TENNESSEE DEPARTMENT OF REVENUE

Application for Certification of Ownership

PURPOSE: The Application for Certification of Ownership is used when the motor vehicle registrant is lacking proper documentation to title a vehicle in Tennessee. The vehicle must have a fair market value of $3,000 or less or the vehicle must be at least 30 years old (regardless of the fair market value). (Tenn. Code Ann. § 55-3-103)

INSTRUCTIONS: The application must be completed in its entirety and returned to the applicants local county clerk office. Additional steps are required on page 2 of the application if the vehicle is less than 30 years old.

A. Applicant/Vehicle Information:

Name:_____ Phone:_____ Email:_____

Street Address: _____City:_____ State: _____ Zip:_____

Vehicle Identification Number:_____Make:_____ Year Model:_____

Model:_____ Body Type:_____ Mobile Home Length and Width: _____

B. Purchase Information:

I certify the above described vehicle is free and clear of all liens except those identified herein and will guarantee title to any future owner. I also certify the fair market value of the above described vehicle is less than or equal to $3,000 or the above vehicle is at least 30 years old.

The above described vehicle was purchased on ____/_____/_____ from _____

whose address is: Street Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ for $_____.

Lien Holder: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

C. STATEMENT OF FACTS:

Applicant cannot furnish proper documents for the following reason(s): _____

_____

_____

D. Vehicle Value Statement: If the vehicle is less than 30 years old, and the purchase price was more than $3,000, but the fair market value is now $3,000 or less, I certify the market value is $3,000 or less for the following reason(s): _____

_____

_____

E. ACKNOWLEDGEMENT

Under the penalties of perjury, I swear that the foregoing information is true and correct to the best of my knowledge, information and belief, and this document correctly state the total amount of consideration for the transfer of this vehicle.

_____ _____

Signature of Certifier Date

REQUIRED DOCUMENTATION TO SUPPORT CERTIFICATION

If the vehicle is over 30 years old no additional documentation is required. If the vehicle is less than 30 years old the following items are required.

1. **Notification**
   a. **If the owner(s) is known to the applicant** – certified letters with return receipt requested must be sent to all known parties with a legal interest in the vehicle, requesting an assigned certificate of title, the green `return receipt' cards must be submitted with the certification of ownership, **or**

   b. **If the previous owner is unknown to the applicant** – evidence of a notification in a publication of general circulation in the county in which the application is being made, of the intent of the applicant to apply for the title on the vehicle. The notification shall contain a description of the vehicle, including make, model, year and vehicle identification number, and a request to any and all parties holding an interest in the vehicle to contact the person in possession of the vehicle by certified mail, return receipt requested, within ten (10) business days of the date of the publication.

2. **Verification of the Vehicle Identification Number (VIN) by a law enforcement officer or licensed dealer.** This can be a pencil tracing of the actual Vehicle Identification Number (VIN) plate or a statement verifying the actual Vehicle Identification Number (VIN).

3. **A notarized bill of sale from the last registered owner or a notarized statement from the seller stating why the vehicle was not titled or registered in the seller's name.**

   a. **In the absence of a notarized bill of sale or notarized statement as indicated in #3, submit a licensed motor vehicle dealer appraisal of the value of the vehicle.**

4. **For Rebuilt Vehicles only:** photographs of the vehicle in its pre-repaired state. If these are not available, then post-repair photographs must be submitted, along with a notarized statement from the applicant that the pre-repair photographs are not available, and that the applicant was unaware that such photographs were required prior to the repairs being made. If no repairs were made, that fact should be reflected in the statement.

5. **If the vehicle is new and has never been titled, and the manufacturer's statement of origin (MSO) has been lost, and a duplicate is not available, then a complete copy of the MSO that is certified as true and exact must be submitted.** This can be certified as true and exact via an attached letter on manufacturer letterhead or via a stamped certification statement by the manufacturer.

Use the following chart to determine the correct titling process for your vehicle:

Fair Market Value	Process Used
$0.00 to $3,000.00	**Certification of Ownership**
$3,001.00 and above	Corporate Surety Bond or Personal Bond with two (2) solvent personal sureties
*** Vehicle is 30 years or older, regardless of fair market value**	**Certification of Ownership**

FAIR MARKET VALUE DEFINED: Fair Market Value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both have reasonable knowledge of the relevant facts.