www.sos.ne.gov/rules-and-regs/regsearch/>.

Statutory Penalties

1. Any officer, employee, agent, or contractor of the DMV or law enforcement officer that knowingly discloses or knowingly permits disclosure of a digital image or digital signature in violation of this section shall be guilty of a Class I misdemeanor. [§60-484.02(3)]
2. Any person requesting the disclosure of personal information from motor vehicle records who misrepresents his or her identity or makes a false statement to the department on any application required to be submitted pursuant to UMVRDA shall be guilty of a Class IV felony. [§60-2912(1)]
3. Any officer, employee, agent, or contractor of the DMV that knowingly discloses or knowingly permits disclosure of sensitive personal information in violation of the act shall be guilty of a Class I misdemeanor and shall be subject to removal from office or discharge in the discretion of the Governor or agency head, as appropriate. [§60-2912(2)]

Security

In addition to adhering to the rules that surround the intentional release of personal and sensitive personal information, it is imperative that steps are taken to protect motor vehicle data from unintentional release. The following information provides guidelines for protecting your office from the unintentional release of personal and sensitive personal data from motor vehicle records.

1. Any computer that contains files that include personal or sensitive personal data that originated from motor vehicle records or has access to a DMV database (VTR or driver license) must be:
 - Password protected;
 - Turned off, logged off or locked at the end of each workday or anytime that the office is not occupied by Treasurer's Office staff (i.e. lunch time); and,
 - Protected from view by the public or other courthouse employees who are not employed by the Treasurer's Office.
2. If computer and/or DMV database passwords are documented, they shall be kept in a secure location. It is recommended you place in a locked drawer in the office or keep on your person. Do not use practices such as taping under your desk, under your keyboard or on the computer itself.
3. All motor vehicle documents containing personal or sensitive personal data shall be locked in a secure location outside of office hours.
4. All documents containing personal or sensitive personal data from motor vehicle records shall be shredded before disposal.
5. Envelopes that contain motor vehicle documents and are sealed and ready to be mailed shall be kept in a secure location outside of office hours (if not being mailed until following day).
6. All personal and sensitive personal data from motor vehicle records shall be password protected when emailed (i.e. attach a word document that is password protected). The password should then be sent to the recipient separately.



APPLICATION FOR COPY OF DRIVING RECORD

§60-3,161

The availability of records is subject to the provisions of the Uniform Motor Vehicle Records Disclosure Act.

If filing this request in person, be prepared to furnish us with proof of identification. If filing this request through the mail your signature must be notarized and the appropriate fees included or the request will be returned to you unprocessed.

PLEASE PRINT **--FORM MUST BE COMPLETED IN FULL--** **\$3.00 Per Record**

Name (as it appears on driver license): _____ 5 Year Record
 Complete Record

Date of Birth: _____ Nebraska Driver License Number _____
Name and Date of Birth OR Name and Nebraska Driver's License Number must be supplied before a record check can be done.

For what purpose will this record be used? Number of applicable exempted use: _____ (Required)

See reverse side for exempted uses. If the purpose of your request fails to meet one of the exempted uses allowed the record will not be disclosed without the notarized signature of the record holder.

Please Print Your Name: _____ Phone: _____

Business Name (if applicable): _____ Email: _____

Address: _____

City, State, Zip: _____

Under penalty of law, the undersigned certifies that the information contained on the driving record being purchased will be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on the application shall be guilty of a class IV felony.

Requestor Signature: _____ Date: _____
(Signature must be notarized in Box 1 below if filing this request through the mail.)

The Department of Motor Vehicles is prohibited from disclosing the information on the record you are requesting unless the purpose indicated above is for an exempt use (see reverse side for a list of exempt uses) or you have obtained the **notarized** written consent of the record holder on this form as provided below.

I _____ hereby authorize _____ to obtain a copy of my driving record as described above.

Signature of Record Holder: _____
(Signature must be notarized in Box 2.)

Box 1 State of _____
County of _____
The foregoing signature of the **requestor** was acknowledged before me this _____ day of _____, _____ .

Notary or Designated County Official
Seal

Box 2 State of _____
County of _____
The foregoing signature of the **record holder** was acknowledged before me this _____ day of _____, _____ .

Notary or Designated County Official
Seal

Submit this application with \$3.00 fee per record requested to:
Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

Make Checks Payable to: Department of Motor Vehicles
A STAMPED SELF-ADDRESSED ENVELOPE IS REQUIRED FOR ALL MAIL-IN REQUESTS.
For questions regarding this application please contact this office at (402) 471-3918.

The exempted uses permitted under N.R.S. §60-2901 to §60-2912, the Uniform Motor Vehicle Records Disclosure Act, are as follows:

1. Use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out its functions, or by any private entity acting on behalf of an agency in carrying out their functions.
2. Use in connection with vehicle or driver safety and theft; vehicle emissions; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts, and dealers; motor vehicle market research activities and survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. Use in normal course of business by a legitimate business to verify accuracy of information submitted by an individual or business; or to obtain correct information if the above is not correct or no longer correct, for the purpose of preventing fraud, pursuing legal remedies against or recovering on a debt or security interest against the record holder.
4. Use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgment; or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body.
5. Use in research activities and statistical reports, as long as personal information is not published, redisclosed or used to contact individuals.
6. Use by any insurer/insurance support organization or by a self-insured entity in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
7. Use in providing notice to owners of abandoned, towed or impounded vehicles.
8. Use by a private detective, plain clothes investigator, or private investigative agency licensed under N.R.S. §71-3201 to §71-3213 for purposes permitted under this act.
9. Use by an employer, employer's agent or insurer, to obtain or verify information of a holder of a Commercial Driver License or Commercial Learner Permit.
10. Use in connection with the operation of private toll transportation facilities.
11. Any use if requestor has notarized consent of the record holder and has provided proof of such consent to the Department, as indicated on the front of this form.
12. Use, including redisclosure through news publication, for a member of a medium of communication as defined in N.R.S. §20-145, in connection with news involving motor vehicle or driver safety or vehicle theft.
13. Any use if the request for the record is made by the record holder.
14. For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.

Redisclosure

A recipient of a motor vehicle record may only resell or redisclose the information obtained if for one of the uses permitted under the Uniform Motor Vehicle Records Disclosure Act. You shall make and keep for 5 years, records identifying each person to whom you redisclosed the information and the permitted purpose for which it was redisclosed. These records shall be made available for inspection and copying by a representative of the Department of Motor Vehicles upon request.



APPLICATION FOR COPY OF VEHICLE RECORD

§60-3,161

The availability of records is subject to the provisions of the Uniform Motor Vehicle Records Disclosure Act.

If filing this request in person, be prepared to produce proof of identification. If filing this request through the mail your signature must be notarized and the appropriate fee included or the request will be returned to you unprocessed.

| | | | |
|---|-----------------------------|--|--------------------------|
| PLEASE PRINT | | -- FORM MUST BE COMPLETED IN FULL -- | \$1.00 Per Record |
| License Plate Number | Motor Number (If available) | <i>(Each Record Contains Current Title, Lien and Registration Information)</i> If the reason for your request is one of the processes below, indicate so by checking the appropriate box: <input type="checkbox"/> Duplicate Title <input type="checkbox"/> Bonded Title <input type="checkbox"/> Estate | |
| Vehicle Identification Number (VIN) or Hull Identification Number (HIN) | | | |
| Name(s) of Vehicle Owner(s) | | | |
| Vehicle Make | Vehicle Model | | |

For what purpose will this record be used? Number of applicable exempted use: _____ (Required)

See reverse side for exempted uses. If the purpose of your request fails to meet one of the exempted uses allowed the record will not be disclosed without the notarized signature of the record holder.

Please Print Your Name: _____ Phone: _____

Business Name (if applicable): _____ Email: _____

Address: _____

City, State, Zip: _____

Under penalty of law, the undersigned certifies that the information contained on the vehicle record being purchased will only be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on this application shall be guilty of a Class IV felony.

Requestor Signature: _____ Date: _____
(Signature must be notarized in Box 1 below if submitting this request by mail.)

The Department of Motor Vehicles is prohibited from disclosing the information on the record you are requesting unless the purpose indicated above is for an exempt use (see reverse side for a list of exempt uses) or you have obtained the notarized written consent of the record holder on this form as provided below.

I _____ hereby authorize _____ to obtain a copy of my motor vehicle record as described above.

Signature of Record Holder: _____
(Signature must be notarized in Box 2.)

| | |
|--|--|
| <p>Box 1 State of _____</p> <p>County of _____</p> <p>The foregoing signature of the requestor was acknowledged before me this _____ day of _____, _____.</p> <p style="text-align: center;">_____ Notary or Designated County Official</p> <p style="text-align: right;">Seal</p> | <p>Box 2 State of _____</p> <p>County of _____</p> <p>The foregoing signature of the record holder was acknowledged before me this _____ day of _____, _____.</p> <p style="text-align: center;">_____ Notary or Designated County Official</p> <p style="text-align: right;">Seal</p> |
|--|--|

Submit this application with \$1.00 fee per record requested to:

Nebraska Department of Motor Vehicles
 Driver and Vehicle Records Division
 301 Centennial Mall South
 PO Box 94789
 Lincoln, NE 68509-4789

Make Checks Payable to: Department of Motor Vehicles
A STAMPED SELF-ADDRESSED ENVELOPE IS REQUIRED FOR ALL MAIL-IN REQUESTS.

For questions regarding this application please contact this office at (402) 471-3918.

The exempted uses permitted under N.R.S. §60-2901 to §60-2912, the Uniform Motor Vehicle Records Disclosure Act, are as follows:

1. Use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out its functions, or by any private entity acting on behalf of an agency in carrying out their functions.
2. Use in connection with vehicle or driver safety and theft; vehicle emissions; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts, and dealers; motor vehicle market research activities and survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. Use in normal course of business by a legitimate business to verify accuracy of information submitted by an individual or business; or to obtain correct information if the above is not correct or no longer correct, for the purpose of preventing fraud, pursuing legal remedies against or recovering on a debt or security interest against the record holder.
4. Use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgment; or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body.
5. Use in research activities and statistical reports, as long as personal information is not published, redisclosed or used to contact individuals.
6. Use by any insurer/insurance support organization or by a self-insured entity in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
7. Use in providing notice to owners of abandoned, towed or impounded vehicles.
8. Use by a private detective, plain clothes investigator, or private investigative agency licensed under N.R.S. §71-3201 to §71-3213 for purposes permitted under this act.
9. Use by an employer, employer's agent or insurer, to obtain or verify information of a holder of a Commercial Driver License or Commercial Learner Permit.
10. Use in connection with the operation of private toll transportation facilities.
11. Any use if requestor has notarized consent of the record holder and has provided proof of such consent to the Department, as indicated on the front of this form.
12. Use, including redisclosure through news publication, for a member of a medium of communication as defined in N.R.S. §20-145, in connection with news involving motor vehicle or driver safety or vehicle theft.
13. Any use if the request for the record is made by the record holder.
14. For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.

Redisclosure

A recipient of a motor vehicle record may only resell or redisclose the information obtained for one of the uses permitted under the Uniform Motor Vehicle Records Disclosure Act. You shall make and keep for 5 years, records identifying each person to whom you redisclosed the information and the permitted purpose for which it was redisclosed. These records shall be made available for inspection and copying by a representative of the Department of Motor Vehicles upon request.



APPLICATION FOR COPY OF MULTIPLE DRIVING RECORDS

§60-483

The availability of records is subject to the provisions of the Uniform Motor Vehicle Records Disclosure Act.

If filing this request in person, be prepared to furnish us with proof of identification. If filing this request through the mail, your signature must be notarized and the appropriate fees included or the request will be returned to you unprocessed.

When requesting a copy of multiple driving records, complete this form and attach a list of names, dates of birth and/or driver's license numbers of those individuals whose records you are requesting. Please keep in mind this application form and your list will not be returned to you with the records. The Department of Motor Vehicles is required to keep the application on file. When requesting 7 records or more, the records will be processed and ready the next business day after receipt in our office.

PLEASE PRINT --FORM MUST BE COMPLETED IN FULL-- \$3.00 Per Record

For what purpose will this record be used? Number of applicable exempted use: _____ (Required)

See reverse side for exempted uses. If the purpose of your request fails to meet one of the exempted uses allowed the record will not be disclosed without the notarized signature of the record holder.

Please Print Your Name: _____ Phone: _____

Business Name (if applicable): _____ Email: _____

Address: _____

City, State, Zip: _____

Under penalty of law, the undersigned certifies that the information contained on the driving records being purchased will be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on the application shall be guilty of a class IV felony.

Requestor Signature: _____ Date: _____
(Signature must be notarized if filing this request through the mail.)

Notarization required for mail requests only.

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____.

SEAL

Notary or Designated County Official Signature

Submit this application with \$3.00 fee per record requested to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

Make Checks Payable to: Department of Motor Vehicles

**A STAMPED SELF-ADDRESSED ENVELOPE IS
REQUIRED FOR ALL MAIL-IN REQUESTS.**

**For questions regarding this application please contact this
office at (402) 471-3918.**

Revised 5/15

The exempted uses permitted under N.R.S. §60-2901 to §60-2912, the Uniform Motor Vehicle Records Disclosure Act, are as follows:

1. Use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out its functions, or by any private entity acting on behalf of an agency in carrying out their functions.
2. Use in connection with vehicle or driver safety and theft; vehicle emissions; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts, and dealers; motor vehicle market research activities and survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. Use in normal course of business by a legitimate business to verify accuracy of information submitted by an individual or business; or to obtain correct information if the above is not correct or no longer correct, for the purpose of preventing fraud, pursuing legal remedies against or recovering on a debt or security interest against the record holder.
4. Use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgment; or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body.
5. Use in research activities and statistical reports, as long as personal information is not published, redisclosed or used to contact individuals.
6. Use by any insurer/insurance support organization or by a self-insured entity in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
7. Use in providing notice to owners of abandoned, towed or impounded vehicles.
8. Use by a private detective, plain clothes investigator, or private investigative agency licensed under N.R.S. §71-3201 to §71-3213 for purposes permitted under this act.
9. Use by an employer, employer's agent or insurer, to obtain or verify information of a holder of a Commercial Driver License or Commercial Learner Permit.
10. Use in connection with the operation of private toll transportation facilities.
11. Any use if requestor has notarized consent of the record holder and has provided proof of such consent to the Department, as indicated on the front of this form.
12. Use, including redisclosure through news publication, for a member of a medium of communication as defined in N.R.S. §20-145, in connection with news involving motor vehicle or driver safety or vehicle theft.
13. Any use if the request for the record is made by the record holder.
14. For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.

Redisclosure

A recipient of a motor vehicle record may only resell or redisclose the information obtained if for one of the uses permitted under the Uniform Motor Vehicle Records Disclosure Act. You shall make and keep for 5 years, records identifying each person to whom you redisclosed the information and the permitted purpose for which it was redisclosed. These records shall be made available for inspection and copying by a representative of the Department of Motor Vehicles upon request.



APPLICATION FOR COPY OF MULTIPLE VEHICLE RECORDS

§60-3,161

The availability of records is subject to the provisions of the Uniform Motor Vehicle Records Disclosure Act.

If filing this request in person, be prepared to furnish us with proof of identification. If filing this request through the mail, your signature must be notarized and the appropriate fees included or the request will be returned to you unprocessed.

When requesting a copy of multiple vehicle records, complete this form and attach a list of license plate numbers, vehicle identification numbers (VIN) or names of vehicle owners of the records you are requesting. Include the motor number, vehicle make, model and year if available. Please keep in mind this application form and your list will not be returned to you with the records. The Department of Motor Vehicles is required to keep the application on file.

PLEASE PRINT --FORM MUST BE COMPLETED IN FULL-- \$1.00 Per Record

For what purpose will this record be used? Number of applicable exempted use: (Required)

See reverse side for exempted uses. If the purpose of your request fails to meet one of the exempted uses allowed the record will not be disclosed without the notarized signature of the record holder.

Please Print Your Name: Phone:

Business Name (if applicable): Email:

Address:

City, State, Zip:

Under penalty of law, the undersigned certifies that the information contained on the vehicle records being purchased will be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on the application shall be guilty of a class IV felony.

Requestor Signature: Date: (Signature must be notarized if filing this request through the mail.)

Notarization required for mail requests only.

State of

County of

The foregoing instrument was acknowledged before me this day of , .

SEAL

Notary or Designated County Official Signature

Submit this application with \$1.00 fee per record requested to:

Make Checks Payable to: Department of Motor Vehicles

Nebraska Department of Motor Vehicles Driver and Vehicle Records Division 301 Centennial Mall South PO Box 94789 Lincoln, NE 68509-4789

A STAMPED SELF-ADDRESSED ENVELOPE IS REQUIRED FOR ALL MAIL-IN REQUESTS.

For questions regarding this application please contact this office at (402) 471-3918.

The exempted uses permitted under N.R.S. §60-2901 to §60-2912, the Uniform Motor Vehicle Records Disclosure Act, are as follows:

15. Use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out its functions, or by any private entity acting on behalf of an agency in carrying out their functions.
16. Use in connection with vehicle or driver safety and theft; vehicle emissions; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts, and dealers; motor vehicle market research activities and survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
17. Use in normal course of business by a legitimate business to verify accuracy of information submitted by an individual or business; or to obtain correct information if the above is not correct or no longer correct, for the purpose of preventing fraud, pursuing legal remedies against or recovering on a debt or security interest against the record holder.
18. Use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgment; or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body.
19. Use in research activities and statistical reports, as long as personal information is not published, redisclosed or used to contact individuals.
20. Use by any insurer/insurance support organization or by a self-insured entity in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
21. Use in providing notice to owners of abandoned, towed or impounded vehicles.
22. Use by a private detective, plain clothes investigator, or private investigative agency licensed under N.R.S. §71-3201 to §71-3213 for purposes permitted under this act.
23. Use by an employer, employer's agent or insurer, to obtain or verify information of a holder of a Commercial Driver License or Commercial Learner Permit.
24. Use in connection with the operation of private toll transportation facilities.
25. Any use if requestor has notarized consent of the record holder and has provided proof of such consent to the Department, as indicated on the front of this form.
26. Use, including redisclosure through news publication, for a member of a medium of communication as defined in N.R.S. §20-145, in connection with news involving motor vehicle or driver safety or vehicle theft.
27. Any use if the request for the record is made by the record holder.
28. For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.

Redisclosure

A recipient of a motor vehicle record may only resell or redisclose the information obtained if for one of the uses permitted under the Uniform Motor Vehicle Records Disclosure Act. You shall make and keep for 5 years, records identifying each person to whom you redisclosed the information and the permitted purpose for which it was redisclosed. These records shall be made available for inspection and copying by a representative of the Department of Motor Vehicles upon request.

**NEBRASKA DEPARTMENT OF MOTOR VEHICLES
DRIVER AND VEHICLE RECORDS DIVISION**

Date: _____

Name of record requestor: _____

For the reason(s) indicated below your request for a Nebraska driving record cannot be processed:

_____ The required fee was not enclosed with your request, the fee for each driving record is \$3.00. The fee must be in the form of a check or money order payable to the Department of Motor Vehicles. (Neb.Rev.Stat. 60-483)

_____ Please sign and return your enclosed check.

_____ Your check has been completed incorrectly. An altered check is not acceptable unless your initials are beside the corrections. Please correct and return your enclosed check.

_____ Please complete and return the enclosed Application for Copy of Driving Record form. This form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2905) (Note: Copies of this form may be made for future use.)

_____ The Application for Copy of Driving Record form you submitted is incomplete, please complete and return the enclosed form for processing. The information on this form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2905)

_____ The Application for Copy of Driving Record form you submitted requires your signature to be notarized. Please resign the application in front of a notary and then return for processing. The notarization on this form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2905)

_____ The Department of Motor Vehicles is prohibited from disclosing the information on the record you are requesting. You may receive this information only after first obtaining the notarized written consent of the record holder on the form enclosed. (Neb.Rev.Stat. 60-2905)

_____ Other: _____

As provided for in Neb.Rev.Stat. 84-712.03, any person who has been denied access to a public record may petition the Attorney General to review the record to determine whether it may be withheld from public inspection or file for speedy relief by a writ of mandamus in the Lancaster County District Court.

If you have any questions or need any additional information, please call 402-471-3918.

Attachment(s)

Rev 9/12

**NEBRASKA DEPARTMENT OF MOTOR VEHICLES
DRIVER AND VEHICLE RECORDS DIVISION**

Date: _____

Name of record requestor: _____

For the reason(s) indicated below your request for a Nebraska motor vehicle record cannot be processed:

_____ The required fee was not enclosed with your request, the fee for each vehicle record is \$1.00. The fee must be in the form of a check or money order payable to the Department of Motor Vehicles. (Neb.Rev.Stat. 60-3,161)

_____ Please sign and return your enclosed check.

_____ An altered check is not acceptable unless your initials are beside the corrections.

_____ Your check has been completed incorrectly. Please correct and return your enclosed check.

_____ Please complete and return the enclosed Application for Copy of Vehicle Record form. This form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2,905) (Note: Copies of this form may be made for future use.)

_____ The Application for Copy of Vehicle Record form you submitted is incomplete, please complete and return the enclosed form for processing. The information on this form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2,905) (Note: The purpose indicated on the Application for Copy of Vehicle Record must be one of the exempted uses indicated on the reverse side of the application form.)

_____ The Application for Copy of Vehicle Record form you submitted requires your signature to be notarized, please resign the application in front of a notary and then return for processing. The notarization on this form is **REQUIRED** so that we may disclose the record you are requesting. (Neb.Rev.Stat. 60-2,905)

_____ The Department of Motor Vehicles is prohibited from disclosing the information on the record you are requesting. You may receive this information only after first obtaining the notarized written consent of the record holder on the form enclosed. (Neb.Rev.Stat. 60-2,905)

As provided for in Neb.Rev.Stat. 84-712.03, any person who has been denied access to a public record may petition the Attorney General to review the record to determine whether it may be withheld from public inspection or file for speedy relief by a writ of mandamus in the Lancaster County District Court.

If you have any questions or need any additional information, please call 402-471-3918.

Attachment(s)

Rev 1/2006



APPLICATION FOR RELEASE OF DIGITAL IMAGE/SIGNATURE

LAW ENFORCEMENT USE ONLY

If filing this request in person, be prepared to furnish us with proof of identification. If filing this request through the mail or by fax, your signature must be notarized or the request will be returned to you unprocessed.

No officer, employee, agent, or contractor of the Department of Motor Vehicles or law enforcement officer will release a digital image or a digital signature unless the requestor is one of the following (please indicate the applicable exemption):

- a federal, state, local law enforcement agency;
- a certified law enforcement officer employed in an investigative position by a local, state or federal agency;
- a driver licensing agency of another state for the purpose of carrying out the functions of the agency upon the verification of the identity of the person requesting the release of the information and the verification of the purpose of the requester in requesting the release.

Any requestor that knowingly discloses or permits disclosure of a digital image or digital signature will be guilty of a Class I misdemeanor and will be, at the discretion of the appropriate official, removed from office or discharged.

FORM MUST BE COMPLETED IN FULL

PLEASE PRINT

Name (as it appears on driver's license): _____

Date of Birth: _____ Nebraska Driver's License Number _____
Name and Date of Birth OR Name and Nebraska Driver's License Number must be supplied before a record check can be done.

Please **Print** Your Name: _____

Agency Name: _____

Address: _____

City, State, Zip: _____

Phone Number: () _____ Email: _____

Under penalty of law, the undersigned certifies that the information requested will be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of sensitive personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on the application shall be guilty of a class I misdemeanor.

Signature: _____ Date: _____
(Signature must be notarized below, if filing this request through the mail or by fax.)

State of _____

County of _____

The foregoing signature of the **requestor** was acknowledged before me this _____ day of _____

Notary or Designated County Official

Seal

Submit this application to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789
(402) 471-3918
Fax: (402) 471-8694

DMV Use Only

Date _____

Employee Releasing Image/Signature

Supervisor Approval

SAMPLE CONTRACT

****Please be sure to have reviewed by your
County Attorney prior to signing.****

AGREEMENT

Between the

(Name of County) County (Treasurer's or Clerk's) Office

and

(name of party contracting with)

THIS AGREEMENT is made and entered on the date signed by and between the (Name of County) County Treasurer's Office, (hereinafter "County") and (name of party contracting with) (hereinafter "Agency"). This agreement shall remain in effect until canceled as provided herein.

STATEMENT OF INTENDED USE

Agency intends to use personal information contained in motor vehicle records received from the County under this agreement for (list one or more of the exempted uses for which records maybe provided). These are uses permitted under the Nebraska Uniform Motor Vehicle Records Disclosure Act, Neb.Rev.Stat. §§ 60-2901 to 60-2913.

TERMS OF AGREEMENT

IT IS MUTUALLY AGREED AS FOLLOWS

- I. **TERM.** This Agreement supersedes all prior agreements between both parties and shall remain in effect until amended or terminated by either party.
- II. **SCOPE.** The County agrees to provide Agency with (specify what information will be provided, i.e. driver's license information, vehicle information, etc.).
- III. **REQUESTS.** Agency agrees that it shall request information from motor vehicle records in the following manner: (i.e. via telephone, fax, etc. – may want to include what record identifying information will be needed, i.e. name and date of birth, etc.).
- IV. **CONTENT OF FILES.** The records shall contain all information regarding the motor vehicle record including personal information.

- V. **CONFIDENTIALITY.** Agency agrees that it shall not release, disclose or share the information in the records provided to it by the County with non-Agency personnel, unless the re-disclosure is permissible under the Nebraska Uniform Motor Vehicles Records Disclosure Act. Agency agrees that they shall make and keep for five years, records identifying each person to whom personal information was re-disclosed and the permitted purpose for which it was re-disclosed. Agency agrees that these records shall be made available for inspection and copying by a representative of the County and or the Nebraska Department of Motor Vehicles. Agency agrees to develop and maintain safeguard measures to keep confidential such information and ensure that information is used only for the purposes identified in this Agreement. Agency is informed and understands that any person requesting disclosure of personal information from a motor vehicle record who misrepresents his or her identity or makes a false statement about the use of such record shall be guilty of a Class IV felony.
- VI. **CONTACT PERSON.** Agency shall establish a contact person(s) who will be responsible for correspondence between the County and Agency regarding the implementation of this Agreement.
- VII. **TERMINATION OF AGREEMENT.** The above Agreement may be terminated by either party upon thirty (30) days written notice. The County may terminate the Agreement immediately upon the discovery that the Agency has abused or has exceeded the authority granted under this Agreement, including but not limited to the use, disclosure, or sale of personal information received under this agreement in a manner not authorized by this Agreement or the Nebraska Uniform Motor Vehicle Records Disclosure Act.
- VIII. **AMENDMENT.** This Agreement may not be modified except by amendment made in writing and signed by both parties or their duly authorized representatives.

EXECUTED by the parties or their duly authorized representatives on the dates indicated below.

BY: _____
(County Representative)

Date: _____

BY: _____
(Agency Representative)

Date: _____

Appendix A

Notarization

Notarization Required

Forms:

- Application for Duplicate Certificate of Title;
- Affidavit for Affirmation of Ownership of a Salvaged Vehicle Obtained in Settlement of a Total Loss;
- Power of Attorney;
- Purchaser's Affidavit;
- Odometer Correction Statement;
- Application for Copy of Vehicle Record;
- Affidavit for Verification of Classic Assembled Motor Vehicle;
- Affidavit for Self-Assembled Trailer;
- Affidavit for Assembled ATV, Minibike, UTV or Minitruck;
- Affidavit of Affixture for a Mobile Home with a Nebraska Certificate of Title;
- Affidavit of Detachment for a Mobile Home;
- Affidavit for Verification/Transfer of Antique Motor Vehicle;
- Affidavit for Storage and Non-Use;
- Application for Disabled Motor Vehicle Credit;

Transactions:

- Vehicle coming from a non-titling state - (see Titling Manual page 1-20);
- Vehicle coming from foreign country - (see Titling Manual page 1-20);
- Antique Motor Vehicle (see Titling Manual page 1-36);
- Towing Companies - when selling vehicles they have towed (see Titling Manual page 2-12);
- Storage and Repair – (see Titling Manual page 2-15)
- Assembled vehicle –for additional parts (see Titling Manual page 4-2);
- Assembled trailer –all major parts in lieu of a title (see Titling Manual page 4-5);
- Assembled Classic Motor Vehicles –all major component parts (see Titling Manual page 4-8);
- Assembled ATV, Minibike or UTV - if coming from a non-titling jurisdiction (see Titling Manual page 4-21);
- Gilder Kit - power train if no title (see Titling Manual page 4-12);
- Kit Vehicle - all major component parts not included in the kit (see Titling Manual page 4-19);

Appendix B

Initialisms

Initialisms Used in Motor Vehicle Title and Registration Processing

| Initialism | Expansion |
|------------|---|
| ATV | All-Terrain Vehicles |
| BOS | Bill of Sale |
| CFR | Code of Federal Regulations |
| COT | Certificate of Title |
| CSI | Cornhusker State Industries (Corrections) |
| DAV | Disabled American Veteran |
| DB | Database |
| DBA | Doing Business As |
| DEA | Drug Enforcement Administration |
| DLR | Dealer |
| DMV | Department of Motor Vehicles |
| DOI | Department of Insurance |
| DOT | Department of Transportation |
| DVR | Driver and Vehicle Records |
| EFTPS | Electronic Federal Payment System |
| ELT | Electronic Title and Lien |
| EPA | Environmental Protection Agency |
| ETS | Expiration of Time and Service |
| EX-POW | Ex-Prisoner of War |
| FCC | Federal Communications Commission |
| FWHA | Federal Highway Administration |
| GVW | Gross Vehicle Weight |
| GVWR | Gross Vehicle Weight Rating |
| HIN | Hull Identification Number |
| HVUT | Heavy Vehicle Use Tax |
| IFTA | International Fuel Tax Agreement |
| IRP | International Registration Plan |
| IRS | Internal Revenue Service |
| LES | Leave and Earnings Statement |
| LSV | Low Speed Vehicle |
| MCO | Manufacturer Certificate of Origin |
| MCS | Motor Carrier Services |
| MOU | Memorandum of Understanding |
| MSO | Manufacturer Statement of Origin |
| MSRP | Manufacturer's Suggested Retail Price |
| NCIC | National Crime Information Center |
| NHTSA | National Highway Safety Administration |
| NMVTIS | National Motor Vehicle Title Information System |
| OPT | Option |
| PIN | Personal Identification Number |
| PLID | Participating Lender Identification |

| Initialism | Expansion |
|-------------------|---------------------------------------|
| PMS | Plate Management System |
| POA | Power of Attorney |
| PR | Personal Representative |
| SME | Special Mobile Equipment |
| SPS | Specialty Plate System |
| SUV | Sport Utility Vehicle |
| TOD | Transfer on Death |
| TPE | The Payment Engine |
| UTV | Utility Type Vehicle |
| VIN | Vehicle Identification Number |
| VTR | Vehicle Title and Registration System |
| WROS | With Rights of Survivorship |

Appendix C

Forms and Applications



**AFFIDAVIT AND REQUEST FOR
CERTIFICATE OF TITLE FOR ABANDONED
VEHICLE/MOTORBOAT**

STATE OF NEBRASKA,)
) ss.
COUNTY OF _____)

_____, being first duly sworn on oath, deposes and says that:

He/she is the _____ and
(Official Title)

an agent of _____, State of Nebraska.
(Name of Local Authority or State Agency)

That _____ is currently in
(Name of Local Authority or State Agency)

possession of the following:

Vehicle Motorboat

| | | |
|-----------|--------------------------|-----------------------|
| _____ | _____ | _____ |
| (Make) | (Model) | (Series) |
| _____ | _____ | _____ |
| (VIN/HIN) | (Body Style/Hull Length) | (Type) |
| _____ | _____ | _____ |
| (Year) | (Color) | (Capacity/Propulsion) |
| | | (Fuel) |
| | | (GVWR/Hull Material) |

That the aforesaid vehicle/motorboat was abandoned in _____
(City or Village if applicable; County)

Nebraska and that after due and diligent notice and inquiry, said vehicle/motorboat remains unclaimed or the ownership is unknown. That notice was sent by Certified United States Mail to all owners of record, and to all parties found as a result of notice and inquiry to have a lien or mortgage against the title to such vehicle/motorboat. Further, that all existing liens shall be released.

That the foregoing statements are such evidence as _____
(Name of Local Authority or State Agency)

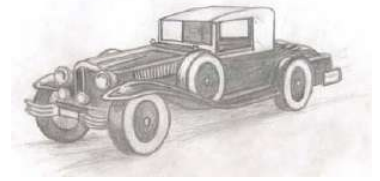
has, and is requested to issue a Certificate of Title to _____ which
(Local Authority or State Agency)

will allow it to dispose of the aforesaid vehicle/motorboat pursuant to Neb.Rev. State. §60-1901 *et seq.*

| | |
|---|---|
| <p>DATED this _____ day of _____ , _____. _____ (Signature of Authorized Representative of Local Authority or State Agency)</p> | <p>Subscribed and sworn to before me this _____ day of _____ , _____ _____ Notary Public or Designated County Official <i>Seal</i></p> |
|---|---|



Affidavit for Verification of Classic Assembled Motor Vehicle



Application for title for the following described motor vehicle is being made:

| | | | | |
|----------|--------------|------------|--------|--------|
| (Make) | (Model) | (Series) | | |
| (V.I.N.) | (Body Style) | (Type) | | |
| (Year) | (Color) | (Capacity) | (Fuel) | (GVWR) |

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described motor vehicle:

- This vehicle has had one or more major component parts replaced with parts that are essentially the same in design and material to that originally supplied by the manufacturer for the year, make and model of vehicle listed above.
- The major component parts used in assembly of this motor vehicle were obtained from a variety of different sources, are legally in my possession and previous certificates of title or notarized bills of sale are being made available as evidence of such.

DATED this _____ day of _____, _____.

(Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

(Notary Public or Designated County Official)

Note: This affidavit is required to be submitted with an Application for Certificate of Title for a Classic Assembled Motor Vehicle along with certificates of title or notarized bills of sale for all major component parts, a Sheriff's Inspection Statement, a Sworn Affidavit that the DMV issued VIN decal has been attached to the vehicle, and a Recognized Car Club Representative Inspection Statement for Classic Assembled Motor Vehicles.



**AFFIDAVIT FOR
TRANSFER OF DECEDENT'S
VEHICLE/MOTORBOAT**

Neb. Rev. Stat. §30-24,125

1. Nebraska Certificate of Title must be attached, if available.
 - Any unreleased lien on the title will transfer to the new title.
2. Death Certificate must be attached.

AFFIDAVIT

State of Nebraska)

) ss.

County of _____)

I, _____
(Claimant Name)

(Address) (City) (State) (Zip)

and _____
(Claimant Name)

(Address) (City) (State) (Zip)

claim the vehicle/motorboat of _____ deceased, and
swear as follows: (Decedent's Name)

1. the value of all the personal property in the decedent's estate, wherever located, less liens and encumbrances, does not exceed fifty thousand dollars (\$50,000) – this does not include real estate;
2. thirty (30) days have elapsed since the death and a certified or authenticated copy of the death certificate is attached;
3. I am related to the decedent as his or her _____, or if there
(Relationship)
is no relationship, the basis of my claim is: _____.
4. no application or petition for the appointment of a personal representative is pending or has been granted;
5. no other person has a right to the interest of the decedent in the vehicle/motorboat; and
6. I am entitled to the title for the vehicle/motorboat.

VEHICLE/MOTORBOAT INFORMATION

Title # _____ **VIN/HIN** _____

Year _____ **Make** _____ **Model** _____

I, or we, the person or persons claiming as successors under this affidavit, hereby swear or affirm under penalty of perjury under Neb. Rev. Stat. §28-915, that the preceding is true and material.

(Claimant's signature)

(Claimant's signature)

Subscribed and sworn to before me this _____
day of _____, _____.

(Notary Public or designated County Official)

Seal

AFFIDAVIT OF FINAL ASSEMBLER OF MOTOR VEHICLE GLIDER KIT

State of Nebraska, County of _____
 I, _____ residing at _____ being duly
 sworn, upon oath, and say that I am the final assembler and applicant for Nebraska
 Certificate of Title for the following described motor vehicle glider kit and component
 parts:

GLIDER KIT:

| <u>MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER</u> | <u>MODEL YEAR</u> | <u>MAKE</u> | <u>MODEL</u> |
|---|-------------------|-------------|--------------|
|---|-------------------|-------------|--------------|

COMPONENT PARTS:

| | | | |
|---------------|-------------|--------------|------------|
| Engine: | Make: _____ | Model: _____ | S/N: _____ |
| Transmission: | Make: _____ | Model: _____ | S/N: _____ |
| Rear Axle: | Make: _____ | Model: _____ | S/N: _____ |
| Suspension: | Make: _____ | Model: _____ | S/N: _____ |
| Rear Tires: | Size: _____ | | |
| 5th Wheel: | Make: _____ | Model: _____ | |

and do hereby state and certify that the above components were either purchased and
 has proof of ownership enclosed, and/or that they were removed from the following titled
 motor vehicle(s), and installed in the above glider kit.

State & Title #: _____ Make: _____

Year: _____ Model: _____ VIN: _____

State & Title #: _____ Make: _____

Year: _____ Model: _____ VIN: _____

Lienholder Name and Address (if applicable): _____

Please attach additional page if necessary.

If the motor vehicle(s) from which the component parts were removed is/are being junked
 at this time, the title(s) is/are enclosed. If I/we junk the motor vehicle(s) at a
 later date, I/we understand the law requires me/us to surrender the title(s) to the
 county of issuance, or if issued by the State, to the Department of Motor Vehicles.

Affiant swears that he/she is making this statement for the purpose of having the County
 Clerk, or the Department, issue a Certificate of Title and further swears that he/she
 will warrant and defend the title and rights of this motor vehicle and protect the County
 Clerk of _____ County, Nebraska or the Department from any
 damages that may arise from irregularities on same.

 Owner's Signature

Subscribed and sworn to before me this

_____ day of _____, 19____.

 Notary Public or County Clerk

Commission expires _____

STATE OF NEBRASKA

DEPARTMENT OF MOTOR VEHICLES

Jack C. Conrad

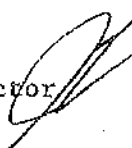
Director



E. Benjamin Nelson
Governor

MEMORANDUM

TO: All County Clerks

FROM: Jack C. Conrad, Director 

DATE: May 20, 1992

SUBJECT: Glider Kit Policy

When the assembly of a truck or truck-tractor glider kit by the installation of component parts occurs, the application for title, MSO/MCO for the glider kit and "Affidavit of Final Assembler of Motor Vehicle Glider Kit" MUST be surrendered.

The Affidavit of Final Assembler of Motor Vehicle Glider Kit provides an option to the owner regarding the disposition of the title or titles covering the vehicle(s) from which the component parts were removed.

If the owner has removed the parts from a titled vehicle, he/she must indicate so in the place provided on the affidavit. If the parts were purchased, proof of ownership i.e. bills of sale covering each part must be provided. The affidavit further provides that if the vehicle from which the parts were removed is being junked meeting the condition of Nebraska Revised Statute 60-113, the title will be surrendered to the County Clerk along with the application for title for the glider kit.

A Sheriff's inspection is required prior to a Certificate of Title being issued.

Certificate of Title shall reflect:

Make: The make as indicated on the MSO/MCO for the glider kit.

Year: The model year designated on the MSO/MCO for the glider kit. If no year is designated, the year shall be the year the vehicle was titled.

VIN: The VIN shall be the VIN as indicated on the MSO/MCO for the glider kit.

Model: The model shall be the model as indicated on the MSO/MCO for the glider kit.



AFFIDAVIT OF OWNERSHIP BY REPOSSESSION

This form is for Nebraska lienholders only. Out-of-state lienholders must use a form approved by their state of residence.

I _____ being duly sworn deposes and say that
Representative of Secured Party

_____ is/are the lawful owner(s) of the following
Secured Party

described motor vehicle/motorboat due to repossession.

| | | |
|--|------|-------|
| Year | Make | Model |
| Vehicle Identification Number/Hull Identification Number | | |

I further depose that:

1. the debtor has defaulted in connection with an obligation secured by the vehicle/boat specified above;
2. we have exercised our post-default remedies with respect to this collateral;
3. by reason of this exercise, we are acquiring the rights of the debtor in this collateral.

Repossessed from _____
Name of Debtor

_____ Address _____ City _____ State _____ Zip _____

Nebraska Title Number _____ Issued in _____ County

Lien number _____ Date Filed _____

Date of Original Contract _____ Date of Transfer of Ownership _____

Affiant swears that he/she is making this statement for the purpose of having the designated County Official issue a Certificate of Title in his/her name as indicated by the attached Application for Certificate of Title.

Affiant swears that he/she will warrant and defend the title and rights of this motor vehicle and protect the issuing designated County Official from any damages that might arise from irregularities on same.

Signature of Representative of Secured Party

Printed Name of Representative of Secured Party

Subscribed and Sworn to before me this _____ day of _____, _____

Notary Public _____

Seal

- ◆ The lien shall not be released on the face of the title accompanying this Affidavit.
- ◆ The date of Transfer of Ownership recorded above must be equal to or less than the notary date.
- ◆ The date of Transfer of Ownership will be used as the purchase date on the Certificate of Title issued pursuant to this Affidavit.



**Affidavit For
 Self-Assembled Trailer**

Application for title for the following described trailer is being made:

_____ **HOMEMADE TRAILER** _____
 (Year) (VIN)

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described trailer:

- This trailer has been assembled from parts purchased as proven by notarized Bills of Sale and/or authentic receipts.
- The major component parts used in assembly of this trailer were not obtained through fraudulent or illegal means.

DATED this _____ day of _____, _____.

 (Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

 (Notary Public or Designated County Official)

Note: This affidavit is required to be submitted with an Application for Certificate of Title for a Self- Assembled Trailer along with proper proof of ownership.



ASSIGNED ID NUMBER APPLICATION

INSTRUCTIONS PLEASE READ CAREFULLY

| Vehicle | Motorboat |
|---|--|
| <p style="text-align: center;">Vehicle Identification Number (VIN)</p> <p>Submit this completed application along with the \$20.00 application fee and the following documentation:</p> <ol style="list-style-type: none"> 1. A Sheriff's Inspection Certificate. 2. Photocopies of all ownership documents for the vehicle indicated on this application. <p>The Department of Motor Vehicle will order the plate. Allow 2 weeks for delivery of the Assigned ID Number plate. The plate will be mailed directly to you along with instructions for proper attachment to the vehicle. The instruction letter must be signed and returned, along with the copy of this application, to the local county official for issuance of a motor vehicle title.</p> | <p style="text-align: center;">Hull Identification Number (HIN)</p> <p>Submit this completed application along with the \$20.00 application fee and the following documentation:</p> <ol style="list-style-type: none"> 1. Photocopies of all ownership documents for the motorboat on this application. <p>The Department of Motor Vehicle will order the plates. Allow 2 weeks for delivery of the Assigned Hull ID Number plates. The plates will be mailed directly to you along with instructions for proper attachment of the plates to the motorboat. The instruction letter must be signed and returned, along with the copy of this application, to the local county official for issuance of a motorboat title.</p> |

Is the vehicle an assembled vehicle? Yes No

Is this request related to an Application for Bonded Certificate of Title? Yes No

Type of vehicle: Motor Vehicle Trailer ATV/Minibike Motorboat

If this is a replacement for a lost or destroyed Vehicle/Hull Identification Number plate, indicate the number below (**A copy of the title MUST accompany any application for a replacement plate**):

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Allow 4-6 weeks for delivery of a replacement VIN /HIN plate.

Year _____ Make _____ Model _____

Body Style/Hull Length _____ Hull Material _____ Propulsion _____

Owner Name _____ Phone () _____

Address _____

Street Address
City
State
Zip
County

You are responsible for attaching the Assigned ID Number plate to the motor vehicle or motorboat in the proper manner and location. It is a Class I Misdemeanor and/or a Class IV Felony to fail to attach or to improperly attach the plate.

Owner Signature _____ Date _____

Mail, or submit in person, completed application along with \$20.00 fee and required documentation to:

Nebraska Department of Motor Vehicles
 Driver and Vehicle Records Division
 Attn: Assigned ID Number
 301 Centennial Mall South
 PO Box 94789
 Lincoln, NE 68509-4789

For questions regarding this application please contact this office at: 402.471.3918.

**NEBRASKA DEPARTMENT OF MOTOR VEHICLES
Driver and Vehicle Records Division**

RE: Vehicle Identification Number _____

The above Vehicle Identification Number is enclosed and has been assigned to the applicant indicated below:

The Vehicle Identification Number plate must be attached with rivets and/or by peeling the liner from the adhesive backing. It must be placed in the location indicated in the attached diagram. Prior to attaching the plate please ensure that the surface is cleaned with industrial cleaner or isopropyl alcohol. Be sure to immediately affix the plate after removing the liner and that all edges have a secure bond.

YOU ARE RESPONSIBLE FOR ATTACHING THE VIN PLATE IN THE CORRECT MANNER TO THE VEHICLE. AN IMPROPERLY ATTACHED VIN PLATE IS SUBJECT TO CANCELLATION AND IS A CLASS I MISDEMEANOR AND/OR A CLASS IV FELONY. (Altering a VIN and intent to defraud.)

This letter should be signed and presented to the County Clerk or Designated County Official to apply for a Certificate of Title.

I, _____, hereby acknowledge that I have read and understand the above information. I have placed the VIN plate in the correct location on the appropriate vehicle.

DATE

SIGNATURE

PRINTED NAME

**FOR QUESTIONS REGARDING THIS FORM PLEASE CONTACT THIS OFFICE AT
402.471.3918**

Revised 1/2007

NEBRASKA DEPARTMENT OF MOTOR VEHICLES

Driver and Vehicle Records Division

Date _____

Name _____
 Address _____
 City, State, Zip _____

RE: Hull Identification Number _____

The Hull Identification Number plates indicated above are enclosed. These plates must be permanently affixed to the boat with rivets and/or by peeling the liner from the adhesive backing. The plates must be placed in the locations indicated on the attached diagram. Prior to attaching the plates please ensure that the boat surface is cleaned with industrial cleaner or isopropyl alcohol. Be sure to immediately affix the plates after removing the liner and that all edges have a secure bond.

YOU ARE RESPONSIBLE FOR ATTACHING THE HIN PLATE IN THE CORRECT MANNER TO THE BOAT. IMPROPERLY ATTACHED HIN PLATES ARE SUBJECT TO CANCELLATION AND IS A CLASS I MISDEMEANOR AND/OR A CLASS IV FELONY. (Altering a HIN and intent to defraud.)

This letter should be signed and presented to the County Clerk or Designated County Official to apply for a Certificate of Title.

I, _____, hereby acknowledge that I have read and understand the above information. I have placed the HIN plates in the correct locations on the appropriate boat.

DATE

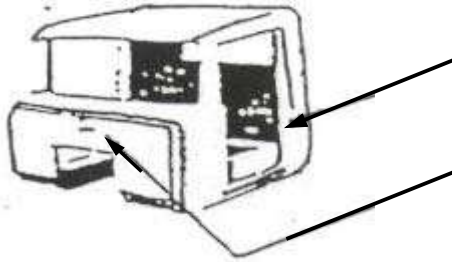
SIGNATURE

PRINTED NAME

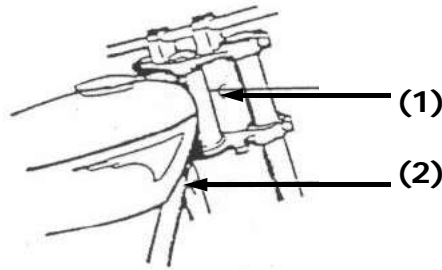
**FOR QUESTIONS REGARDING THIS FORM PLEASE CONTACT THIS OFFICE AT
402.471.3918**

Revised 1/2007

PRIMARY AND ALTERNATE VEHICLE IDENTIFICATION NUMBER (VIN) PLACEMENT LOCATIONS

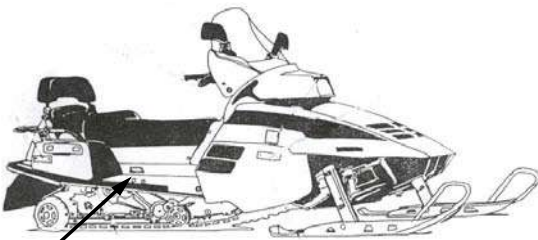
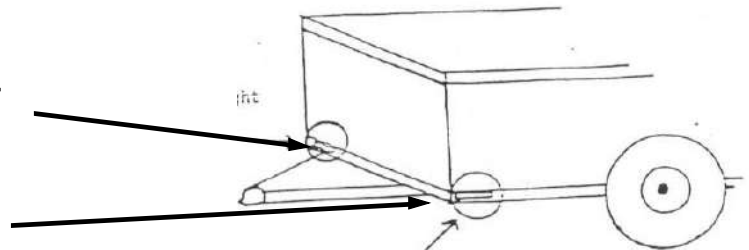


- TRUCKS AND AUTOMOBILES**
- (1) Primary location—Front left plate post
 - (2) Alternative location—Firewall

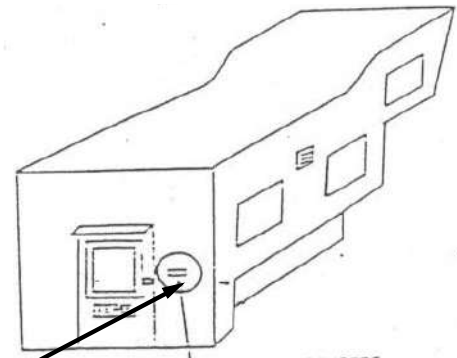


- MOTORCYCLES AND MOPEDS**
- (1) Primary location—Headstock or steering head
 - (2) Alternative location—Frame down tube

- TRAILERS**
- (2) Alternative location—Right front frame rail
 - (1) Primary location—Left frame rail at the front of the vehicle



- SNOWMOBILE**
- (1) Primary location—Right side of snowmobile below seat on the tunnel.
Approximately 3" below the seat and about the middle of the tunnel.
There is no alternative location for snowmobile.



- CAMPERS**
- (1) Primary location—on camper next to door latch.
(Can be on back or side depending upon door location.)
There is no alternative location for campers.

WHAT, AND WHERE IS THE HIN ON A MOTORBOAT?

The HIN is the Hull Identification Number assigned to the boat. Each HIN is unique to that boat, and is the same as the VIN on a motor vehicle.

All boats manufactured after 1972 have a HIN consisting of 12 characters as required by the Federal Boat Safety Act of 1972. The 12 characters are continuous and uninterrupted by slashes, hyphens, or spaces. The first three characters are letters that form a code for the manufacturer (e.g. KAW is the beginning of a Kawasaki HIN. Other manufacturers have other letters, but all HINs begin with three letters). After the first three letters, the rest of the digits will usually be numbers.

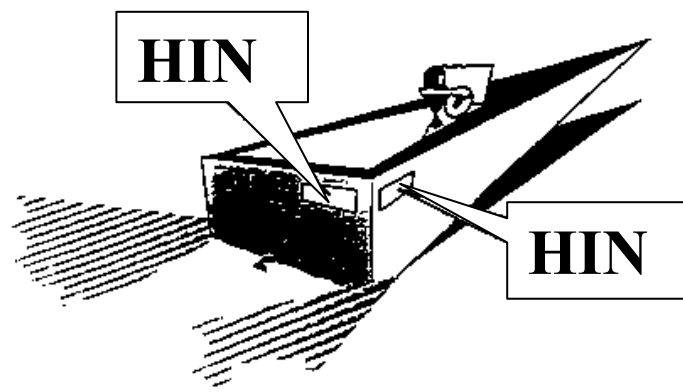
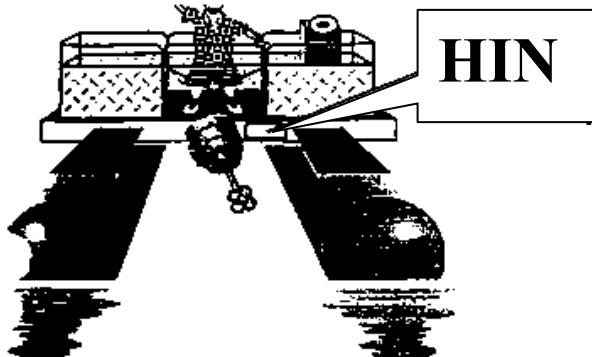
The HIN will be at least 1/4 inch high and permanently affixed to the boat. Its removal would cause permanent scarring. It is part of the hull, and it is not on any item that is removable. It is not on the engine (although engines do have similar serial numbers.)

There are two identical HINs on the boat, a primary and a secondary.

➤ **THE PRIMARY HIN SHOULD BE AFFIXED TO:**

- **Transom** - On boats with transoms (flat backs), to the starboard outboard side within two inches of the top of the transom, gunwale, or hull/deck joint, whichever is lowest.
- **Without Transoms** - On boats without transoms or boats on which it would be impractical to use the transom, to the starboard outboard side, aft, within one foot of the stern and within two inches of the top of the hull side, gunwale or hull/deck joint, whichever is lowest.
- **Catamaran** - On catamarans and pontoon boats that have readily replaceable hulls, to the aft crossbeam within one foot of the starboard hull attachment.
- **Other Locations** - If rails or other accessories would obscure a HIN, it should be affixed as near as possible to the starboard outboard side within two inches of the top of the transom, gunwale or hull/deck joint, whichever is lowest.

- **THE SECONDARY HIN SHOULD BE AFFIXED TO** an unexposed location on the interior of the boat or beneath a fitting or item of hardware. If the primary HIN is missing, the owner should call the manufacturer to try to find the secondary HIN. The Coast Guard wants the original HIN used if possible.



**Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division**

PO Box 94789, 301 Centennial Mall South
Lincoln, NE 68509-4789

Date: July 1, 2006
Requestor: John Q. Public
RE: Vehicle Description

There is no record found on the information listed above in the records that are held by the Nebraska Department of Motor Vehicles.

This statement shall serve as proof that no Nebraska certificate of title has been issued during the preceding thirty-year period.

If you have questions or need additional information, please contact me at (402) 471-3867.

Sincerely,

Sandy Wood, Administrative Assistant
Nebraska Department of Motor Vehicles



APPLICATION FOR BONDED CERTIFICATE OF TITLE FOR A VEHICLE

| For DMV Use Only |
|--------------------|
| DMV Bond No. _____ |

| Owner: | | | | | |
|-----------|-------|----------------|----------------------|----------------------|--|
| Last Name | First | Middle Initial | Home Phone () _____ | Work Phone () _____ | |
| Address | | City | Zip Code | | |

| Co-Owner | | | | | |
|-----------|-------|----------------|----------------------|----------------------|--|
| Last Name | First | Middle Initial | Home Phone () _____ | Work Phone () _____ | |
| Address | | City | Zip Code | | |

| Name(s) and Address(es) of the Person(s) from Whom the Vehicle Was Acquired: | |
|--|--|
| Name/Address: _____ | |
| Name/Address: _____ | |

| | |
|--|-------------|
| Vehicle Identification Number _____ | Model _____ |
| Make _____ | Year _____ |
| Type (i.e., truck, car, trailer) _____ | |
| Body Style _____ | Color _____ |
| Odometer Reading _____ | |

Affidavit: The following facts entitle me to possession and ownership of the vehicle. *(Explain in detail why you do not have a title to the vehicle.)*

Signature _____ Date _____

Signature _____ Date _____

Bonded Certificate of Title for a Vehicle

Before starting the bonded title process, you must review the detailed instructions found on our website at: www.dmv.ne.gov/dvr/mvtitles/mvbond.html.

If your county treasurer cannot title your vehicle because you do not have the proper title documents, you **may** be able to file a bond as a condition of obtaining a title.

Before you apply for a Bonded Certificate of Title:

- You must request a search through the Nebraska DMV to determine if a Nebraska title exists. You will need to complete and submit an [Application for Copy of Vehicle Record](#) and a \$1.00 fee to the Department.
- If the vehicle was purchased in another state or via the Internet, a record search must be conducted through the DMV in the state where the vehicle was acquired.
- If the search finds a title exists, you must send a certified letter, return receipt requested, to the owner of record (the title owners) at their last known address. The letter must state that you are the current owner of the vehicle and request that the titled owner obtain a duplicate title and assign ownership to you.
- If the search finds that an open lien exists on the vehicle, you must send a certified letter, return receipt requested, to the lienholder stating that you are the current owner of the vehicle and request they provide you with a lien release so you may obtain a title. If the lien is 10 years old or older, the lien may be released 30 days after the date the certified letter is mailed upon receipt of proof of such mailing. If the lien is less than 10 years old and an acceptable lien release is not obtained, a title will not be issued.
- If a search by the DMV here, or in the state where the vehicle was acquired, cannot determine the titled owner, you must send a certified letter, return receipt requested, to the person or business where you acquired the vehicle requesting that they provide you with a properly assigned title.
- All entities, the titled owner, the lienholder if one exists, and the person or business where you acquired the vehicle, must be allowed thirty (30) days to respond to your request. If any or all of the letters are returned with an indication of a new address, you must resend the certified letter to the new address.
- If after thirty (30) days there is no response from the titled owner or the person or business where you acquired the vehicle, or if all letters come back as undeliverable, you may proceed with your application for a bonded title unless an a lien release is required.
- You will be required to submit a copy of the letter(s) and the original return receipt(s) to the Department along with

your application. The returned letters should remain sealed, so be sure to make a copy of the letters you send to submit with your application.

- If a Vehicle Identification Number (VIN) plate is required, you must complete an [Assigned ID Number Application](#) and send it to the Driver and Vehicle Records Division of the DMV along with a fee of \$20.00 and the Vehicle Inspection Certificate. The VIN plate will be mailed to you along with an affidavit you must sign verifying that you received the VIN plate and that you affixed it to the vehicle in the proper place. This affidavit must be included with your Application for Bonded Certificate of Title.

The following documents must accompany your application:

- The original return receipts and photocopies of all certified letters or, in the case where letters were returned as undeliverable, the unopened returned envelopes.
- Any original written documents received at the time the vehicle was acquired or an affidavit explaining why you are entitled to ownership of the vehicle
- A photograph, taken at an angle to show the front and one side of the vehicle. The photograph will not be returned.
- An [Application for Bonded Certificate of Title for a Vehicle/Trailer](#) completed in full and signed.
- Sheriff's Inspection Certificate from the local sheriff. Inspection Certificates are valid for 90 days from the date the inspection was performed.
- [Certificate of Title Surety Bond for a Vehicle](#) from a bonding company or insurance agency licensed to do business Nebraska.
- VIN affidavit if new VIN was required.
- A \$50 application and title fee.

All documentation must be submitted within thirty (30) days of the date the bond is issued to the DMV at:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

For questions regarding this application, please contact this office at 402.471.3918.



CERTIFICATE OF TITLE SURETY BOND

VEHICLE

Mail to:
Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789
(402) 471-3918

For Surety Use
Agency Bond No. _____

For DMV Use Only
DMV Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that we _____

of the Street Address or Route, and PO Box _____

City _____ County _____, State _____ Zip Code _____

as Principal/Applicant (hereinafter called Principal), and _____

_____ of _____

(Name of Surety)

as Surety (hereinafter call Surety), are held and firmly bound unto the Director of the Department of Motor Vehicles of the State of Nebraska in the sum of _____ Dollars (\$ _____)

for the payment of which, well and truly to be made, we bind ourselves, or heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has made application to the Department of Motor Vehicles of the State of Nebraska for a certificate of title on that certain vehicle described as follows, to wit:

Make _____ Year Model _____ Model _____

Vehicle Identification Number _____

Body Type _____

And under the provisions of Neb.Rev.Stat. §60-167, the Department requires this bond before a certificate of title will be issued.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

If the aforesaid Principal shall indemnify any prior owner and lienholder and any subsequent purchaser of the vehicle or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss or damage, including reasonable attorney's fees, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle, then this obligation shall be void; otherwise, it shall remain in full force and effect.

PROVIDED, HOWEVER, that any interested person has a right of action to recover on the bond for any breach of its conditions, but the aggregate liability of the Surety to all persons shall not exceed the amount of the bond.

That said bond shall remain in full force and effect for a period of three (3) years after date of said bond.

IN WITNESS WHEREOF, we hereunto set our names and seals on this _____ day of _____ 20____.

(Representative of Company Providing Surety)

(Principal/Applicant)

By: _____

Approved: _____

By: _____
(Nebraska Resident Agent)

(Director, Nebraska Department of Motor Vehicles)



APPLICATION FOR BONDED CERTIFICATE OF TITLE FOR A MOTORBOAT

| For DMV Use Only |
|--------------------|
| DMV Bond No. _____ |

| | | | | |
|---------------|-------|----------------|----------------------|----------------------|
| Owner: | | | | |
| Last Name | First | Middle Initial | Home Phone () _____ | Work Phone () _____ |
| Address | | City | Zip Code | |

| | | | | |
|-----------------|-------|----------------|----------------------|----------------------|
| Co-Owner | | | | |
| Last Name | First | Middle Initial | Home Phone () _____ | Work Phone () _____ |
| Address | | City | Zip Code | |

| | |
|---|--|
| Name(s) and Address(es) of the Person(s) from Whom the Motorboat Was Acquired: | |
| Name/Address: _____ | |
| Name/Address: _____ | |

| | |
|----------------------------------|---------------------|
| Hull Identification Number _____ | Model _____ |
| Make _____ | Year _____ |
| Hull Length _____ | Hull Material _____ |
| Color _____ | Propulsion _____ |

Affidavit: The following facts entitle me to possession and ownership of the vehicle. *(Explain in detail why you do not have a title to the vehicle.)*

Signature _____ Date _____

Signature _____ Date _____

Bonded Certificate of Title for a Motorboat

Before starting the bonded title process, you must review the detailed instructions found on our website at: www.dmv.ne.gov/dvr/mbtitles/mbbond.html.

If your county treasurer cannot title your motorboat because you do not have the proper title documents, you **may** be able to file a bond as a condition of obtaining a title.

Before you apply for a Bonded Certificate of Title:

- You must request a search through the Nebraska DMV to determine if a Nebraska title exists. You will need to complete and submit an [Application for Copy of Vehicle Record](#) and a \$1.00 fee to the Department.
- If the motorboat was purchased in another state or via the Internet, a search must be conducted through the DMV in the state where the vehicle was acquired.
- If the search finds a title exists, you must send a certified letter, return receipt requested, to the owner of record (the title owners) at their last known address. The letter must state that you are the current owner of the motorboat and request that the titled owner obtain a duplicate title and assign ownership to you.
- If the search finds that an open lien exists on the vehicle, you must send a certified letter, return receipt requested, to the lienholder stating that you are the current owner of the vehicle and request they provide you with a lien release so you may obtain a title. If the lien is 10 years old or older, the lien may be released 30 days after the date the certified letter is mailed upon receipt of proof of such mailing. If the lien is less than 10 years old and an acceptable lien release is not obtained, a title will not be issued.
- If a search by the DMV here, or in the state where the motorboat was acquired, cannot determine the titled owner, you must send a certified letter, return receipt requested, to the person or business where you acquired the motorboat requesting that they provide you with a properly assigned title.
- All entities, the titled owner, the lienholder if one exists, and the person or business where you acquired the motorboat, must be allowed thirty (30) days to respond to your request. If any or all of the letters are returned with an indication of a new address, you must resend the certified letter to the new address.
- If after thirty (30) days there is no response from the titled owner or the person or business where you acquired the motorboat, or if all letters come back as undeliverable, you may proceed with your application for a bonded title unless a lien release is required.
- You will be required to submit a copy of the letter(s) and the original return receipt(s) to the Department along with

your application. The returned letters should remain sealed, so be sure to make a copy of the letters you send to submit with your application.

- If a Hull Identification Number (HIN) plate is required, you must complete an [Assigned ID Number Application](#) and send it to the Driver and Vehicle Records Division of the DMV along with a fee of \$20.00. The HIN plate will be mailed to you along with an affidavit you must sign verifying that you received the HIN plate and that you affixed it to the motorboat in the proper place. This affidavit must be included with your Application for Bonded Certificate of Title. An inspection is not required to obtain a HIN.

The following documents must accompany your application:

- The original return receipts and photocopies of all certified letters or, in the case where letters were returned as undeliverable, the unopened returned envelopes.
- Any original written documents received at the time the motorboat was acquired or an affidavit explaining why you are entitled to ownership of the motorboat.
- A photograph, taken at an angle to show the front and one side of the motorboat. The photograph will not be returned.
- An [Application for Bonded Certificate of Title for a Motorboat](#) completed in full and signed.
- A [Certificate of Title Surety Bond for a Motorboat](#) from a bonding company or insurance agency licensed to do business Nebraska.
- HIN affidavit if new HIN was required.
- For motorboats with a manufacture date **prior** to January 1, 1990 - **\$20.00**
- For motorboats with a manufacture date **after** January 1, 1990 - **\$50.00**

Send all documentation indicated above to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

For questions regarding this application, please contact this office at 402.471.3918.



CERTIFICATE OF TITLE SURETY BOND

MOTORBOAT

Mail to:
Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789
(402) 471-3918

For Surety Use
Agency Bond No. _____

For DMV Use Only
DMV Bond No. _____

KNOW ALL MEN BY THESE PRESENTS, that I/we _____

of the Street Address or Route, and PO Box _____

City _____ County _____, State _____ Zip Code _____

as the Principal/Applicant (hereinafter called Principal), and _____

of _____

as Surety (hereinafter call Surety), are held and firmly bound unto the Director of the Department of Motor Vehicles of the State of Nebraska in the sum of _____ Dollars (\$ _____) for the payment of which, well and truly to be made, we bind ourselves, or heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has made application to the Department of Motor Vehicles of the State of Nebraska for a motorboat certificate of title.

Make _____ Year _____ Model _____

Hull Identification Number _____

Hull Length _____ Hull Material _____

Under the provisions of Neb.Rev.Stat. §37-1278.01, the Department requires this bond before a certificate of title will be issued.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT:

If the aforesaid Principal shall indemnify any prior owner and lienholder and any subsequent purchaser of the motorboat or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss or damage, including reasonable attorney's fees, by reason of the issuance of the certificate of title of the motorboat or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the motorboat, then this obligation shall be void; otherwise, it shall remain in full force and effect.

PROVIDED, HOWEVER, that any interested person has a right of action to recover on the bond for any breach of its conditions, but the aggregate liability of the Surety to all persons shall not exceed the amount of the bond.

That said bond shall remain in full force and effect for a period of three (3) years after date of said bond.

IN WITNESS WHEREOF, we hereunto set our names and seals on this _____ day of _____ 20____ .

(Representative of Company Providing Surety)

(Principal/Applicant)

By: _____

Approved: _____

By: _____
(Nebraska Resident Agent)

(Director, Nebraska Department of Motor Vehicles)



APPLICATION FOR RELEASE OF NOTICE ON BONDED TITLE

Applicant(s)

_____ Address _____

_____ Address _____

wish to release the bond and remove the notice that the vehicle may be subject to an undisclosed interest, Bond Number _____ . I/we have supplied the following:

If three years have not expired from the receipt of the bonded Certificate of Title:

- I/we have a Currently Valid Certificate of Title. A "Currently Valid Certificate of Title" is the original title immediately prior to the bonded title, showing the owner of record as the bonded title owner.

If three years have expired from the receipt of the bonded Certificate of Title:

- No claim has been made on the bond and no claim is pending.

Signature _____ Date _____

Signature _____ Date _____

Return this form, completed in full, along with the Bonded Certificate of Title and a \$10.00 title fee to:

Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

For questions related to this application, please contact this office at (402) 471-3918.

Note: If your vehicle is currently registered when you submit this application, you will need to obtain a new registration from the County Treasurer in the county where your vehicle is registered immediately upon receipt of your new title.



Application for Certificate of Title

1 Vehicle or Motorboat Description Fee \$10.00

| | | | |
|-------------------------------|------|------|-------|
| Vehicle Identification Number | Year | Make | Model |
|-------------------------------|------|------|-------|

| | | | | |
|------------|-------|------|---------------------|--|
| Body Style | Color | GVWR | Capacity/Propulsion | Taxi Use <input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------|-------|------|---------------------|--|

Salvage
 Previously Salvaged
 Non-Transferable
 Manufacturer Buyback

Salvage vehicle/motorboat is a late model vehicle/motorboat that has been wrecked, damaged or destroyed to the extent that the estimated total cost of repair to restore it to its condition prior to being wrecked, damaged or destroyed, and a condition for legal operation upon the highways, exceeds 75% of the retail value of the vehicle at the time the vehicle was wrecked, damaged or destroyed OR voluntarily designated by the owner as salvage.

2 Owner/Applicant Information (if more than three (3), please attach a second application)

If more than one owner, do you wish clear rights of survivorship to be transferred to the surviving owner(s) in the event of the death of one owner?

- No (probate will be required to transfer ownership - owner names separated with "And")
 Yes (ownership will transfer to co-owner upon presentation of death certificate - owner names separated with "Or")

| | | | |
|-----------------------------------|------------|----|--|
| Owner name/Last or business name* | First Name | MI | |
|-----------------------------------|------------|----|--|

| | | | |
|---|------------|----|---|
| 2 nd Owner name/Last or business name* | First Name | MI | Check here if spouse of owner 1. <input type="checkbox"/> |
|---|------------|----|---|

| | | | |
|---|------------|----|--|
| 3 rd Owner name/Last or business name* | First Name | MI | Check here if spouse of owner 1 or 2. <input type="checkbox"/> |
|---|------------|----|--|

Owner's Residential Address, City, State, Zip

Owner's Mailing Address, City, State, Zip

Transfer On Death Beneficiary(ies), if applicable: **(Beneficiary may be individual or trust)**

If indicated, upon death of last surviving owner, ownership of the vehicle will transfer to listed entity(ies).

1st TOD _____ 2nd TOD _____
Name* Name*

*(Only first 35 positions will print on title)

3 Lien Information Fee \$7.00

Is there a lien on this vehicle? Yes No If yes, you must complete this section and provide a copy of the lien instrument with this application.

| | |
|---|--|
| First Lien PLID _____ _____ _____ _____ | Second Lien PLID _____ _____ _____ _____ |
|---|--|

If there is a lien, are you a non-resident requesting a printed title for issuance of a title in your state of residence? Yes No

The undersigned being duly sworn depose or affirm and say that the information provided on this application is true and complete. Use of a false or fictitious name, knowingly making a false statement or knowingly concealing a material fact in this application can result in a fine or imprisonment or both and cancellation of your certificate of title.

Signature

Signature

Signature

Date

All owners listed above shall sign this Application except in the case where co-owners are husband and wife, one spouse may sign; where an owner provides proof he/she is handicapped or disabled or is too young to sign, a parent, legal guardian, foster parent or agent may sign; and if transferring from an out-of-state title when ownership is not changing, one owner may sign.

Application for Duplicate Certificate of Title should be made on the reverse side.



State of Nebraska
**APPLICATION FOR DUPLICATE
 CERTIFICATE OF TITLE**

Application May Be Presented To Any Motor Vehicle Office

| | | | |
|---|--|----------------|--|
| 1 Vehicle or Motorboat Information | | | Fee \$14.00 |
| Vehicle Identification Number | Year | Make | |
| Model | Title Number | | |
| 2 Owner/Applicant Information | | | |
| The applicant for certified copy of a Certificate of Title is the: <input type="checkbox"/> Owner <input type="checkbox"/> Lienholder <input type="checkbox"/> TOD Beneficiary of said vehicle. | | | |
| Is this vehicle subject to an existing lien? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of lienholder: _____ | | | |
| | | | |
| Last Name | First Name | Middle Initial | Check here if spouse of Owner 1. <input type="checkbox"/> |
| | | | |
| Last Name | First Name | Middle Initial | |
| | | | |
| Address (Street or RR and PO Box) | City | State | Zip |
| | | | |
| Mailing Address (If other than above) | City | State | Zip |
| | | | |
| 3 Notarization | | | |
| The undersigned being duly sworn depose or affirm and say that the information provided on this application is true and complete and that the original certificate of title has been lost, destroyed, or mutilated. Use of a false or fictitious name, knowingly making a false statement or knowingly concealing a material fact in this application can result in a fine or imprisonment or both and cancellation of your certificate of title. | | | |
| <i>NOTE: Application is void unless signed by Applicant(s) and properly notarized.</i> | | | |
| Signature of Applicant | Signature of Applicant | | |
| Subscribed and sworn before me the _____ day of _____ . | Subscribed and sworn before me the _____ day of _____ . | | |
| Signature Notary Public or Designated County Official | Signature Notary Public or Designated County Official | | |
| My commission expires on _____ . | My commission expires on _____ . | | |
| SEAL | SEAL | | |



US Department
of Transportation
**National Highway
Traffic Safety
Administration**

— DECLARATION —

Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

OMB No. 2127-0002
Public Law 100—562,
49 USC Chap. 301

| | | | |
|--|-------------------|------------------|--|
| PORT OF ENTRY | CUSTOMS PORT CODE | CUSTOMS ENTRY NO | ENTRY DATE |
| MAKE OF VEHICLE | MODEL | YEAR | VEHICLE IDENTIFICATION NUMBER (VIN) |
| REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER <i>(Required when Box 3 is checked)</i> | | | VEHICLE ELIGIBILITY NO. <i>(Box 3)</i> |
| DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT | | | |

1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.
- Date of manufacture: _____ [591.5(i)]
- 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)];
- 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)];
- Attachment:** Copy of manufacturer's confirmation letter.
3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.8]; and that
- a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked; or
- b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(f)]
- Attachments:** Copy of DOT Bond; and
Copy of Contract with a Registered Importer, if applicable.
4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)]
5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States;
- b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time; and
- c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)]
- d. Passport No. _____ Country of Issue _____
6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State;
- b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only; and
- e. I have attached a copy of my official orders. [591.5(h)(1)]
- Name of Embassy: _____
- Attachment:** Copy of Official Orders.
7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(j)]
- Attachment:**
- a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically. [591.6(f)(1) or (2)];
- b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(f)(3)]
8. The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)]
- Attachment:** Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)]
9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)]
- Attachment:** For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)].
10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)].
- Attachment:** Copy of NHTSA Permission Letter.
11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)]
12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of the armed forces of a foreign country on assignment in the United States;
- b. I am importing the vehicle on a temporary basis, and for my personal use;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty; and
- e. I have attached a copy of my official orders. [591.5(h)(2)]
- Attachment:** Copy of Official Orders.
13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or if I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.
- Attachment:** Copy of NHTSA permission letter.

| | | |
|--|---|-------------|
| NAME OF IMPORTER <i>(Please type)</i> | IMPORTER'S ADDRESS <i>(Street, City, State, Zip Code)</i> | |
| NAME OF DECLARANT <i>(Please type)</i> | DECLARANT'S ADDRESS | |
| DECLARANT'S CAPACITY | DECLARANT'S SIGNATURE | DATE SIGNED |

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/otaq/imports/index.htm



United States Environmental Protection Agency
Application for Final Admission of Nonconforming Imported Vehicle or Engine

Warning: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 United States Code 1001). This form is required to be submitted to EPA under 40 CFR 85.1505, 85.1509, 89.605, 89.609.

| | | | |
|--|--------------------------|--------------------------|---|
| 1. Port of entry | 2. Entry date (mo/dy/yr) | 3. Customs entry number: | 4. Vehicle Identification Number (VIN), or engine serial number |
| 5. Date of original manufacture (mo/yr) | 6. Original manufacturer | | 7. Model |
| 8. Declaration code (letter or box number from EPA form 3520-1 or 3520-21) | | | 9. EPA certificate no. and model year and expiration date of certificate applicable to this importation |

Names, Addresses, and Telephone Numbers of Relevant Parties

| | | |
|--|---------------|---|
| 10. Importer (ICI) | 11. Owner | 12. Vehicle/engine storage location (no P.O. boxes) |
| Telephone number | Taxpayer ID # | Telephone number |
| 13. Person to receive oral or written notification that EPA has not approved final admission | | 14. Telephone number |
| | | 15. Modification date |

16. Designate the provisions under which the vehicle/engine was modified and tested. For vehicle or engine modified under a certificate, write sequence number in this box beginning with the first one imported under the certificate, which is the certified prototype. Ordinarily, every 3rd one is tested (1st, 4th, 7th, 10th, etc.) For modification/test vehicle or engine, mark "X" in this box.

Name of test laboratory _____

Initial test results: (indicate applicable units and pollutants)

| Date of test | Deterioration factors (as applicable) | | Test results adjusted by the deterioration factor and rounded to two significant figures using ASTM E 29-67 rounding procedures: | | Emission standards | | Specify mileage used for full useful life _____ K mi |
|---------------------------------------|---------------------------------------|------------------|--|------------------|--------------------|------------------|---|
| | 50K | full useful life | 50K | full useful life | 50K | full useful life | |
| HC, NMHC or NOx+HC g/mi or g/kW-hr | | | | | | | g/mi or g/kW-hr |
| CO g/mi or g/kW-hr | | | | | | | g/mi or g/kW-hr |
| NOx g/mi or g/kW-hr | | | | | | | g/mi or g/kW-hr |
| Evap. g/test | | | | | | | g/test |
| Particulate g/mi or g/kW-hr | | | | | | | g/mi or g/kW-hr |

18. Combined Fuel Economy. For vehicles only - report the combined fuel economy value (harmonic average calculated per 40 CFR 600.513-91(a)(2)) from the last city and highway test for each modification/test vehicle.

19. For EPA use only
Date final admission form received

20. Place an "X" in only one box

I certify that the vehicle or engine has been modified in accordance with the provisions of a currently valid certificate of conformity. If applicable, a Federal Test Procedure was performed on the vehicle or engine in accordance with procedures in 40 CFR Part 86 or Part 89 as applicable at a laboratory in the U.S. (40 CFR 85.1505(a)(2)(ii), 89.605(a)(2)(ii)).

I certify that the vehicle or engine has been modified and the Federal Test Procedure was performed on the vehicle or engine in accordance with procedures in 40 CFR Part 86 or 89 at a laboratory in the U.S. For a vehicle, the emission testing and development of Fuel Economy data were performed after modification to Department of Transportation safety standards. (40 CFR 85.1509(g)(2), 89.609(b)(2)).

I certify that the vehicle or engine has been modified in accordance with the provisions of a currently valid certificate of conformity. EPA has approved the plan for me to receive information concerning OEM running changes that affect emissions and therefore testing was not required. (40 CFR 85.1505(a)(2)(i), 89.605(a)(2)(i)).

21. I certify that as the certificate holder I have provided or will provide to the purchaser or owner of the vehicle or engine, as applicable:

- (1) written instructions for maintenance and use as required by 40 CFR 85.1510(a), 89.610(a);
- (2) an emissions warranty as described in 40 CFR 85.1510(b), 89.610(b), Part 85 Subpart V and Clean Air Act sections 207(a) and (b);
- (3) an emission label as required by 40 CFR 85.1510(c), 89.610(c) and Part 600 Subpart D;
- (4) a fuel economy label as required by 40 CFR 85.1510(d) and Part 600 Subpart D.

I certify that as the certificate holder I have complied with the applicable provisions of the Energy Act of 1978, 26 USC 4064 (gas guzzler tax) and for vehicles not owned by me I have provided the applicable tax forms to the owner;

I have complied with the requirements of 40 CFR 80.24 as applicable to affix applicable unleaded fuel labels;

I am responsible for the vehicle or engine compliance with Federal emission requirements regardless of whether I own the vehicle or engine.

I certify that I have read and understand the warning above regarding the submission of false or fraudulent statements or concealing a material fact, and the prohibited acts in 40 CFR 85.1513, 89.612 as applicable, and that the information I have provided is correct.

I understand that EPA Enforcement Officers are authorized to conduct inspections or testing otherwise permitted by 40 CFR Parts 85 or 89 or other applicable provisions of the law.

I will hold this vehicle or engine at least 15 working days from the date of EPA's receipt of the final admission information unless otherwise notified by EPA.

I have paid the applicable Motor Vehicle and Engine Compliance Program fee for this vehicle and submitted the Fee Filing Form (OMB No. 2060-0104) with the payment, (ref: EPA guidance letter CD-92-07, July 7, 1992).

Specify check number of fee payment _____ Date of check _____

Signature of ICI corporate officer

Print or type name

Date signed

Mailing Instructions

Fax or mail this form to the following addresses (one form to each address). For delivery of copy #1 by certified U.S. Express Mail use the following address:

For delivery of copy #1 by a courier service (e.g., Federal Express, DHL, etc.) *only* use the following address:

For delivery of copy #2, use the following address:

Attn: FINAL ADMISSION
U.S. Environmental Protection Agency
Certification and Compliance Division (6405-J)
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460 (202) 564-9240
(202) 565-2057 (fax)

Attn: FINAL ADMISSION
U.S. Environmental Protection Agency
Certification and Compliance Division (6405-J)
501 3rd Street N.W.
Washington, D.C. 20001 (202) 564-9240

Attn: FEES COORDINATOR
U.S. Environmental Protection Agency
Certification and Compliance Division
2000 Traverwood Drive
Ann Arbor, MI 48105 (734) 214-4888
(734) 214-4869 (fax)

Privacy Act Statement

Collection of the information on this form is authorized by the Clean Air Act, 42 USC 7401 et seq. (see 40 CFR 85.1501 et seq. and 89.601 et seq.) The Environmental Protection Agency (EPA) uses this information to determine compliance of noncomplying imported vehicles with U.S. emission requirements and for investigations with respect to EPA's import regulations. The information will be supplied to the internal Revenue Service for the purpose of collecting the gas guzzler tax where applicable. Disclosure of this information may also be made to other Federal, State, or local law enforcement agencies when there is a violation of civil or criminal law. Furnishing the information on this form, including your Social Security Number, is voluntary but failure to do so may result in disapproval of the importation of the vehicle identified on this form.

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.



**United States Environmental Protection Agency
Declaration Form**

Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

U.S. EPA, Compliance & Innovative Strategies Division, 2060 Traverwood Drive, Ann Arbor, MI 48105 <http://www.epa.gov/landimports> Phone (734) 214-4100; Fax (734) 214-4676.

This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.

Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).

Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)

| | | | |
|--|--------------------------------|--------------------------|--|
| 1. Port code: | 2. Entry date: (mm/dd/yyyy) | 3. Customs entry number: | 4. Vehicle Identification Number (VIN), or engine serial number: |
| 5. Manufacture date (mm/yyyy): | 6. Manufacturer (make): | 7. Model: | |
| 8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate: | | | |

Names, Addresses, and Telephone Numbers of Relevant Parties

Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement, when warranted, inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

| | | | |
|--|------------|-----------------------|--|
| 9. Name and address of agent (if applicable) for the vehicle or engine being imported: | 10. Owner: | 11. Storage location: | 12. Signature: |
| | | | 13. Date: |
| | | | 14. Name, county and phone number of importer: |

U.S. conforming and "identical" vehicles

- code B - U.S. certified** - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.
- code F - U.S. certified, catalyst restoration** - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.
- code EE - identical in all material respects to a U.S. certified version** - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.
- code FF - Canadian "identical" models imported for resale or lease** - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.

EPA exempted vehicles

- code M - miscellaneous exemption**, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.
- code E - vehicle at least 21 years old** (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.



Excluded vehicles

- code L** - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). **EPA letter of approval must be attached to this form.**
- code L** - 2500 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm.
- code W** - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.
- code Y** - unregulated fuel - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991-1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.

Temporary imports

- code G** - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code I** - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code K** - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code N** - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.

- code P** - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

- code R** - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year to be imported in accordance with 40 CFR 85.1309.
- code S** - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 8 years old.
- code T** - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. EPA approval is required for the vehicle to be imported or tested in the U.S. (40 CFR 85.1011(j)(3)). **Customs bond required.**
- code U** - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified vehicle in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports

- code H** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.
- code Q** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

U.S. Department of Transportation Requirements

Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import/.

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information; processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.



INSPECTION EXEMPTION CERTIFICATION

I hereby certify under penalty of law that the below described vehicle is exempt from inspection under Neb. Rev. Stat. §60-146, for (check applicable box):

- The Certificate of Title sought is the first title for a motor vehicle sold directly by the manufacturer of the motor vehicle to a licensed dealer franchised by the manufacturer of the motor vehicle.
- The vehicle was sold at an auction authorized by the manufacturer and purchased by a licensed dealer franchised by the manufacturer of the motor vehicle.

VEHICLE INFORMATION

Vehicle Identification Number _____
 Year _____ Make _____ Model _____

DEALER INFORMATION

 Dealership Name

 Dealer Number

 Authorized Signature of Licensed Dealer/Agent

 Date

This form must be completed in full and submitted to the designated County Official with the Application for Certificate of Title and supporting documentation if applicable.

For questions regarding this form, please contact the
 Driver and Vehicle Records Division at 402.471.3918.

Manufactured Housing Transfer Statement

| | | | | | | | | | |
|---|--|-----------------|--|--|--|----------|--|---------|--|
| 1 County Name | | 2 County Number | | 3 Date of Sale Mo. _____ Day _____ Yr. _____ | | 4 | | | |
| 5 Seller's Name, Address, and Telephone (Please Print) Seller's Name Current Mailing Address (Number and Street or PO Box) City State Zip Code Daytime Phone () Email Address | | | | 6 Buyer's Name, Address, and Telephone (Please Print) Buyer's Name Current Mailing Address (Number and Street or PO Box) City State Zip Code Daytime Phone () Email Address | | | | | |
| 7 Type of Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Auction <input type="checkbox"/> Gift <input type="checkbox"/> Exchange <input type="checkbox"/> Foreclosure <input type="checkbox"/> Satisfaction of Contract <input type="checkbox"/> Life Estate <input type="checkbox"/> Other (Explain.) _____ | | | | | | | | | |
| 8 Was ownership transferred in full? (If No, explain the division.) <input type="checkbox"/> YES <input type="checkbox"/> NO _____ | | | | 9 Was the property purchased as part of an IRS like-kind exchange? (IRC § 1031 Exchange) <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| 10 Was the sale between relatives? (If Yes, check the appropriate box.) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Spouse <input type="checkbox"/> Step-parent and Step-child <input type="checkbox"/> Aunt or Uncle to Niece or Nephew <input type="checkbox"/> Family Corp. or Partnership <input type="checkbox"/> Grandparents and Grandchild <input type="checkbox"/> Brothers and Sisters <input type="checkbox"/> Self <input type="checkbox"/> Other _____ <input type="checkbox"/> Parents and Child | | | | | | | | | |
| 11 What is the current market value of the manufactured housing? _____ | | | | 12 Was the mortgage assumed? (If Yes, state amount and interest rate.) <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____ at _____ % | | | | | |
| 13 Was the sale through an agent? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, include the name of the agent: _____ | | | | | | | | | |
| 14 Length (Without Hitch) | | 15 Width | | 16 Make | | 17 Model | | 18 Year | |
| 19 Location of the Home Before Sale | | | | 20 Name and Address of Person to Whom the Tax Statement Should be Sent | | | | | |
| 19a Location of the Home After Sale | | | | | | | | | |
| 21 Name and Address of the Land Owner | | | | 22 Legal Description of the Land | | | | | |

| | | | | |
|--|------------|-----------|--|--|
| 23 Total purchase price, including any liabilities assumed..... | | 23 | | |
| 24 Was non-real property included in the purchase? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, complete 24a, 24b, and 24c indicating the cost amount of each.) | | | | |
| 24a Furnishings | 24a | | | |
| 24b Moving Costs | 24b | | | |
| 24c Set-up Costs | 24c | | | |

Under penalties of law, I declare that I have examined this statement and that it is, to the best of my knowledge and belief, true, complete, and correct, and that I am duly authorized to sign this statement.

sign here _____
 Print or Type Name of Buyer or Authorized Representative Daytime Phone _____

Signature of Buyer or Authorized Representative _____ **Title** _____ **Date** _____

This statement should be filed with the county treasurer in the county where the application for title is made.

Retain a copy for your records.

Instructions

Who Must File. Any purchaser (or the purchaser's authorized representative) must file this Manufactured Housing Transfer Statement, Form 521MH, when seeking a certificate of title for manufactured housing.

When and Where to File. Form 521MH must be filed with the county treasurer in the county where the application for title is made. The county treasurer cannot deliver the title to the purchaser unless a properly completed Form 521MH accompanies the application for title.

Items 1 and 2. Indicate the county where the property is located. If it is located in more than one county, indicate the county where the transfer is being filed.

Items 5 and 6. Enter the complete name, address, and daytime phone number of the seller and the buyer. A business address should be used for business organizations such as corporations, trusts, and partnerships.

Item 11. Indicate the current market value of the manufactured housing (real property). Current market value is the purchase price which is paid for the property, based upon a sale between a willing buyer and a willing seller in the ordinary course of trade.

Item 12. Indicate whether the buyer assumed a mortgage as part of the purchase price. If a mortgage was assumed, check "Yes" and indicate the dollar amount and interest rate. If no mortgage was assumed, check "No."

Item 21. Indicate the name and address of the owner of the land where the manufactured housing will be located after the sale.

Item 22. The legal description can be found from the deed of record or surveys of the real property.

Item 23. Enter the total purchase price or consideration paid or to be paid, including cash, mortgages, property traded, assumed liabilities, leases, easements, and personal property purchased.

Item 24. Enter the total dollar value of items which are included in the total purchase price, but are not considered a part of the real property. Check "Yes" if there are these items and complete 24a, 24b, and 24c indicating the cost amount of each. If there are none of these items, check "No" and enter zero.

Authorized Signature. Form 521MH must be signed and dated by the buyer or the buyer's authorized representative.

County Treasurer

The county treasurer will not issue the title if items 1 through 25 on the Form 521MH have not been completed or the Form 521MH has not been signed by the buyer or authorized representative.

The county treasurer must retain the original Form 521MH and forward a copy to the assessor.

Retain a copy of this statement for your records.

NEBRASKA STATE PATROL
MOTOR VEHICLE IDENTIFICATION CERTIFICATE
VOID AFTER 90 DAYS

Section 1: TO BE COMPLETED BY STATE LAW ENFORCEMENT OFFICER ONLY

Vehicle Identification Number (VIN)

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

State of Current Title _____ Title Number _____

Model Year _____ Make _____ Model _____

Does the VIN appear to have been altered or tampered with? Yes No

Does the VIN agree with the supporting documents? Yes No

Does the Federal Label agree with the Public VIN? Yes No

Does the Federal Label agree with the supporting documents? Yes No

Odometer Reading _____ Date of NCIC Check _____

Remarks _____

This is to certify that I have made a physical examination of the above vehicle and its documents. I am an officer of a **STATE POLICE AGENCY** employed by the **STATE** of _____.

Date _____ Name (please print) _____

Badge No _____ Title/Rank _____

State Agency _____ Work Phone _____

Signature _____

Section 2: TO BE COMPLETED BY APPLICANT

*Effective August 31, 2003 there is a \$10.00 processing fee.
 Please include a check or money order made payable to the Nebraska State Patrol.*

RETURN APPROVED CERTIFICATE TO:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Section 3: Forward completed certificate to Nebraska State Patrol, Auto Fraud Division, 3800 NW 12th St., Lincoln, Ne., 68521. Certificate will be approved by the Nebraska State Patrol and returned to the address specified in section 2.

NEBRASKA STATE PATROL APPROVAL:

NAME: _____ **DATE:** _____

TITLE: _____

HOW DO I GET AN OUT OF STATE INSPECTION DONE?

For the convenience of people in the Military and those who purchase vehicles out of state, but retain Nebraska as their legal residence, an out of state inspection form has been designed. The inspection of the vehicle must be conducted by an officer of a **state police agency or Provost Marshall** and mailed to the Nebraska State Patrol along with a \$10.00 processing fee for final approval. **(Effective August 31, 2003 there will be a fee of \$10.00 for processing of the Inspection form.)** Upon approval by the Superintendent of the Nebraska State Patrol, the customer may obtain title in the county of his residence, provided the necessary evidence of ownership to the vehicle accompanies this inspection certification. This inspection shall be conducted on used vehicles titled in another state, which have been assigned to a Nebraska resident. This does not apply to vehicles purchased new when transfer is made on a manufacturer's certificate of origin.

INSTRUCTIONS:

1. Have the Motor Vehicle Identification Certificate completed by an officer of a **STATE** police agency. The title or certified copy of the title must be present for comparison when the officer does the inspection.
2. Complete section 2 of the Certificate with the name and address of where the approved certificate should be returned and remit a check or money order for \$10.00 made payable to the Nebraska State Patrol. Effective July 1, 2004 the inspection form will be void 90 days after date of section.
3. Mail original certificate with a photo copy of the title and \$10.00 fee to:

Nebraska State Patrol
Auto Fraud Division
3800 NW 12th Street
Lincoln, NE 68521

4. Customer may obtain title in the county of residence upon receipt of approved completed Inspection Certificate.

000000

STATE OF NEBRASKA
 COUNTY OF LANCASTER
MOTOR VEHICLE IDENTIFICATION STATEMENT

DATE _____ Salvage Yes _____ No _____

Name of Applicant

Address

City State Zip

VEHICLE DESCRIPTION

| | | | | |
|------|------|-------|-------|-----|
| Year | Make | Model | Color | Cyl |
|------|------|-------|-------|-----|

VIN | | | | | | | | | | | | | | | | | | | | | |

Odometer Current Title No. State

Previous Owner

Address

City State Zip

VEHICLE IDENTIFICATION INSPECTION

Inspecting officer (print or type)

NCIC and NCIS VIN checked by

| | |
|-----------|-----------|
| Signature | Badge No. |
|-----------|-----------|

THIS STATEMENT IS TO BE PRESENTED WITH
 APPLICATION FOR NEBRASKA TITLE

TO BE COMPLETED BY COUNTY CLERK

| | |
|-------------------|--------------|
| Date Title Issued | Title Number |
|-------------------|--------------|

ODOMETER CORRECTION STATEMENT

We hereby certify that the correct mileage at the time of transfer of the _____
Year Make

_____ from _____
Vehicle Identification Number Transferor (Seller) **PLEASE PRINT**

to _____ was in fact _____*
Transferee (Buyer) **PLEASE PRINT** Mileage

*Actual miles unless one of the following statement are checked:

In excess of mechanical limits. Not actual mileage. **WARNING – ODOMETER DISCREPENCY**

We also certify that the previous odometer statement that we completed and signed for this vehicle was in error.

Transferor's Signature

Transferee's Signature

Subscribed and sworn before me the _____ day
of _____

Subscribed and sworn before me the _____ day
of _____

Signature of Notary Public

Signature of Notary Public

My commission expires on _____

My commission expires on _____

SEAL

SEAL

THIS STATEMENT IS VOID UNLESS SIGNED BY TRANSFEROR AND TRANSFEE WITH BOTH SIGNATURES PROPERLY NOTARIZED.

TO BE COMPLETED BY THE TITLE ISSUING SITE

This Odometer Correction Statement was accepted by _____ of the
Designated County Official Employee Signature

_____ and issuance of a corrected title occurred on this date _____
County Office Date

White Copy – Designated County Official

Yellow Copy – Transferor

Pink Copy – Nebraska State Patrol, Auto Fraud

Revised 4/2002



ODOMETER DISCLOSURE STATEMENT

The form may only be used when:

1. Certificate of Title is to be issued by court order;
2. a dealer has voided an assignment on a Manufacturer's Statement of Origin and is attempting to reassign;
3. a law enforcement agency is making application for Certificate of Title to an Abandoned Vehicle;
4. submitting an Affidavit of Transfer of Decedent's Motor Vehicle and the previous Certificate of Title is not available;
5. making application for a Storage-Repair Lien.

Federal and State law requires that the seller state the mileage in connection with the Transfer of Ownership. Failure to complete, or providing a false statement, may result in fines and/or imprisonment.

VEHICLE DESCRIPTION

Year _____ Make _____ Model _____ Body Type _____

Vehicle Identification Number

| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

I, _____ certify to the best of my knowledge that the odometer
(Print or Type Seller's Name)
reading is the actual mileage of the vehicle unless one of the statements below is checked:

Odometer Reading: _____

- The mileage stated is in excess of mechanical limits.
- Reading is NOT actual mileage – **WARNING ODOMETER DISCREPANCY**

| <u>SELLER INFORMATION</u> | <u>BUYER INFORMATION</u> |
|---|--|
| <p>Please Print</p> <p>_____</p> <p style="text-align: center;">Name</p> <p>_____</p> <p style="text-align: center;">Address</p> <p>_____</p> <p style="text-align: center;">City State Zip</p> <p>_____</p> <p>Seller's Signature Date</p> | <p>Please Print</p> <p>_____</p> <p style="text-align: center;">Name</p> <p>_____</p> <p style="text-align: center;">Address</p> <p>_____</p> <p style="text-align: center;">City State Zip</p> <p>_____</p> <p>Buyer's Signature Date</p> |

SELLER MUST RETAIN A COPY OF THIS STATEMENT FOR 5 YEARS



NEBRASKA DEPARTMENT
OF
MOTOR VEHICLES

Power of Attorney*
(For Vehicle/Motorboat Only)

I hereby appoint _____ as my attorney-in-fact, for the purpose of transferring ownership or making application for title and registration to the following described vehicle/motorboat:

_____ Year _____ Make _____ VIN/HIN

With full authority to sign on my behalf all papers and documents and to do all that is necessary to this appointment.

| Vehicle/Motorboat Owner 1 | Vehicle/Motorboat Owner 2 |
|---------------------------|---------------------------|
| _____ | _____ |
| Name (Please Print) | Print Name (Please Print) |
| _____ | _____ |
| Signature | Signature |
| _____ | _____ |
| Date | Date |

| Notary 1 | Notary 2 |
|--|--|
| State of _____ | State of _____ |
| County of _____ | County of _____ |
| The foregoing signature was acknowledged before me this _____ day of _____ . | The foregoing signature was acknowledged before me this _____ day of _____ . |
| _____ | _____ |
| Notary or Designated County Official | Notary or Designated County Official |
| Seal | Seal |

*Dealers may only use this form when making application for a duplicate title or when the odometer is exempt from reporting.

NEBRASKA SECURE POWER OF ATTORNEY

WARNING: This form may be used only when title is physically held by lienholder or when title has been lost. This form must be submitted to the state by the person exercising Powers of Attorney. Failure to do so may result in fines or imprisonment.

VEHICLE IDENTIFICATION YEAR _____ MAKE _____ MODEL _____ BODY TYPE _____ VIN _____

TRANSFEROR'S POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines or imprisonment.

I, (transferor's name, print) _____, appoint as my attorney-in-fact, (transferee's/buyer/dealership name, print) _____ for the purpose and with full authority to apply for a certificate of title and/or registration upon the vehicle described above, and further grant the authority to endorse and transfer title thereto, and disclose the mileage to this vehicle exactly as stated in the following disclosure I have made for the vehicle described above. The date of this Statement is _____.

I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of mechanical limits.
- (2) I hereby certify that the odometer reading is NOT the actual mileage, WARNING - ODOMETER DISCREPANCY.

Transferor's/Seller Signature: _____ Transferor's Printed Name: _____

Transferor's Street Address: _____

City: _____ State: _____ Zip Code: _____

Transferee's/Buyer Signature: _____ Transferee's Printed Name: _____

Transferor's Dealership Name: _____

Business Street Address: _____

City: _____ State: _____ Zip Code: _____

TRANSFEROR'S POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE

(This section applies unless Part A has been completed.)

I, (transferor's name, print) _____, appoint _____

(transferee's name, print) _____ as my attorney in fact, with authority to act on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed herein.

Transferor's Signature: _____ Transferee's Printed Name: _____

Transferor's Street Address: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines or imprisonment.

I, (transferor's/dealership name, print) _____ state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following is checked.

- _____ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of mechanical limits
- _____ (2) I hereby certify that the odometer reading is NOT the actual mileage, WARNING - ODOMETER DISCREPANCY.

Transferor's/Seller Signature: _____ Transferor's Printed Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Date: _____

C. CERTIFICATION

I, (Person exercising above power of attorney, print) _____ hereby certify that I have received and reviewed the title for the vehicle described above and there are not indications of mileage discrepancies.

Signature: _____ Printed Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Date: _____

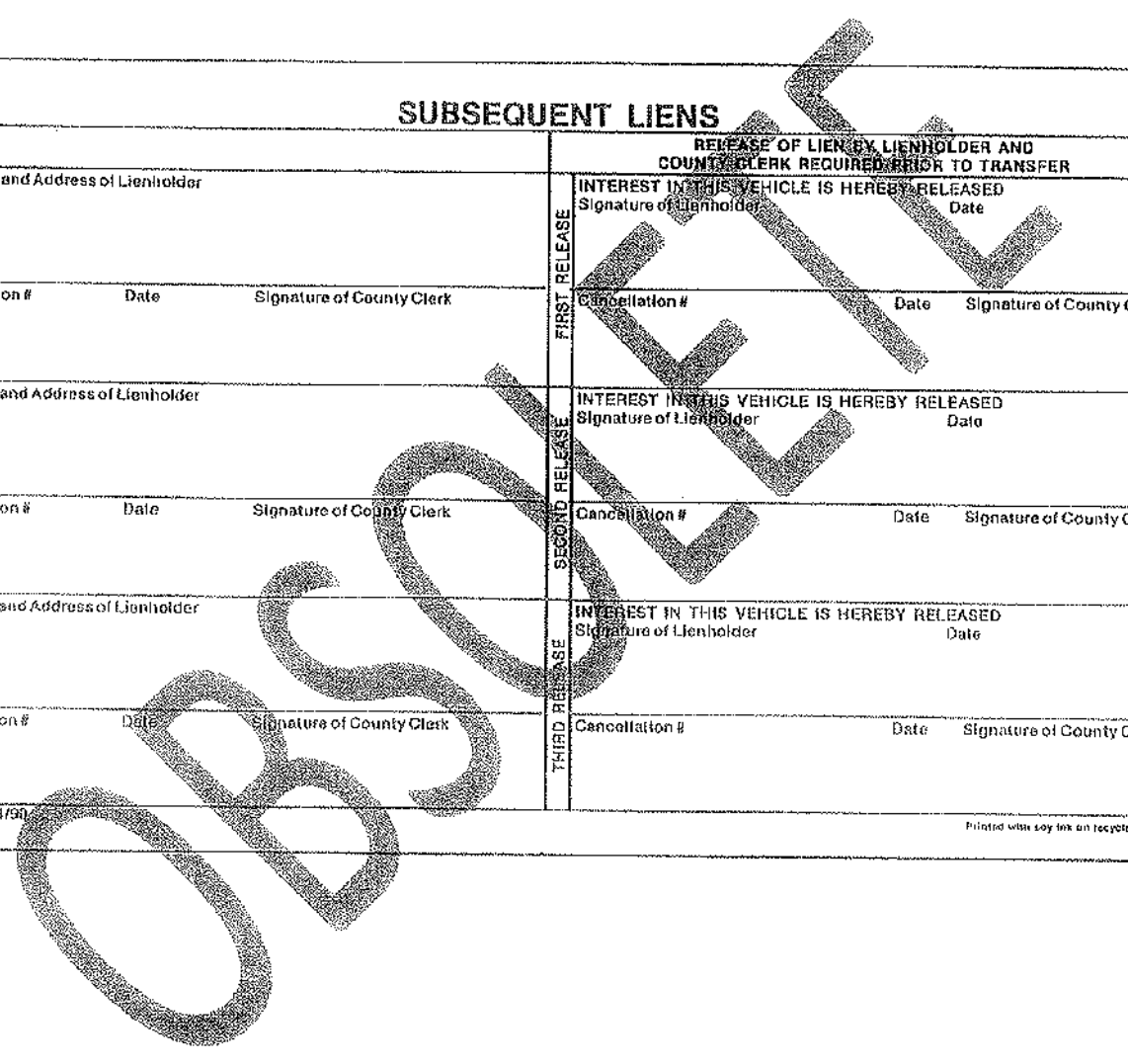
ORIGINAL - TO STATE, YELLOW - DEALER COPY, PINK - CUSTOMER COPY

SUBSEQUENT LIENS

| | | RELEASE OF LIEN BY LIENHOLDER AND COUNTY CLERK REQUIRED PRIOR TO TRANSFER | | |
|----------------------|---|---|--|--|
| FIRST LIEN NOTATION | Name and Address of Lienholder | INTEREST IN THIS VEHICLE IS HEREBY RELEASED Signature of Lienholder _____ Date _____ | | |
| | Notation # _____ Date _____ Signature of County Clerk _____ | Cancellation # _____ Date _____ Signature of County Clerk _____ | | |
| SECOND LIEN NOTATION | Name and Address of Lienholder | INTEREST IN THIS VEHICLE IS HEREBY RELEASED Signature of Lienholder _____ Date _____ | | |
| | Notation # _____ Date _____ Signature of County Clerk _____ | Cancellation # _____ Date _____ Signature of County Clerk _____ | | |
| THIRD LIEN NOTATION | Name and Address of Lienholder | INTEREST IN THIS VEHICLE IS HEREBY RELEASED Signature of Lienholder _____ Date _____ | | |
| | Notation # _____ Date _____ Signature of County Clerk _____ | Cancellation # _____ Date _____ Signature of County Clerk _____ | | |

DMV-718 11/99

Printed with soy ink on recycled paper



CB INTERNATIONAL, INC 186
301 ELMWOOD AVE
JRT HURON MI 48060

| | | |
|---------------------------|--------------------------------|--|
| 1. Entry No. 5547256-3 | 2. Entry Type Code 01 ABI/A | *PAPERLESS* CST # : 358 |
| 4. Entry Date 1/29/01 | 5. Port Code 3802 | 3. Entry Summary Date |
| 6. Bond No. 422 | 7. Bond Type Code B | B. Broker/Importer File No. 15-547256 |
| | | PAGE 1 |

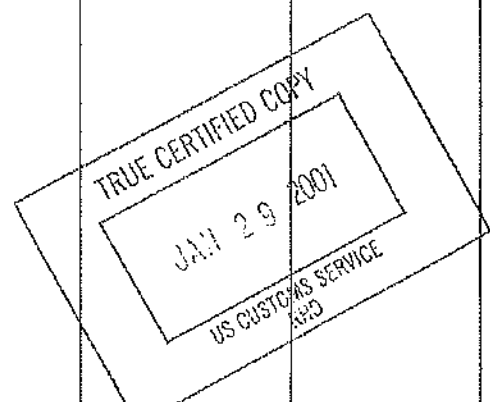
| | | | |
|--|---------------------------------|---|--------------------------------|
| 9. Ultimate Consignee Name and Address | 10. Consignee No. 38-2773778 | 11. Importer of Record Name and Address c/o: The Buffalo Customhouse Brokerage Co., Inc. AUTO ENTERPRISES INC 26801 UNIVERSAL DRIVE WARREN MI 48092 | 12. Importer No. 38-2773778 |
|--|---------------------------------|---|--------------------------------|

| | |
|-----------------------------|----------------------------|
| 13. Exporting Country CA | 14. Export Date 1/24/01 |
| 15. Country of Origin US | 16. Missing Documents |
| 17. I.T. No. | 18. I.T. Date |

| | | | |
|-----------------------------------|----------------------------------|--|---------------------------------|
| 19. B L or AWB No. | 20. Mode of Transportation 30 | 21. Manufacturer I.D. XOONTINC1520COR | 22. Reference No. 16-1202552 |
| 23. Importing Carrier | 24. Foreign Port of Lading | 25. Location of Goods/G.O. No. | |
| 26. U.S. Port of Unlading 3802 | 27. Import Date 1/24/01 | | |

| | | | | | | | |
|--------------|--------------------------------|--|---|--------------------------------------|--|---|---|
| 28. Line No. | 29. Description of Merchandise | 30. A. T.S.U.S.A. No. B. ADA CVD Case No. | 31. A. Gross Weight B. Manifest Qty. | 32. Net Quantity in T.S.U.S.A. Units | 33. A. Entered Value B. CHGS C. Relationship | 34. A. T.S.U.S.A. Rate B. ADACVD Rate C. I.R.C. Rate D. Visa No. | 35. Duty and I.R. Tax Dollars Cents |
|--------------|--------------------------------|--|---|--------------------------------------|--|---|---|

| 28. Line No. | 29. Description of Merchandise | 30. A. T.S.U.S.A. No. B. ADA CVD Case No. | 31. A. Gross Weight B. Manifest Qty. | 32. Net Quantity in T.S.U.S.A. Units | 33. A. Entered Value B. CHGS C. Relationship | 34. A. T.S.U.S.A. Rate B. ADACVD Rate C. I.R.C. Rate D. Visa No. | 35. Duty and I.R. Tax Dollars Cents |
|--------------|--|--|---|--------------------------------------|--|---|---|
| 001 | 1 VEH INV. NO. 001 OTHR US BDS RETURN: IN 9801.00.1065 1,507 | | | X | N 33,900 C 709 | FREE | FREE |
| | V I N N O. S 4JGAB72E3YA157346 | | | | | | |
| | INV VAL US \$ ENTVAL | | | 33,900.00 33,900.00 | | | |
| | BLOCK 39 SUMMARY : | | | | | | |
| | TOTAL ENTERED VALUE : | | | 33,900.00 | | | |



| | | | | | | |
|---|--|---|--------------|----------------------|-----------|----|
| 36. Declaration of Importer of Record (Owner or Purchaser) or Authorized Agent | U.S. CUSTOMS USE | | TOTALS | | | |
| <input type="checkbox"/> I declare that I am the importer of record and that the actual owner, purchaser, or consignee for customs purposes is as shown above. <input checked="" type="checkbox"/> I further declare that the merchandise was obtained pursuant to a purchase agreement to purchase and that the is set forth in the invoice are true. | OR | <input checked="" type="checkbox"/> Owner or purchaser or agent thereof. <input type="checkbox"/> was not obtained pursuant to a purchase or agreement to purchase and the statements in the invoice as to value or price are true to the best of my knowledge and belief. | A. Liq. Code | B. Ascertained Duty | 37. Duty | 00 |
| | | | | C. Ascertained Tax | 38. Tax | |
| | | | | D. Ascertained Other | 39. Other | |
| | | | | E. Ascertained Total | 40. Total | 00 |
| | I declare that the statements in the documents herein filed fully disclose to the best of my knowledge and belief the true prices, values, quantities, rebates, drawbacks, fees, commissions, and royalties and are true and correct, and that all goods or services provided to the seller of the merchandise either free or at reduced cost are fully disclosed. I will immediately furnish to the appropriate customs officer any information showing a different state of facts. | | | | | |

Notice required by Paperwork Reduction Act of 1980. This information is needed to ensure that Importers/exporters are complying with U.S. Customs laws, to allow us to compute and collect the right amount of money, to enforce other agency requirements, and to collect accurate statistical information on imports. Your response is mandatory.

The United States Government

Certificate to Obtain Title to a Vehicle

(Must Be Machine Prepared. See Instructions on reverse.) Duplicate If Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this ~~19TH~~ day of MARCH 20 04, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

| | | | | | |
|---|------------------------------|--------------------------------|--|----------------------------|--|
| Vehicle Identification No. 1G8ED18J2FF122615 | | | Certificate No. STW 078-4 | | |
| Year 1984 | Make of Vehicle CHEVROLET | Series or Model CD10518 | Body Style TRUCK, UTILITY | | |
| Fuel DIESEL | No. of Cylinders 8 | Weight (Shipping) 5,200 LBS | GVWR 6,400 LBS | Purchase Price \$230.67 | |
| Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code) DIA/DEFENSE REUTILIZATION & MARKETING OFFICE PO BOX 388 FORT MEADE, MD 20755-0388 | | | Transferee (Name of dealer, individual, etc. and address including ZIP Code) GOV'T. LIQUIDATION CORPORATE HEADQUARTERS 6263 N. SCOTTSDALE ROAD SUITE 371 SCOTTSDALE, AZ 85250 FE 4497 2337 0156 | | |
| Odometer Disclosure Statement | | | Date of Statement MARCH 19, 2004 | | |

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, Carolyn L. Guander state that
Transferor's Name (Seller)

the odometer now reads 79,855 miles and to the
Odometer Reading (No Tenths)

best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

(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:
WARNING - ODOMETER DISCREPANCY.

| | | |
|--|--|-------------------------------|
| Transferor's Signature (Seller) <u>Carolyn L. Guander</u> | Printed Name (Not Typed) and Title <u>Carolyn L. Guander</u> <u>Property Disposal Spec</u> | Date <u>March 19, 2004</u> |
| Transferee's Signature (Buyer) <u>B. Wade</u> | Printed Name (Not Typed) and Title <u>By: Wade</u> <u>SIT manager</u> | Date <u>4/5/04</u> |

B958296

ANY ALTERATION OR ERASURE
VOIDS THIS CERTIFICATE

STANDARD FORM 97 (Rev. 9-99)
Prescribed by GSA FPMR (41 CFR) 101-11.603-3
Previous Edition Not Usable NSN 7540-00-634-4047
97-108

Instructions for Completion of the Certificate to Obtain Title to a Vehicle

1. This certificate constitutes an official transfer of the vehicle described hereon, and formally evidences its release from the custody of the United States Government to the designated transferee.
2. The filing of this certificate shall be governed by the requirements of the applicable local law.
3. This document must be machine prepared using a typewriter or computer printing devices.
4. The information required on the certificate, to include the Odometer Disclosure Statement, shall be furnished in the applicable spaces. An incomplete form, particularly an inadequate description, may delay the issuance of a State title.
5. All certificates and copies shall be numbered consecutively by the using agency, such numbers to be typed or overprinted on all copies of the certificate number space provided.
6. The completed certificate, to include the Odometer Disclosure Statement, shall be available to the transferee concurrently with the release of the vehicle.
7. Purchase price block must always be filled in.
8. This document can be used as a bill of sale when titling a vehicle with a State.

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE



**Affidavit for Verification of
Ownership of an
ATV, Minibike, UTV or Minitruck**

Application for title for the following described ATV, Minibike, UTV or Minitruck is being made:

| | | | | |
|--------|----------------|-------------------|-------|------------------|
| _____ | _____ | _____ | _____ | _____ |
| (Make) | (Model/Series) | (Body Style/Type) | | |
| _____ | _____ | _____ | _____ | _____ |
| (VIN) | (Year) | (GVWR) | (HP) | (# of Cylinders) |

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described ATV, minibike, UTV or minitruck:

➤ I/We purchased such on or around _____, from
Date of Purchase

Name of Previous Owner

Address of Previous Owner

➤ To my knowledge no previous Certificate of Title has been issued.

DATED this _____ day of _____, _____.

(Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

(Notary Public or designated County Official)

Note: This Affidavit is required to be submitted, along with the Application for Certificate of Title and Vehicle Inspection Certificate, for an ATV, Minibike, or UTV that has not previously been titled. If purchased within past 30 days, a Bill of Sale or cancelled check must accompany this Affidavit.



**Affidavit for Assembled
ATV, Minibike, UTV or Minitruck**

Application for title for the following described ATV, minibike, UTV or minitruck is being made:

Assembled: ATV Minibike UTV Minitruck

 (Year)

 (VIN)

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described ATV, minibike, UTV or minitruck:

- This ATV, minibike, UTV or minitruck has been assembled from parts purchased as proven by notarized Bills of Sale and/or authentic receipts.
- The major component parts used in assembly of this ATV, minibike, UTV or minitruck were not obtained through fraudulent or illegal means.

DATED this _____ day of _____, _____.

(Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

(Notary Public or Designated County Official)

Note: This affidavit is required to be submitted with an Application for Certificate of Title for an Assembled ATV, minibike, UTV or minitruck along with proper proof of ownership.



Affidavit of Affixture For a Mobile Home With a Nebraska Certificate of Title



Written consent for release of lien and cancellation of Certificate of Title from each lien holder must be attached to this Affidavit. This completed Affidavit must be presented to the County Treasurer along with the Certificate of Title in the county where the real property is located for cancellation of the existing Certificate of Title to occur.

A filing fee is required per §33-109 and §33-112.

| | |
|---|---|
| Mobile Home Owner #1 Name _____ Address _____ City, State Zip _____ | Mobile Home Owner #2 Name _____ Address _____ City, State Zip _____ |
| Attach additional Affidavit(s) if more than 2 owners. | |
| <input type="checkbox"/> Owner of real estate <input type="checkbox"/> Leasing real estate | |

| |
|---|
| Mobile Home Description: Year _____ Make _____ Model _____ Vehicle Identification Number _____ Title Number _____ |
| If two Vehicle Identification Numbers are present, an Affidavit must be completed for each number. |

| | |
|--|--|
| Real Estate Owner #1 Name _____ Address _____ City, State, Zip _____ | Real Estate Owner #2 Name _____ Address _____ City, State, Zip _____ |
| Attach additional Affidavit(s) if more than 2 entities are to be notified. | |

| | |
|--|---|
| Copy of Notice of Cancellation shall be provided to all owners listed above and the following financial institution(s): | |
| Name _____ Address _____ City, State, Zip _____ | Name _____ Address _____ City, State, Zip _____ |
| Attach additional Affidavit(s) if more than 2 entities are to be notified | |

Legal Description of Real Property upon which the mobile home is affixed (wheels, towing hitches and running gear are removed and it is permanently attached to a foundation or other support system):

The mobile home owner must have an ownership interest in this real property for cancellation of the Certificate of Title to occur. Ownership interest is defined as the simple interest in real estate or an interest as the lessee under a lease of the real property that has a term that continues for at least twenty (20) years after the recording of this Affidavit.

Under penalty of law, the undersigned affirms that the information contained in this Affidavit of Affixture is true and correct and that the above-described mobile home has been affixed to the real property described above. The undersigned hereby acknowledges that this affidavit is made with the understanding that any person who misrepresents the information provided in this affidavit shall be guilty of perjury, a Class III Felony.

All owners must sign and signatures must be notarized.

Printed Name of Mobile Home Owner

Printed Name of Mobile Home Owner

Signature of Mobile Home Owner

Signature of Mobile Home Owner

State of _____

State of _____

County of _____

County of _____

The foregoing signature of the **affiant** was acknowledged before me this ____ day of _____, _____.

The foregoing signature of the **affiant** was acknowledged before me this ____ day of _____, _____.

Notary or Designated County Official

Notary or Designated County Official

Seal

Seal

For County Treasurer Use Only

County of filing: _____

Office of filing: _____

Date of filing: _____

Fee paid: _____

The County Treasurer shall forward the original to the Register of Deeds in the county where the real property is located and provide copies to the Department of Motor Vehicles, County Assessor, owner and to each financial institution listed on this Affidavit as notice of the cancellation of the Certificate of Title.



Affidavit of Detachment For a Mobile Home



Written consent for detachment of the mobile home from the real property from each lien holder must be attached to this affidavit.
This completed affidavit must be presented to the Register of Deeds in the county where the real property is located.

A filing fee is required per §33-109 and §33-112.

| | |
|---|---|
| Mobile Home Owner #1 Name _____ Address _____ City, State Zip _____ | Mobile Home Owner #2 Name _____ Address _____ City, State Zip _____ |
| Attach additional Affidavit(s) if more than 2 owners. <input type="checkbox"/> Owner of real estate <input type="checkbox"/> Leasing real estate | |

| |
|---|
| Mobile Home Description: Year _____ Make _____ Model _____ Vehicle Identification Number _____ If two Vehicle Identification Numbers are present, an Affidavit must be completed for each number. |
|---|

| | |
|--|--|
| Real Estate Owner #1 Name _____ Address _____ City, State, Zip _____ | Real Estate Owner #2 Name _____ Address _____ City, State, Zip _____ |
| Attach additional Affidavit(s) if more than 2 entities are to be notified. | |

| | |
|--|---|
| The following lienholders of record exist against the real estate from which the mobile home will be detached: | |
| Name _____ Address _____ City, State, Zip _____ | Name _____ Address _____ City, State, Zip _____ |
| Attach additional Affidavit(s) if more than 2 lienholders exist. | |

| |
|---|
| Name and address of owner or financial institution to which the Certificate of Title shall be delivered: _____ |
|---|

Legal Description of Real Property from which the mobile home will be detached:

Under penalty of law, the undersigned affirms that the information contained in this Affidavit of Detachment is true and correct, that the above-described mobile home is to be detached from the real property described above and that any previous certificates of title issued for this mobile home have been cancelled. The undersigned hereby acknowledges that this affidavit is made with the understanding that any person who misrepresents the information provided in this affidavit shall be guilty of perjury, a Class III Felony.

All owners must sign and signatures must be notarized.

Printed Name of Mobile Home Owner

Printed Name of Mobile Home Owner

Signature of Mobile Home Owner

Signature of Mobile Home Owner

State of _____

State of _____

County of _____

County of _____

The foregoing signature of the **affiant** was acknowledged before me this ____ day of _____, _____.

The foregoing signature of the **affiant** was acknowledged before me this ____ day of _____, _____.

Notary or Designated County Official

Notary or Designated County Official

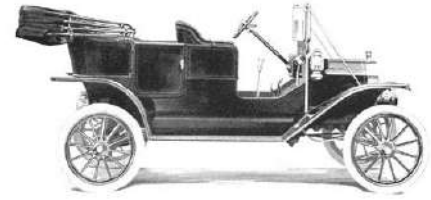
Seal

Seal

The Register of Deeds shall provide a recorded copy of this completed Affidavit to the County Treasurer in their county. Photocopies shall be provided to the owner to be used when applying for Certificate of Title and to the County Assessor.



**Affidavit for
Verification/Transfer
of
Antique Motor Vehicle**



Ownership of the following described motor vehicle is being transferred from the affiant to:

Name: _____

Motor vehicle description:

| | | | | |
|----------|--------------|------------|--------|--------|
| _____ | _____ | _____ | _____ | _____ |
| (Make) | (Model) | (Series) | | |
| _____ | _____ | _____ | _____ | _____ |
| (V.I.N.) | (Body Style) | (Type) | | |
| _____ | _____ | _____ | _____ | _____ |
| (Year) | (Color) | (Capacity) | (Fuel) | (GVWR) |

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described motor vehicle:

- I am the current, legal owner of the described motor vehicle, which was originally manufactured prior to 1940.
- A Certificate of Title from Nebraska or any other state or jurisdiction does not currently exist for this motor vehicle.
- No Nebraska Certificate of Title has been issued during the preceding thirty-year period.
- All major component parts on this motor vehicle are original and have not been replaced.

DATED this _____ day of _____, _____.

(Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

(Notary Public or Designated County Official)

Note: This affidavit is required to be submitted with an Application for Certificate of Title by the purchaser along with a notarized bill of sale, a Sheriff's Inspection Statement and a Statement from the Department of Motor Vehicles that no Nebraska certificate of title has been issued during the preceding thirty-year period.



Application for Reissuance of Certificate of Title for a Classic Assembled Motor Vehicle



Application should be presented to the Department of Motor Vehicles, Driver and Vehicle Records Division, P.O. Box 94789, Lincoln, NE 68509-4789 along with the following:

- Current Nebraska Certificate of Title
- Completed Qualified Car Club Representative Inspection Statement for Classic Assembled Motor Vehicles
- \$25.00 Fee

Vehicle Information

Vehicle Identification Number _____

Year _____ Make _____ Model _____ Body Style _____

Color _____ Capacity _____ GVWR _____

Applicant Information

Applicant(s) hereby state that he/she/they is/are the lawful owner(s) of the Classic Assembled Motor Vehicle described above and make reapplication for a Certificate of Title.

Last Name First Name Middle Initial

Last Name First Name Middle Initial

Last Name First Name Middle Initial

Address (Street or RR and PO Box) City State Zip

Mailing Address (if other than above)

Signature of Applicant Signature of Applicant

Signature of Applicant Date



Application to Become a Recognized Car Club



An organization that has 20 members or more, that is a nonprofit organization with established bylaws, and has members with knowledge of and expertise pertaining to the restoration and preservation of specific makes and models of vehicles using replacement parts that are essentially the same in design and material to that originally supplied by the manufacturer for a specific year, make and model of vehicle, may apply to the Department to become a recognized car club. A member of a “recognized car club” may then apply to become a qualified car club representative. A “qualified car club representative” is eligible to inspect motor vehicles to determine whether or not any replacement parts used are essentially the same in design and material to that originally supplied by the manufacturer.

Copies of the current bylaws and membership list of the below-named Car Club must be attached to this application.

Upon receipt of a completed Application to Become a Recognized Car Club, the Department of Motor Vehicles shall determine if a car club qualifies as a recognized car club. The determination of the Department shall be final and nonappealable.

| | |
|--------------------------|------------------------|
| Car Club Name _____ | Phone Number _____ |
| Address _____ | City, State, Zip _____ |
| President/Director _____ | # Members _____ |

Description of types, era, make and models of vehicles that the Car Club named above specializes in: _____

Under penalty of law, the undersigned affirms that the information contained in this Application is true and correct and that the attached copies of the Car Club’s bylaws and membership list are true and accurate copies of the originals.

Signature President/Director: _____ Date: _____

| | |
|---|---|
| <p>State of _____</p> <p>County of _____</p> <p>The foregoing signature of the applicant was acknowledged before me this _____ day of _____, _____</p> <p>_____ Signature of Notary Public or designated County Official</p> <p>My commission expires on _____</p> <p style="text-align: right;">SEAL</p> | <p>Send completed application, copy of current bylaws and membership list to:</p> <p style="text-align: center;">Nebraska Department of Motor Vehicles Driver and Vehicle Records Division 301 Centennial Mall South P.O. Box 94789 Lincoln, NE 68509-4789</p> <p style="text-align: center;">For questions related to this application please contact this office at 402.471.3918.</p> |
|---|---|



Application to Become a Qualified Car Club Representative



A qualified car club representative, who is a member of a DMV recognized car club, is eligible to inspect motor vehicles to determine whether or not any replacement parts used are essentially the same in design and material to that originally supplied by the manufacturer.

Upon receipt of a completed Application to Become a Qualified Car Club Representative, the Department of Motor Vehicles shall determine if an applicant qualifies as a qualified car club representative. The determination of the Department shall be final and nonappealable. If your applicant is accepted by the Department of Motor Vehicles, you will receive information for inspection of vehicles and parts and your name, telephone number and address will be published for the use of vehicle owners desiring to have their vehicles inspected.

| | |
|---------------|------------------------|
| Name _____ | Phone Number _____ |
| Address _____ | City, State, Zip _____ |

| | |
|---------------------------------------|------------------------|
| Recognized Car Club Name _____ | Phone Number _____ |
| Address _____ | City, State, Zip _____ |
| Signature of President/Director _____ | |

As the Director/President of the above-named Recognized Car Club, I am designating the above-named applicant as a representative of our car club to inspect motor vehicles. This applicant has the knowledge and expertise pertaining to the restoration and preservation of the below-named specific makes and models of vehicles. This knowledge and expertise makes this applicant a candidate for inspecting vehicles to determine if any replacement parts used are essentially the same in design and material to that originally supplied by the manufacturer for a specific year, make and model of vehicle.

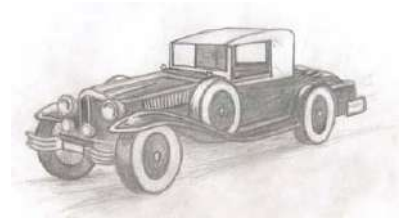
Description of types, era, makes and models of vehicles that the Car Club member named above specializes in:

Under penalty of law, the undersigned affirms that the information contained in this Application is true and correct.

Signature of Applicant: _____ Date: _____

| | |
|--|--|
| State of _____ County of _____ The foregoing signature of the applicant was acknowledged before me this _____ day of _____, _____ _____ Signature of Notary Public or designated County Official My commission expires on _____ <p style="text-align: right;">SEAL</p> | Send completed application to: Nebraska Department of Motor Vehicles Driver and Vehicle Records Division 301 Centennial Mall South P.O. Box 94789 Lincoln, NE 68509-4789 For questions related to this application please contact this office at 402.471.3918. |
|--|--|

Information for Inspection of Vehicles and Parts by a Qualified Car Club Representative



As a Qualified Car Club Representative you shall:

- Only inspect vehicles not owned by you or any immediate family member;
- Only inspect vehicles that are of the type, era, make and model that the Recognized Car Club you are a member of specializes in;
- Not charge for the inspection or for completion of the Inspection Statement;
- Immediately notify the Department of Motor Vehicles, Driver and Vehicle Records Division if you relinquish your membership in the Recognized Car Club that has designated you as a Qualified Car Club Representative.

Inspections you conduct shall include:

- Verification of the origination of each major component part on the vehicle. Major component parts include: the engine, transmission, cowl, door, frame, body, rear clip or nose;
- Verification that each non-original part is essentially the same in design and material to that originally supplied by the manufacturer for the specific year, make and model of vehicle, including the appropriate engine, body material, and body shape. A modification from the original specifications may be permitted if the modification is of historic nature and essentially the same in design and material to that originally supplied by the manufacturer for vehicles of that era or if the modification could be considered to be in the category of safety features. Safety-related modifications include hydraulic brakes, sealed-beam headlights and occupant protection systems. A modification involving accessories shall be limited to those accessories available in the era to which the vehicle belongs; and
- Completion of a Recognized Car Club Representative Inspection Statement for Classic Assembled Motor Vehicles.

Completion of the Qualified Car Club Representative Inspection Statement for Classic Assembled Motor Vehicles:

- Section 1 shall be completed by the vehicle owner;
- You will need to complete Section 2 by indicating the vehicle year, make, model and serial numbers for all major component parts. **If a part does not have a serial number, be sure to indicate this on the statement;**
- Indicate in the appropriate area, which of the major component parts are not original parts for the vehicle you are inspecting;
- Indicate in the appropriate area, whether or not the parts listed on the inspection statement are essentially the same in design and material to that originally supplied by the manufacturer for the year, make and model of vehicle; and
- Date; print your name; indicate the name of the Recognized Car Club that you represent; provide your telephone number; and sign.



**Qualified Car Club Representative
 Inspection Statement
 For Classic Assembled Motor Vehicles**

Section 1: TO BE COMPLETED BY APPLICANT

Name _____

Address _____

City _____ State _____ Zip _____

Section 2: TO BE COMPLETED BY QUALIFIED CAR CLUB REPRESENTATIVE ONLY

Vehicle Year _____ Make _____ Model _____

Engine Serial # _____

Transmission Serial # _____

Cowl Serial # _____

Door Serial # _____

Door Serial # _____

Door Serial # _____

Door Serial # _____

Frame Serial # _____

Body Serial # _____

Rear Clip Serial # _____

Nose Serial # _____

The following major component parts are NOT the original parts for this vehicle:

Are the parts listed above essentially the same in design and material to that originally supplied by the manufacturer for the year, make and model of vehicle listed above?

Yes No

This is to certify that I have made a physical examination of the all of the major component parts of this vehicle and I certify that the information contained above is true and accurate. I am a Nebraska Department of Motor Vehicles Qualified Car Club Representative.

Date _____ Printed Name _____

Car Club I am Representing: _____ Telephone #: _____

Signature _____



PURCHASER'S AFFIDAVIT

Application for title for the following described motor vehicle or trailer is being made:

(Year) (Make) (VIN)

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described motor vehicle or trailer:

This motor vehicle or trailer was purchased from [Name of Last Seller/Dealer] on [Date of Purchase].

Certificate of Title # [Title Number] which was originally assigned to [Name(s) of Purchaser] has been lost or mutilated.

The undersigned has requested that the above-named dealership make application for a new original certificate of title for the purposes of assigning ownership.

DATED this [] day of [], [] .

[Name of Last Seller/Dealer]

Subscribed and sworn to before me this [] day of [], []

(Notary Public or Designated County Official)

This completed, signed and notarized affidavit is required to be submitted by a licensed motor vehicle or trailer dealer with an Application for Certificate of Title and photocopy from the dealer's records of the front and back of the lost or mutilated original certificate of title which was assigned to the dealer showing a reassignment to the above Purchaser.

Filing of a false affidavit violates the provisions of the Motor Vehicle Registration Act. Any person, firm, association, partnership, Limited Liability Company or corporation that does so may be subject to prosecution.

Example of Security Agreement without required vehicle information and owner signature.
You may add required vehicle information and sign at the bottom of the form to make
the Security Agreement acceptable.

NOTE: This security agreement

Form Security Agreement No. 47888051 Check No. 5188263

Additional Terms and Conditions

PLEASE READ THIS ENTIRE AGREEMENT BEFORE SIGNING AND NEGOTIATING THE ENCLOSED CHECK

BY SIGNING AND NEGOTIATING THE ENCLOSED CHECK, YOU AGREE TO AND ACKNOWLEDGE RECEIPT OF THE TERMS AND CONDITIONS OF THE PREVIOUS DISCLOSURE STATEMENT, THE TERMS AND CONDITIONS OF THIS NOTE AND SECURITY AGREEMENT, AND A COPY OF THE CHECK AS ENDORSED AND NEGOTIATED BY YOU.

WHERE ANY NEW LOAN IS MADE: The loan is made in Texas on the date inserted by you on the enclosed check. Your acknowledgments and signatures with date is the date you signed the check and delivered it to the seller of the vehicle.

USE OF PROCEEDS: You agree to use the proceeds of this loan only for the purchase of a single new or used vehicle from a franchised dealership, from a Capital One, from the following rental agencies Budget, Enterprise, Hertz, or National. The check may not be used to purchase a commercial vehicle, trailer, recreational vehicle or junk, stored, or damaged title. The purchase may default any U.S. Army, Navy, registration or lien filing fees, or extended warranty (lease) contracts.

FOR YOUR RECEIPT, you, Capital One, at 1001 WHITE PINE DR. DALLAS, TX 75201, upon signing and negotiation of the enclosed draft (enclosed check), do hereby agree to pay to the order of Capital One Auto Finance, Inc. a Texas corporation (hereinafter "Capital One"), its successors and assigns, in lawful money of the United States of America, the principal sum as endorsed on the enclosed check with interest each day on all unpaid principal at an Annual Percentage Rate (APR) of 18.45% (computed on the basis of a 360 day year) as applicable, actual days elapsed. The enclosed check bears the check number shown above on this Agreement. Capital One's business address is 3305 N. Dallas Parkway, Plano, TX 75092.

LOAN AMOUNT: The Amount Financed shown in the previous disclosure section is the maximum loan amount for which you have been approved. Your actual loan amount will be the amount you enter and negotiate on the enclosed check and may be any amount between \$2,500 and the maximum loan amount for which you have been approved.

PAYMENTS: Principal and interest shall be payable on the 10th day of each month (or if such day is not a banking business day, on the next banking business day) beginning on the 10th day that first occurs 21 or more days from the date of funding, and continuing the 7th month thereafter, on each first payment date, all principal and interest remaining unpaid shall be immediately due and payable. Each payment received shall be applied first to interest then principal, and the remainder to principal. A payment shall not be considered to have been made until the payment is actually received at an address so designated by the holder of this Agreement. Capital One may deem time to have, at your request, given you a grace period to make a payment by phone by authorizing a transfer of funds from a credit account. You will be required to authorize a payment charge for each transfer.

SIMPLE INTEREST CONTRACT: This is a simple interest contract. This means that the amount of the finance charge is calculated each day based on the unpaid principal balance of the loan using the Annual Percentage Rate shown in the previous disclosure section. Because of this daily calculation, finance charge may vary depending on when your payments are received. Any such variance could affect the amount of your final payment(s). For example, early payments would act to reduce your final payment(s) because there would be less finance charge accrued on your loan while late payments would act to increase the amount of your final payment because more finance charge would be accrued on your loan. Your final payment may also vary depending on the number of days from the date you signed your check to your first payment. The number of days from your first date to your scheduled first payment will be somewhere between 21 and 31 days depending upon the date you signed the check, the date your loan is funded and your first payment due date that you selected in your loan application. The lower the number of days to your first payment, the smaller will be the amount of your first payment(s) because less finance charge would be accrued on your loan. After you make your first payment, Capital One will send you a return check for any amount Capital One owes you if such amount is \$1.00 or more.

ASSIGNMENTS: You have the right to sell or lease all or in part at any time before the first payment of this indebtedness.

Customer's name and address.

Lender's name and address.



Signature area for the customer.

Signature area for the lender.

Date and time for the customer.

WARRANTY: As security for payment and performance of all obligations under this Agreement and conditions and covenants herein, you warrant that a specific interest in the vehicle purchased with the loan proceeds that all party or associated with the vehicle, and in the proceeds of any of the foregoing, which security interest amount is stated which may become due under this Agreement as well as any modifications, alterations, amendments, assignments, or refinancing of this Agreement. You agree to immediately cause Capital One or its designee to be named as the only lienholder on any certificate of title relating to the vehicle and that Capital One or its designee may hold the certificate of title until it is approved under this Agreement and paid.

COPIES: This loan is not subject to the Uniform Gifts to Minors Act (UGMA) or the Uniform Transfers to Minors Act (UTMA). The vehicle has been damaged beyond repair or destroyed by fire, theft, or other cause, or is otherwise damaged, you shall be required to reimburse Capital One for the full amount of the loss, including the cost of replacement, repair, storage and sale to the extent permitted by law, and you agree that you will have the right to any refund of costs associated with any vehicle covered by this Agreement.

USE OF VEHICLE: You agree that only you will be listed as owner on the vehicle title and registration, and you will keep the vehicle that is in your possession in good condition and repair. You further agree to keep the vehicle free of all liens and taxes and not to use the vehicle or permit the vehicle to be used improperly, illegally, for commercial use or for hire, or by a third party.

REGISTRATION: You and we agree that either you or we may, at either party's sole election, require that any claim, controversy, or dispute between you and us be resolved by binding arbitration pursuant to the Federal Arbitration Act. If you or we elect arbitration of any matter, the arbitrator shall resolve the matter as an individual claim, not as a class action or on any other representative basis, and shall not award relief on or on behalf of anyone who is not a named party to the arbitration. NEITHER YOU NOR WE WILL HAVE THE RIGHT TO PURSUE THAT MATTER IN COURT, BEFORE A JUDGE OR A JURY, OR TO PARTICIPATE IN A CLASS ACTION OR CLASS ARBITRATION OR ANY OTHER COLLECTIVE OR REPRESENTATIVE PROCEEDINGS. OTHER RIGHTS THAT YOU WOULD HAVE IN COURT, INCLUDING THE RIGHT TO CONDUCT DISCOVERY OR TO APPEAL, MAY BE LIMITED OR UNAVAILABLE IN ARBITRATION. THE FEES ASSOCIATED WITH ARBITRATION MAY BE GREATER THAN THE FEES ASSOCIATED WITH COURT PROCEEDINGS. You acknowledge that you have had the opportunity to obtain a copy of Capital One's Arbitration Policies and Procedures either by calling 1-800-393-5157 or at www.capitalone.com/arbitration and agree to be governed by those policies and procedures and any modifications thereto.

LOCATION OF VEHICLE/CHANGE OF ADDRESS: You agree not to sell or transfer the vehicle or to remove the vehicle from the United States for more than 30 days, without the prior written approval of the holder of this Agreement, and you will notify such holder immediately if you change your permanent address or the address of where the vehicle is regularly located.

INSURANCE: You agree to maintain one comprehensive physical damage and collision insurance, with maximum deductible of \$1,000.00 on your vehicle during the entire term that this loan is outstanding. The initial term of the insurance policy must be a minimum of 30 months. You agree to have Capital One or its designee named as loss payee under any such insurance policy. You agree to immediately give three copies of all insurance policies on the vehicle to the holder of this Agreement if so requested by the holder of this Agreement.

NO WAIVER BY US: Nothing done or not done by us or either in doing anything will prevent us from taking any action later.

DEFAULT: If you fail to pay any regular monthly payment when it is due after it is due, if you make any false statements in applying for this loan, if you violate a law or regulation against your bankruptcy or insolvency proceedings, if you fail to pay a Capital One to be named as sole lienholder on the certificate of title relating to the vehicle as soon as

REQUIRED AGREEMENT: This agreement contains the entire understanding of the parties herein and supersedes any and all prior negotiations, understandings and agreements in

Year: _____ Make: _____ Model: _____ VIN: _____
Owner signature: _____

1. ITEMIZATION OF AMOUNT FINANCED

2. Description of financing accessories, services, N/A \$ N/A \$ 12,995.00 (1)

3. Description of payment:

Year 1994 Make SL2J Model TROOPER

Gross Trade-In Allowance \$ 1,795.00

Less: Pay Off Made By Seller \$ 0.00

Equals: Trade-In \$ 1,795.00

+ Cash \$ N/A

+ Other N/A \$ N/A

(If total downpayment is negative, enter "0" and see 4B below) \$ 1,795.00 (2)

4. Unpaid Balance of Cash Price (1 minus 2) \$ 11,200.00 (3)

4. Other Charges Including Amounts Paid to Others on Your Behalf (Seller may keep part of these amounts):

A. Cost of Optional Credit Insurance Paid to the Insurance Company or Companies:

Life \$ N/A

Disability \$ N/A

B. Vendor's Single Interest Insurance Paid to Insurance Company \$ N/A

C. Other Insurance Paid to the Insurance Company \$ N/A

D. Office Fees Paid to Government Agencies

to N/A for N/A \$ N/A

to N/A for N/A \$ N/A

E. Government Taxes \$ N/A

Sales tax \$ N/A Motor vehicle tax \$ N/A

Wheel tax \$ N/A Other (Describe) N/A \$ N/A

F. Government License and/or Registration Fees

Registration fee \$ 7.00 Plate fee \$ N/A

G. Other

to N/A for N/A \$ 7.00

to N/A for N/A \$ 12.00

H. Other

to N/A for N/A \$ N/A

to N/A for N/A \$ N/A

to N/A for N/A \$ N/A

to N/A for N/A \$ N/A

to N/A for N/A \$ N/A

Total Other Charges and Amounts Paid to Others on Your Behalf \$ 1297.00 (4)

5. Amount Financed (3 + 4) \$ 12,997.00 (5)

Insurance. You may buy the physical damage insurance this contract requires from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit unless the box indicating Vendor's Single Interest Insurance is required is checked below. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

If any insurance is checked below, policies or certificates from the named insurance companies will describe the terms and conditions.

Check the insurance you want and sign below:

Optional Credit Insurance

Credit Life: Buyer Co-Buyer Both

Credit Disability (Buyer Only)

Premium:

Credit Life \$ N/A

Credit Disability \$ N/A

Insurance Company Name _____

Home Office Address _____

Credit life insurance and credit disability insurance are not required to obtain credit. Your decision to buy or not buy credit life insurance and credit disability insurance will not be a factor in the credit approval process. They will not be provided unless you sign and agree to pay the extra cost. If you choose this insurance, the cost is shown in Item 4A of the Itemization of Amount Financed. Credit life insurance is based on your original payment schedule. This insurance may not pay all you owe on this contract if you make late payments. Credit disability insurance does not cover any increase in your payment or in the number of payments. Coverage for credit life insurance and credit disability insurance ends on the original due date for the last payment unless a different term for the insurance is shown below.

Delivery Instructions

N/A

Phone: Home Address _____

Business Address _____

I want the insurance checked shown.

Buyer Signature _____ Date _____

Co-Buyer Signature _____ Date _____

THIS INSURANCE DOES NOT INCLUDE INSURANCE ON YOUR LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE.

OPTION: You pay no finance charge if the amount financed, Item 5, is paid in full on or before N/A, Year N/A. SELLERS INITIALS _____

NO COOLING OFF PERIOD

State law does not provide for a "cooling off" or cancellation period for this sale. After you sign this contract, you may only cancel it if the seller agrees or for legal cause. You cannot cancel this contract simply because you change your mind. This notice does not apply to home solicitation sales.

VENDOR'S SINGLE INTEREST INSURANCE (VSI insurance): If the preceding box is checked, the Creditor requires VSI insurance for the initial term of the contract to protect the Creditor for loss or damage to the vehicle (collision, fire, theft). VSI insurance is for the Creditor's sole protection. This insurance does not protect your interest in the vehicle. You may choose the insurance company through which the VSI insurance is obtained. If you also purchase VSI insurance through the Creditor, the cost of this insurance is \$ N/A. The coverage is for the term of the contract.

Returned Check Charge: You agree to pay a charge of \$ 15 if any check you give us is dishonored.

Note: Lien was requested in financial institution name.

LAW^o 553-NE-e 3/07

**RETAIL INSTALLMENT SALE CONTRACT
SIMPLE FINANCE CHARGE**

Dealer Number 421 Contract Number 305614

| | |
|--|--|
| Buyer (and Co-Buyer) Name and Address (Including County and Zip Code) John Doe 1000 Front Ave Anytown NE 68000 | Creditor - Seller (Name and Address) Brown Buick 123 Main Street Anytown NE 68000 |
|--|--|

You, the Buyer (and Co-Buyer, if any), may buy the vehicle below for cash or on credit. By signing this contract, you choose to buy the vehicle on credit under the agreements in this contract. You agree to pay the Creditor - Seller (sometimes "we" or "us" in this contract) the Amount Financed and Finance Charge according to the payment schedule below. We will figure your finance charge on a daily basis. The Truth-in-Lending Disclosures below are part of this contract.

| New/Used/Demo | Year | Make and Model | Odometer | Vehicle Identification Number | Primary Use For Which Purchased |
|---------------|------|----------------|----------|-------------------------------|---|
| Used | 2005 | BUICK LACROSSE | 37462 | 2G4WC532451327147 | <input checked="" type="checkbox"/> personal, family or household <input type="checkbox"/> business <input type="checkbox"/> agricultural |

| FEDERAL TRUTH-IN-LENDING DISCLOSURES | | | | |
|---|---|---|--|---|
| ANNUAL PERCENTAGE RATE | FINANCE CHARGE | Amount Financed | Total of Payments | Total Sale Price |
| The cost of your credit as a yearly rate. | The dollar amount the credit will cost you. | The amount of credit provided to you or on your behalf. | The amount you will have paid after you have made all payments as scheduled. | The total cost of your purchase on credit, including your down payment of |
| 6.85 % | \$ 1,913.08 | \$ 13,097.00 | \$ 15,010.08 | \$ 1,795.00 is \$ 16,805.08 |

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Your Payment Schedule Will Be:

| Number of Payments | Amount of Payments | When Payments Are Due |
|--------------------|--------------------|-----------------------------|
| 40 | 312.71 | Monthly beginning 4/27/2008 |

Or As Follows:

Late Charge. If payment is not received in full within 15 days after it is due, you will pay a late charge of \$ 25 or 5 % of the part of the payment that is late, whichever is less.

Prepayment. If you pay off all your debt early, you will not have to pay a penalty.

Security Interest. You are giving a security interest in the vehicle being purchased.

Additional Information: See this contract for more information, including information about nonpayment, default, any required repayment in full before the scheduled date and security interest.

The preceding NOTICE applies only if the "personal, family or household" box in the "Primary Use for Which Purchased" section of this contract is checked. In all other cases, Buyer will not assert against any subsequent holder or assignee of this contract any claims or defenses the Buyer (debtor) may have against the Seller, or against the manufacturer of the vehicle or equipment obtained under this contract.

This is not the Authoritative Copy.

Electronic Contracting and Signature Acknowledgment. You agree that (i) this contract is an electronic contract executed by you using your electronic signature, (ii) your electronic signature signifies your intent to enter into this contract and that this contract be legally valid and enforceable in accordance with its terms to the same extent as if you had executed this contract using your written signature and (iii) the authoritative copy of this contract ("Authoritative Copy"), shall be that electronic copy that resides in a document management system designated by us for the storage of authoritative copies of electronic records, which shall be deemed held by us in the ordinary course of business. Notwithstanding the foregoing, if the Authoritative Copy is converted by printing a paper copy which is marked by us as the original (the "Paper Contract"), then you acknowledge and agree that (1) your signing of this contract with your electronic signature also constitutes issuance and delivery of such Paper Contract, (2) your electronic signature associated with this contract, when affixed to the Paper Contract, constitutes your legally valid and binding signature on the Paper Contract and (3) subsequent to such conversion, your obligations will be evidenced by the Paper Contract alone.

ITEMIZATION OF AMOUNT FINANCED

1 Cash Price (including accessories, services, N/A \$ N/A) \$ 12,995.00 (1)
N/A \$ N/A and N/A \$ N/A

2 Total Downpayment =
 Trade-In 1994 (SUZU) TROOPER (Year) (Make) (Model)
 Gross Trade-In Allowance \$ 1,795.00
 Less Pay Off Made By Seller \$ 0.00
 Equals Net Trade In \$ 1,795.00
 + Cash \$ N/A
 + Other N/A \$ N/A
 (If total downpayment is negative, enter "0" and see 4H below) \$ 1,795.00 (2)

3 Unpaid Balance of Cash Price (1 minus 2) \$ 11,200.00 (3)

4 Other Charges Including Amounts Paid to Others on Your Behalf (Seller may keep part of these amounts):
 A Cost of Optional Credit Insurance Paid to the insurance Company or Companies:
 Life \$ N/A
 Disability \$ N/A
 B Vendor's Single Interest Insurance Paid to Insurance Company \$ N/A
 C Other Insurance Paid to the Insurance Company \$ N/A
 D Official Fees Paid to Government Agencies:
 to N/A for N/A \$ N/A
 to N/A for N/A \$ N/A
 to N/A for N/A \$ N/A
 E Government Taxes:
 Sales tax \$ N/A Motor vehicle tax \$ N/A
 Wheel tax \$ N/A Other (Describe) N/A \$ N/A
 F Government License and/or Registration Fees:
 Registration fee \$ 7.00 Plate fee \$ N/A
 Other (Describe) N/A \$ N/A
 G DMV Government Certificate of Title Fees \$ 7.00
 H Government Certificate of Title Fees \$ 10.00
 I Other Charges (Seller must identify who is paid and describe purpose):
 to N/A for Prior Credit or Lease Balance \$ N/A
 to QUALITY GUARD for EXT. WARR/SERVICE \$ 1,800.00
 to N/A for MAINTENANCE \$ N/A
 to N/A for N/A \$ N/A
 to N/A for N/A \$ N/A
 to N/A for N/A \$ N/A
 Total Other Charges and Amounts Paid to Others on Your Behalf \$ 1,897.00 (4)

5 Amount Financed (3 + 4) \$ 13,097.00 (5)

insurance. You may buy the physical damage insurance this contract requires from anyone you choose who is acceptable to us. You are not required to buy any other insurance to obtain credit unless the box indicating Vendor's Single Interest Insurance is required is checked below. Your decision to buy or not buy other insurance will not be a factor in the credit approval process.

If any insurance is checked below, policies or certificates from the named insurance companies will describe the terms and conditions.

Check the insurance you want and sign below:
Optional Credit Insurance

Credit Life: Buyer Co-Buyer Both
 Credit Disability (Buyer Only)

Premium:
 Credit Life \$ N/A
 Credit Disability \$ N/A
 Insurance Company Name _____
N/A
 Home Office Address _____
N/A

Credit life insurance and credit disability insurance are not required to obtain credit. Your decision to buy or not buy credit life insurance and credit disability insurance will not be a factor in the credit approval process. They will not be provided unless you sign and agree to pay the extra cost. If you choose this insurance, the cost is shown in Item 4A of the Itemization of Amount Financed. Credit life insurance is based on your original payment schedule. This insurance may not pay all you owe on this contract if you make late payments. Credit disability insurance does not cover any increase in your payment or in the number of payments. Coverage for credit life insurance and credit disability insurance ends on the original due date for the last payment unless a different term for the insurance is shown below.

Other Insurance

N/A N/A
 Type of Insurance Term
 Premium \$ N/A
 Insurance Company Name _____
N/A
 Home Office Address _____
N/A
 I want the insurance checked above.
 Buyer Signature _____ Date _____
 Co-Buyer Signature _____ Date _____

THIS INSURANCE DOES NOT INCLUDE INSURANCE ON YOUR LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE.

Returned Check Charge: You agree to pay a charge of \$ 15 if any check you give us is dishonored.

This is not for Authenticative Copy.

OPTION: You pay no finance charge if the amount financed, item 5, is paid in full on or before N/A Year N/A SELLERS INITIALS _____

NO COOLING OFF PERIOD
 State law does not provide for a "cooling off" or cancellation period for this sale. After you sign this contract, you may only cancel it if the seller agrees or for legal cause. You cannot cancel this contract simply because you change your mind. This notice does not apply to home solicitation sales.

VENDOR'S SINGLE INTEREST INSURANCE (VSI insurance): If the preceding box is checked, the Creditor requires VSI insurance for the initial term of the contract to protect the Creditor for loss or damage to the vehicle (collision, fire, theft). VSI insurance is for the Creditor's sole protection. This insurance does not protect your interest in the vehicle. You may choose the insurance company through which the VSI insurance is obtained. If you elect to purchase VSI insurance through the Creditor, the cost of this insurance is \$ N/A and is also shown in Item 4B of the ITEMIZATION OF AMOUNT FINANCED. The coverage is for the initial term of the contract.

OTHER IMPORTANT AGREEMENTS

1. FINANCE CHARGE AND PAYMENTS

- a. How we will figure Finance Charge. We will figure the Finance Charge on a daily basis at the Annual Percentage Rate on the unpaid part of the Amount Financed.
- b. How we will apply payments. We may apply each payment to the earned and unpaid part of the Finance Charge, to the unpaid part of the Amount Financed and to other amounts you owe under this contract in any order we choose.
- c. How late payments or early payments change what you must pay. We based the Finance Charge, Total of Payments, and Total Sale Price shown on page 1 of this contract on the assumption that you will make every payment on the day it is due. Your Finance Charge, Total of Payments, and Total Sale Price will be more if you pay late and less if you pay early. Changes may take the form of a larger or smaller final payment or, at our option, more or fewer payments of the same amount as your scheduled payment with a smaller final payment. We will send you a notice telling you about these changes before the final scheduled payment is due.
- d. You may prepay. You may prepay all or part of the unpaid part of the Amount Financed at any time without penalty. If you do so, you must pay the earned and unpaid part of the Finance Charge and all other amounts due up to the date of your payment.

2. YOUR OTHER PROMISES TO US

- a. If the vehicle is damaged, destroyed, or missing. You agree to pay us all you owe under this contract even if the vehicle is damaged, destroyed, or missing.
- b. Using the vehicle. You agree not to remove the vehicle from the U.S. or Canada, or to sell, rent, lease, or transfer any interest in the vehicle or this contract without our written permission. You agree not to expose the vehicle to misuse, seizure, confiscation, or involuntary transfer. If we pay any repair bills, storage bills, taxes, fines, or charges on the vehicle, you agree to repay the amount when we ask for it.
- c. Security interest. You give us a security interest in:
 - The vehicle and all parts or goods put on it;
 - All money or goods received (proceeds) for the vehicle;
 - All insurance, maintenance, service, or other contracts we finance for you; and
 - All proceeds from insurance, maintenance, service, or other contracts we finance for you. This includes any refunds of premiums or charges from the contracts.

This secures payment of all you owe on this contract. It also secures your other agreements in this contract. You will make sure the title shows our security interest (lien) in the vehicle.

d. Insurance you must have on the vehicle.

You agree to have physical damage insurance covering loss of or damage to the vehicle for the term of this contract. The insurance must cover our interest in the vehicle. If you do not have this insurance, we may, if we choose, buy physical damage insurance. If we decide to buy physical damage insurance, we may either buy insurance that covers your interest and our interest in the vehicle, or buy insurance that covers only our interest. If we buy either type of insurance, we will tell you which type and the charge you must pay. The charge will be the premium of the insurance and a finance charge equal to the Annual Percentage Rate shown on page 1 of this contract or, at our option, the highest rate the law allows. If the vehicle is lost or damaged, you agree that we may use any insurance settlement to reduce what you owe or repair the vehicle.

What happens to returned insurance, maintenance, service, or other contract charges. If we get a refund of insurance, maintenance, service, or other contracts, you agree that we may subtract the refund from what you owe.

3. IF YOU PAY LATE OR BREAK YOUR OTHER PROMISES

- a. You may owe late charges. You will pay a late charge on each late payment as shown on page 1 of this contract. Acceptance of a late payment or late charge does not excuse your late payment or mean that you may keep making late payments. If you pay late, we may also take the steps described below.
- b. You may have to pay all you owe at once. If you break your promises (default), we may demand that you pay all you owe at once after we give you any notice the law requires. Default means:
 1. You do not pay any payment on time; or
 2. You start a proceeding in bankruptcy or one is started against you or your property, or you break any agreements in this contract, except that if you bought the vehicle primarily for personal, family, or household purposes, we will only treat these events as defaults if they significantly impair the prospect of payment, performance, or realization of the collateral.

The amount you will owe will be the unpaid part of the Amount Financed plus the earned and unpaid part of the Finance Charge, any late charges, and any amounts due because you defaulted.

- c. We may take the vehicle from you. If you default, we may take (repossess) the vehicle from you after we give you any notice the law requires. We may only take the vehicle if we do so peacefully and the law allows it. If your vehicle has an electronic tracking device, you agree that we may use the device to find the vehicle. If we take the vehicle, any accessories, equipment, and replacement parts will stay with the vehicle. If any personal items are in the vehicle, we may store them for you at your expense. If you do not ask for these items back, we may dispose of them as the law allows.
- d. How you can get the vehicle back if we take it. If we repossess the vehicle, you may pay to get it back (redeem). We will tell you how much to pay to redeem. Your right to redeem ends when we sell the vehicle.
- e. We will sell the vehicle if you do not get it back. If you do not redeem, we will sell the vehicle. We will send you a written notice of sale before selling the vehicle. We will apply the money from the sale, less allowed expenses, to the amount you owe. Allowed expenses are expenses we pay as a direct result of taking the vehicle, holding it, preparing it for sale, and selling it. If any money is left (surplus), we will pay it to you unless the law requires us to pay it to someone else. If money from the sale is not enough to pay the amount you owe, you must pay the rest to us. If you do not pay this amount when we ask, we may charge you interest at a rate not exceeding the highest lawful rate until you pay.

- f. What we may do about optional insurance, maintenance, service, or other contracts. This contract may contain charges for optional insurance, maintenance, service, or other contracts. If we repossess the vehicle, we may claim benefits under these contracts and cancel them to obtain refunds of unearned charges to reduce what you owe or repair the vehicle. If the vehicle is a total loss because it is confiscated, damaged, or stolen, we may claim benefits under these contracts and cancel them to obtain refunds of unearned charges to reduce what you owe.

4. WARRANTIES SELLER DISCLAIMS

Unless the Seller makes a written warranty, or enters into a service contract within 90 days from the date of this contract, the Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose.

This provision does not affect any warranties covering the vehicle that the vehicle manufacturer may provide.

5. Used Car Buyers Guide. The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

Spanish Translation: Guía para compradores de vehículos usados. La información que ve en el formulario de la ventanilla para este vehículo forma parte del presente contrato. La información del formulario de la ventanilla deja sin efecto toda disposición en contrario contenida en el contrato de venta.

6. Applicable Law

Federal law and the law of the state of our address shown on page 1 of this contract apply to this contract.

This is not the Authoritative Copy.

Copy

The Annual Percentage Rate may be negotiable with the Seller. The Seller may assign this contract and retain its right to receive a part of the Finance Charge.

HOW THIS CONTRACT CAN BE CHANGED. This contract contains the entire agreement between you and us relating to this contract. Any change to this contract must be in writing and we must sign it. No oral changes are binding. Buyer Signs X *Hilda Lick* Co-Buyer Signs X
 If any part of this contract is not valid, all other parts stay valid. We may delay or refrain from enforcing any of our rights under this contract without losing them. For example, we may extend the time for making some payments without extending the time for making others. See the rest of this contract for other important agreements.

NOTICE TO THE BUYER. DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS BLANK SPACES. YOU ARE ENTITLED TO A COPY OF THE CONTRACT YOU SIGN.

You agree to the terms of this contract. You confirm that before you signed this contract, we gave it to you, and you were free to take it and review it. You confirm that you received a completely filled-in copy when you signed it.

Buyer Signs X *Hilda Lick* Date 03/28/2008 Co-Buyer Signs X Date _____

Co-Buyers and Other Owners — A co-buyer is a person who is responsible for paying the entire debt. An other owner is a person whose name is on the title to the vehicle but does not have to pay the debt. The other owner agrees to the security interest in the vehicle given to us in this contract.

Other owner signs here X Address _____

Seller signs Brown Buick Date 03/28/2008 By X *Hilda Lick* Title FINANCE

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DEAL # 10/373 AC
2119 AC1041



Motor Vehicle Lease Agreement - CONSUMER PAPER

Dates

Lease Commences On: 03/27/2008

Lease Term: 36 months ("Lease Term")

Lease Ends On: 03/27/2011 ("Lease End")

Type of Lease

Standard Lease Single Payment Lease

If the Single Payment Lease box is checked above, "Monthly Payments" or "First Monthly Payment" are replaced with the words "Single Lease Payment" throughout this lease and the word "Monthly" in section 4 below is deleted.

Parties

Lessor/Dealer: RODWIN CHRYSLER PLYMOUTH
 Address: 123 MAIN STREET
ANYTOWN, NE 68000

Lessee: JOHN AND JANE DOE
 Address: 1000 FRONT AVENUE
ANYTOWN, NE 68000 LANCASTER
(Include County)

Address of principal garage location, if different from Lessee's Billing Address (no P.O. Box):
1000 FRONT AVENUE
ANYTOWN, NE 68000
(Include County)

Vehicle Information

New Pre-owned VIN: 1C3LC65H18H179350

2008 CHRYSLER SEBRING S CONVERTI 22
Year Make Model Body Style Odometer Reading

Primary Intended Use

Personal Business Commercial

If no box is checked, or if the Personal box is checked, you agree to use the vehicle for personal, family or household purposes.

LIEN RECORDED
 TITLE #
APR 01 2008
 BY LANCASTER COUNTY MOTOR VEHICLE

Statement of tax obligation: You declare your tax status is: exempt; or non-exempt

Unless otherwise specified, "lease" refers to this Motor Vehicle Lease Agreement; "vehicle" refers to the vehicle described above; "you", "your", and "yours" refer to the Lessee and any Co-Lessee; "we", "us", and "our" refer to the Lessor and, after the lease is assigned, to DCFS Trust, or its successors and assigns; "Assignee" refers to DCFS Trust or its successors and assigns. The "Vehicle Turn-In Fee" is a fee to cover the cost of disposing of the vehicle, commonly referred to as a disposition fee. "Pre-owned" refers to used vehicles. You agree to lease the vehicle from us on the terms and conditions provided in the front and back of the lease. The terms and conditions contained in this lease are made on behalf of Lessor and Assignee.

Consumer Leasing Act Disclosures

| 1. Amount Due at Lease Signing or Delivery | 2. Monthly Payments | 3. Other Charges (not part of your Monthly Payments) | 4. Total of Payments |
|--|---|--|---|
| a. Lease Signing | Your first Monthly Payment of \$ <u>425.88</u> | a. Vehicle Turn-In Fee (if you do not purchase the vehicle) \$ <u>425.00</u> | (The amount you will have paid by the end of the lease) |
| b. Delivery | is due on <u>03/27/2008</u> , followed by <u>35</u> payments of \$ <u>425.88</u> due on the <u>27TH</u> of each month. The total of your Monthly Payments is \$ <u>15331.68</u> | b. <u>N/A</u> \$ <u>N/A</u> | |
| c. Taxes below: | | c. Total: \$ <u>425.00</u> | \$ <u>25881.68</u> |
| 1. Sales Tax | | | |
| 2. License Fees | | | |
| 3. Registration Fees | | | |
| 4. Title Fees | | | |
| 5. Other | | | |
| 6. Total | | | |
| 5. Your monthly payment is determined as shown below: | | | |
| a. Gross Capitalized Cost: The highest value of the vehicle is \$ <u>8000.00</u> . (Add any items you pay over the lease term such as service contracts, insurance or any outstanding order, rental or other charges.) | | | |
| b. Depreciation: The amount charged for the vehicle's decline in value through normal use and for other items paid over the lease term. | | | |
| c. Residual Value: The value of the vehicle at the end of the lease used in calculating your Base Monthly Payment. | | | |
| d. Depreciation and any amortized amounts: This amount charged for the vehicle's decline in value through normal use and for other items paid over the lease term. | | | |
| e. Rent Charge: The amount charged in addition to the Depreciation and any amortized amounts. | | | |
| f. Total of Base Monthly Payments: The Depreciation and any amortized amounts plus the Rent Charge. | | | |
| g. Lease Payments: The number of payments in your lease: <u>36</u> | | | |
| h. Base Monthly Payment: \$ <u>209.91</u> | | | |
| i. Monthly Sales/Use Taxes: \$ <u>22.66</u> | | | |
| j. Total Monthly Payment: \$ <u>425.88</u> | | | |
| b. How the Amount Due at Lease Signing or Delivery will be paid: | | | |
| 1. Net Trade-In Allowance: \$ <u>5095.22</u> | | | |
| 2. Rebates and noncash credits: \$ <u>2500.00</u> | | | |
| 3. Amount to be paid in cash: \$ <u>2425.88</u> | | | |
| 4. <u>N/A</u> \$ <u>N/A</u> | | | |
| 5. Total: \$ <u>10021.10</u> | | | |
| 7. Early Termination. You may have to pay a substantial charge if you end the lease early. The charge may be up to several thousand dollars. The actual charge will depend on when this lease is terminated. The earlier you end the lease, the greater this charge is likely to be. | | | |

This paragraph contains the language that makes this lease agreement acceptable as a lien instrument for the purposes of noting a lien.

... wear and use in excess of the fair wear and use... (b) damage to the... or broken parts, or keys or remote... on the vehicle...

... is primarily located in a state that bills you directly for personal property tax, you will pay the state DIRECTLY for the personal property tax based on the vehicle. If you do not pay, and we pay the personal property tax, you will reimburse us the cost of the personal property tax and any penalties incurred.

34. Security Interest

You grant us a security interest, to the extent permitted by law, in the following, to secure performance of your lease obligations: (1) proceeds of any insurance with respect to the vehicle; (2) proceeds of any service contract purchased with this lease; and (3) any unearned premiums or refunds of any of the foregoing. You will not allow any lien or encumbrance to attach to the vehicle.

If this is a standard lease as indicated on the front of the lease, DCPS Trust grants a security interest in the vehicle to US Bank National Trust Association, as collateral agent, pursuant to the Collateral Agency Agreement dated as of February 3, 2005, as amended.

35. Power of Attorney

You appoint us, to the extent permitted by law, through our appointed officer or employee, as your attorney-in-fact to act on your behalf in any insurance/coverage matter relating to the vehicle, including, but not limited to, the power to endorse insurance/coverage proceeds checks or drafts on your behalf, and cancel any Credit Life, Credit Disability, Guaranteed Automotive Protection Coverage, Extended Warranty, or other optional insurance/coverage financed under this lease, and apply the refunded premium or cost to your outstanding balance if you are in default. Your grant of this power of attorney is coupled with an interest, and is irrevocable until all obligations you owe under this lease are paid in full.

Important Arbitration Disclosures

36. Arbitration

The following Arbitration provisions significantly affect your rights in any dispute with us. Please read the following disclosures and the arbitration provision that follows carefully before you sign the contract.

- 1. If either you or we choose, any dispute between you and us will be decided by arbitration and not in court.
2. If such dispute is arbitrated, you and we will give up the right to a trial by a court or a jury trial.
3. You agree to give up any right you may have to bring a class-action lawsuit or class arbitration, or to participate in either as a claimant, and you agree to give up any right you may have to consolidate your arbitration with the arbitration of others.
4. The information that can be obtained in discovery from each other or from third persons in arbitration is generally more limited than in a lawsuit.
5. Other rights that you and/or we would have in court may not be available in arbitration.

Any claim or dispute, whether in contract, tort or otherwise (including any dispute over the interpretation, scope, or validity of this lease, arbitration section or the arbitrability of any issue), between you and us or any of our employees, agents, successors or assigns, which arises out of or relates to a credit application, this lease, or any resulting transaction or relationship arising out of this lease shall, at the election of either you or us, or our successors or assigns, be resolved by a neutral, binding arbitration and not by a court action. Any claim or dispute is to be arbitrated on an individual basis and not as a class action. Whoever first demands arbitration may choose to proceed under the applicable rules of the National Center for Dispute Settlement, or its successor, which may be obtained by mail from the National Center for Dispute Settlement, 22500 Metropolitan Pkwy, Suite 200, Clinton Township, MI 48005 or the Internet at http://www.ncdusa.org/, or the applicable rules of the National Arbitration Forum, or its successor, which may be obtained by mail from: The Forum, P.O. Box 50191, Minneapolis, Minnesota 55405 0191, or on the Internet at http://www.arbitration-forum.com.

Whichever rules are chosen, the arbitrator shall be an attorney or retired judge and shall be selected in accordance with the applicable rules. The arbitrator shall apply the law in deciding the dispute. Unless the rules require otherwise, the arbitrator award shall be issued within a written opinion. The arbitration hearing shall be held in the federal district in which you reside. If you demand arbitration, you will pay the arbitrator's initial arbitration filing fees and case management services fee, if any, the applicable rules on or \$125, and we will pay any additional filing fees and case management fees. We will pay the whole filing fee or case management fee if we demand arbitration first. We will pay the arbitration costs and fees for the first day of arbitration, up to a maximum of eight hours. The arbitrator shall decide who shall pay the arbitrator costs and fees. Nothing in this paragraph shall prevent you from requesting that the applicable arbitration or dispute resolution rules, or that we voluntarily pay, an additional share of said fees, based upon your financial circumstances at the time of your claim.

This lease evidences a transaction involving interstate commerce. Any arbitration under this lease shall be governed by the Federal Arbitration Act (9 USC 1, et seq.). Judgment upon the award rendered may be entered in any court having jurisdiction.

Notwithstanding this provision, both you and Lessor and Lessor's successors and assigns retain the right to exercise self-help remedies and to seek provisional remedies from a court, pending final determination of the dispute by the arbitrator. Neither you nor we waive the right to arbitrate by exercising self-help remedies, filing suit, or seeking or obtaining provisional remedies from a court.

If any clause within this Arbitration section, other than clause 3 or any similar provision dealing with class action, class arbitration or consolidation, is found to be illegal or unenforceable, that clause will be severed from this Arbitration section, and the remainder of this Arbitration section will be given full force and effect. If any part of clause 3 or any similar provision dealing with class action, class arbitration or consolidation is found to be illegal or unenforceable, then this entire Arbitration section will be severed and the remaining provisions of this lease shall be given full force and effect as if the Arbitration section of this lease had not been included in this lease.

... this lease contains... this language that makes... acceptable as a lien instrument for the purposes of noting a lien.

... (b) possible cases, tires that are lesser quality than the original... (c) damage to the... or broken parts, or keys or remote... on the vehicle...

Early Termination by You. If you are not in default and you do not purchase the vehicle, you may terminate this lease at any time. If you terminate your lease before the Lease End, you must return the vehicle to us and pay your Early Return of Vehicle Charge (described below).

Standard Lease - Early Return of Vehicle Charge. If this is a Standard Lease, as indicated on the front of this lease, your Early Return of Vehicle Charge is determined by Calculation A or Calculation B, below, whichever is less:

Calculation A: (1) All unpaid Monthly Payments that have accrued up to the date of termination, plus (2) All other unpaid amounts, other than excess wear and use and mileage charges, due under the lease, plus (3) All official fees and taxes related to the lease or the vehicle in connection with lease termination, plus (4) The Vehicle Turn-In Fee; plus (5) Any positive amount determined by subtracting the vehicle's then Fair Market Wholesale Value from the Adjusted Lease Balance; plus (6) An early termination fee of 2.25% of the remaining Base Monthly Payments.

Calculation B: (1) All Monthly Payments not yet due under the lease; plus (2) All unpaid Monthly Payments that have accrued up to the date of termination; plus (3) All other unpaid amounts, due under the lease; plus (4) All official fees and taxes related to the lease or the vehicle in connection with lease termination; plus (5) The Vehicle Turn-In Fee; plus (6) The amount, if any, for excess wear and use, which includes a charge for excess mileage.

Single Payment Lease - Early Return of Vehicle Charge. If this is a Single Payment Lease, as indicated on the front of this lease, your Early Return of Vehicle Charge is determined by Calculation C or Calculation D, below, whichever is less:

Calculation C: (1) All unpaid amounts due under the lease, other than excess wear and use and mileage charges; plus (2) All official fees and taxes related to the lease or the vehicle in connection with lease termination; plus (3) The Vehicle Turn-In Fee; plus (4) Any positive amount determined by subtracting the vehicle's then Fair Market Wholesale Value from the Residual Value; less (5) 89.1% of the Lease Term Charge calculated on a constant yield basis.

Calculation D: (1) All unpaid amounts due under the lease; plus (2) All official fees and taxes related to the lease or the vehicle in connection with lease termination; plus (3) The Vehicle Turn-In Fee; plus (4) The amount, if any, for excess wear and use, which includes a charge for excess mileage.

Residual Value. The Fair Market Wholesale Value will be determined by the following steps: (a) in accordance with accepted practices in the industry for determining the wholesale value of your vehicle; (b) the value of the vehicle as determined by the applicable rules of the arbitrator; and (c) the value of the vehicle as determined by the applicable rules of the arbitrator. The applicable rules shall not be used to determine the Residual Value unless the arbitrator has determined that the value of the vehicle as determined by the applicable rules of the arbitrator is more than your investment plus (3) the amount of our performance under such terms as if there had not been a sale to us; if there are no insurance proceeds, the Fair Market Wholesale Value will be zero.

Default

Early Termination by Us. We may terminate this lease at anytime if you are in default (see section 22.n.) and you must pay us your Early Termination Liability. Your Early Termination Liability equals all expenses related to recovering, obtaining, storing and preparing for sale and selling the vehicle, including, but not limited to, reasonable attorney fees, collection costs, and court costs, to the extent not prohibited by law; plus: (1) if this is a Standard Lease as indicated on the front of this lease, the amount determined by Calculation A in section 21.b.; or (2) if this is a Single Payment Lease as indicated on the front of this lease, the amount determined by Calculation C in section 21.b.

Events of Default. You will be in default if: (1) you fail to make any payment when due; (2) you break any promise or conditions in the lease or any other agreement with us; (3) you fail to maintain required insurance or you do anything that invalidates your required insurance; (4) you fail to return the vehicle as we specify; (5) you gave false or misleading information to us on your credit application or other document;

PRIVACY POLICY

OF DAIMLERCHRYSLER FINANCIAL SERVICES AMERICAS LLC/CHRYSLER FINANCIAL/DCPS TRUST

Categories of Information We Collect

We collect nonpublic personal information about you from the following sources:
- Information we receive from you on applications and other forms
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from consumer reporting agencies and other outside sources.

Categories of Information We Disclose

We may disclose all of the information that we collect, as described above.

Categories of Affiliates and Third Parties to Whom We Disclose Information About Current and Former Customers

We may disclose all of the information that we collect, which relates to our transactions or experiences with you, among our affiliated companies, which are affiliated with us, include any company that controls us, any company we control, or any company under common control with us, in other words, if it is any company that is in our "family of companies."

We may disclose all of the information that we collect, as described above, to companies that perform marketing services on our behalf, including:

We may also disclose all of the information that we collect, as described above, with other nonaffiliated third parties as permitted by law.

Opting Out of Disclosure

Because we only disclose information to nonaffiliated third parties as permitted by law or through a joint marketing agreement, opt outs of such disclosures are not required.

Policies and Practices to Protect the Confidentiality and Security of Nonpublic Personal Information

We restrict access to nonpublic personal information about you to those employees, outside contractors, and businesses which jointly market our products and services, who need or may need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to protect your nonpublic personal information.

Privacy Policy Changes and Future Disclosures

We reserve the right to change our Privacy Policy. Therefore, we encourage you to check our website and all information to our affiliates and other nonaffiliated third parties as permitted by law.

<< TITLE ISSUING COUNTY OFFICE >>
<< ADDRESS >>
<< CITY, STATE ZIP >>
<< PHONE NUMBER >>
<< FAX NUMBER >>
<< EMAIL >>

Date

<Lienholder Name>
<Lienholder Address>
<Lienholder City, State Zip>

RE: Owner Name: _____ Acct #: _____
VIN: _____ Nebraska Title # _____
Year: _____ Make: _____ Model: _____

Records in this office indicate that you maintain an existing lien on the vehicle indicated above and therefore the Nebraska title for this vehicle is currently in your possession.

This office has received a duly signed subsequent lien instrument for this vehicle. Per Neb.Rev.Stat. §60-164(5), you must forward the Nebraska title indicated above to this office at the address indicated above within fifteen (15) days of receipt of this notice so that this subsequent lien can be properly noted.

Once the subsequent lien has been noted the Nebraska title will be returned to you, as the first lienholder, for you to hold until such time as the lien is satisfied.

Your prompt reply to this request is sincerely appreciated.

Thank you,

County Official
or designated representative

NEBRASKA RE-ASSIGNMENT OF MANUFACTURER/IMPORTER'S CERTIFICATE BY MOTOR VEHICLE DEALER
 ANY ALTERATION OR ERASURE VOIDS THIS FORM

| Vehicle Identification Number | Year | Make | Model |
|--|--|------|------------------------|
| Federal and State law requires that the seller state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. (RETAIN COPY FOR 5 YEARS) | | | |
| The undersigned dealer hereby certifies that the vehicle described in this Manufacturer/Importer's Certificate has been transferred to the following: (PRINT) | | | |
| Name of Purchaser | Street | City | State Zip |
| I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: | | | |
| <input checked="" type="checkbox"/> ODOMETER READING <input style="width:50px;" type="text"/> (No Tenths) <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY | | | |
| Name/Address of Dealer | Signature of Dealer | | Printed Name of Dealer |
| Selling Dealer No. _____ | I am aware of the above odometer certification made by the seller: _____ | | Signature of Purchaser |
| Lienholder's Name/Address (If no lienholder, write NONE) | | | Date of Lien |
| The undersigned dealer hereby certifies that the vehicle described in this Manufacturer/Importer's Certificate has been transferred to the following: (PRINT) | | | |
| Name of Purchaser | Street | City | State Zip |
| I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: | | | |
| <input checked="" type="checkbox"/> ODOMETER READING <input style="width:50px;" type="text"/> (No Tenths) <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY | | | |
| Name/Address of Dealer | Signature of Dealer | | Printed Name of Dealer |
| Selling Dealer No. _____ | I am aware of the above odometer certification made by the seller: _____ | | Signature of Purchaser |
| Lienholder's Name/Address (If no lienholder, write NONE) | | | Date of Lien |
| The undersigned dealer hereby certifies that the vehicle described in this Manufacturer/Importer's Certificate has been transferred to the following: (PRINT) | | | |
| Name of Purchaser | Street | City | State Zip |
| I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: | | | |
| <input checked="" type="checkbox"/> ODOMETER READING <input style="width:50px;" type="text"/> (No Tenths) <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY | | | |
| Name/Address of Dealer | Signature of Dealer | | Printed Name of Dealer |
| Selling Dealer No. _____ | I am aware of the above odometer certification made by the seller: _____ | | Signature of Purchaser |
| Lienholder's Name/Address (If no lienholder, write NONE) | | | Date of Lien |
| The undersigned dealer hereby certifies that the vehicle described in this Manufacturer/Importer's Certificate has been transferred to the following: (PRINT) | | | |
| Name of Purchaser | Street | City | State Zip |
| I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: | | | |
| <input checked="" type="checkbox"/> ODOMETER READING <input style="width:50px;" type="text"/> (No Tenths) <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY | | | |
| Name/Address of Dealer | Signature of Dealer | | Printed Name of Dealer |
| Selling Dealer No. _____ | I am aware of the above odometer certification made by the seller: _____ | | Signature of Purchaser |
| Lienholder's Name/Address (If no lienholder, write NONE) | | | Date of Lien |
| The undersigned dealer hereby certifies that the vehicle described in this Manufacturer/Importer's Certificate has been transferred to the following: (PRINT) | | | |
| Name of Purchaser | Street | City | State Zip |
| I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: | | | |
| <input checked="" type="checkbox"/> ODOMETER READING <input style="width:50px;" type="text"/> (No Tenths) <input type="checkbox"/> The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY | | | |
| Name/Address of Dealer | Signature of Dealer | | Printed Name of Dealer |
| Selling Dealer No. _____ | I am aware of the above odometer certification made by the seller: _____ | | Signature of Purchaser |
| Lienholder's Name/Address (If no lienholder, write NONE) | | | Date of Lien |

NO ADDITIONAL REASSIGNMENTS PERMITTED ON THIS FORM



**Affidavit for Affirmation
of Ownership of a
Manufactured or Mobile Home**

Application for title for the following described Manufactured or Mobile Home is being made:

(Year)

(Make)

(Model/Series)

(V.I.N.)

The undersigned, being duly sworn, depose or affirm that the following is true about the above-described Manufactured or Mobile Home:

- I/We purchased such on or around _____, from
Date of Purchase

Name of Previous Owner

Address of Previous Owner

- I/We are the current owners.

DATED this _____ day of _____, _____.

(Applicant)

Subscribed and sworn to before me this _____ day of _____, _____

(Notary Public or Designated County Official)

Note: This Affidavit is required to be submitted along with the Application for Certificate of Title and assessment records from the County Assessor for a Manufactured or Mobile Home that has been affixed to real estate and a certificate of title was not issued before it was so affixed or in the case where a certificate of title is not available pursuant to §52-1801.



Nebraska Electronic Lien and Title Non-Participating Lender Lien Release

This lien release form is to be completed by a lender who does not participate in the Nebraska Electronic Lien and Title program, currently appears as the lienholder on the DMV's records for vehicle identified below and is releasing interest in such vehicle. Upon completion of this form the Lender must submit this form direct to a Nebraska County Treasurer's Office for the lien release to occur.

Lender: _____
(Must match lender identified as lienholder on DMV records)

Vehicle Owner: _____
(Must match owner identified on DMV records)

Vehicle Identification Number (VIN): _____

Vehicle Year: _____

Vehicle Make: _____

Name of Entity and Address where printed Nebraska Certificate of Title is to be mailed:

(Name of current owner – may be dealership, insurance company etc. that has recently acquired ownership.)

Name: _____ Phone: _____
(Authorized Representative of Lienholder)

Signature: _____
(Authorized Representative of Lienholder)

Title: _____ Date: _____

Subscribed and sworn before me the _____ day of _____, 20____.

Signature Notary Public or Designated County Official

My commission expires on _____.

Notary Seal



Nebraska Electronic Lien and Title Non-Participating Lender Request for Paper Title

This form is not used to release a lien.

This Request for Paper Title is to be completed by:

- A lender who does not participate in the ELT program and appears as the lienholder on the DMV's record for the vehicle identified below; OR,
- The vehicle owner who must submit to the lender (if the lender does not participate in the ELT program) who appears as the lienholder on the DMV's record for the vehicle identified below.

Vehicle Owner: _____
(Must match owner identified on DMV records)

Vehicle Identification Number (VIN): _____

Vehicle Year: _____ Vehicle Make: _____

Name of Entity and Address where printed Nebraska Certificate of Title is to be mailed:

Reason for requesting a paper certificate of title:

- Repossession
- Owner name change or addition/removal of owner name
- Relocating to another state and certificate of title is required to register vehicle in new state of residence.
- Necessary for civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body.
- Other – must be approved by the DMV: _____

Vehicle Owner Signature: _____

This section to be completed by owner or lender.

Name of Lender: _____
(Must match lender identified as lienholder on DMV records)

On behalf of the above-identified lender I am authorizing the Nebraska Department of Motor Vehicles to print and mail the requested certificate of title as directed above.

Signature: _____ Title: _____
(Authorized Representative of Lender)

Date: _____ Phone: _____ Rev. 5/13

Mail Completed Application to:
 Nebraska Department of Motor Vehicles
 Driver and Vehicle Records Division
 P.O. Box 94789
 Lincoln, NE 68509-4789
 Or Fax to 402-471-8694

| For Department Use Only | |
|--|------------------------|
| <input type="checkbox"/> Approved | |
| <input type="checkbox"/> Denied | Reason: _____ |
| Date: _____ | Initials: _____ |

This section to be completed by lender only.



Nebraska Department of Motor Vehicles

PARTS VEHICLE BILL OF SALE

This form is used for the transfer of a vehicle:

- when the title has been surrendered to the Nebraska Department of Motor Vehicles as evidenced by a junked status entry on the vehicle record; or
- when the title has been surrendered to any other state's Department of Motor Vehicles to render the vehicle fit for sale for scrap and parts only.

DATE OF SALE _____
(MO/DAY/YEAR)

I, _____ in consideration of the payment of the sum of \$ _____
Seller **PLEASE PRINT**

acknowledge receipt of payment from _____ and do hereby sell and
Purchaser **PLEASE PRINT**

transfer ownership of the parts vehicle described below:

Year Make Model VIN

| Owner (Seller) Information | Purchaser Information |
|----------------------------|---------------------------|
| Full Name _____ | Full Name _____ |
| Residential Address _____ | Residential Address _____ |
| Mailing Address _____ | Mailing Address _____ |
| City State Zip _____ | City State Zip _____ |
| Phone Number _____ | Phone Number _____ |

I, _____ certify to the best of my knowledge that the odometer
Seller **PLEASE PRINT**
reading is the actual mileage of the vehicle unless one of the statements below is checked:

Odometer Reading: _____

- The mileage stated is in excess of mechanical limits.
- Reading is NOT actual mileage – **WARNING ODOMETER DISCREPANCY**

Seller's Signature

Purchaser's Signature

Any person, firm, association, partnership, Limited Liability Company or corporation that uses this Parts Vehicle Bill of Sale to transfer ownership of a vehicle that does not meet the criteria described above and/or provides false information may be subject to a fine or imprisonment or both.

01/2014

CERTIFICATE OF ORIGIN FOR A VEHICLE



Chrysler Group
Global Electric Motorcars LLC

| | | | |
|----------------------------|-------------------------------|-----------|-----------------|
| DATE | Global Electric Motorcars LLC | | INVOICE NO. |
| 06/24/11 | | | 10028535 |
| VEHICLE IDENTIFICATION NO. | YEAR | MAKE | |
| 5ASGUHA40BF053375 | 2011 | GEM | |
| BODY TYPE | SHIPPING WEIGHT | | |
| 2 PSGR | 1230 | | |
| H.P. (S.A.E.) | G.V.W.R. | NO. CYLS. | SERIES OR MODEL |
| 7.0 | 2300 | 0 | eL LSV/NEV/ZEV |

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.
NAME OF DISTRIBUTOR, DEALER, ETC.

SAMPLE

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

Chrysler Group Global Electric Motorcars LLC

*This low-speed vehicle
conforms to Federal
Regulations under Title
49 CFR Part 571.500.*

BY: 
(SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

GEN47521

Fargo, North Dakota - USA
CITY - STATE

MFD BY POLARIS INDUSTRIES INC. | DATE OF MFR 07/06/2011
 GVWR 839 KG (1850 LB)

| | GAWR | TIRES | RIMS | COLD |
|-------|------------------|-----------|--------|------------------|
| FRONT | 464 KG (1023 LB) | 165/70R12 | T12x4J | 220 KPA (32 PSI) |
| REAR | 597 KG (1317 LB) | 165/70R12 | T12x4J | 220 KPA (32 PSI) |



THIS VEHICLE CONFORMS TO ALL APPLICABLE U.S. FEDERAL MOTOR VEHICLE SAFETY, BUMPER, AND THEFT PREVENTION STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE.



VIN: 5ASGPGA4XBF055037 TYPE: LSV SINGLE

Patents: U.S. 5,890,554 and D419,485



Affidavit for Affirmation of Ownership of a Salvaged Vehicle Obtained in Settlement of a Total Loss

Application for certificate of title for the following described salvage branded vehicle is being made:

_____ (Year) _____ (Make) _____ (Model/Series) _____ (VIN)

The undersigned, being duly sworn, depose or affirm that the following is true about the above - described vehicle:

- 1. It has been at least thirty days since oral or written acceptance of the total loss settlement.
 - a. Date of Settlement: _____
- 2. At least two written attempts to obtain a properly endorsed certificate of title for the above referenced vehicle have been made.
 - 1. Date of first written notice: _____
 - 2. Date of second written notice: _____

3. Ownership was acquired, through the total loss settlement process, from:

_____ Name of Previous Owner _____ Address of Previous Owner

Name of Insurance Company: _____

Address, City, State Zip: _____

DATED this _____ day of _____, _____.

_____ Printed Name of Insurance Company Representative _____ Signature of Insurance Company Representative

Subscribed and sworn before me this _____ day of _____, _____.

_____ (Notary Public or Designated County Official)

Note: This Affidavit is required to be submitted along with the Application for Certificate of Title, evidence of lien release (when applicable), Odometer Disclosure Statement (when applicable) and evidence of the total loss settlement (e.g. settlement letter, signed settlement agreement, copy of front and back of cancelled settlement check, etc.).

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