



## POLK COUNTY TREASURER

111 COURT AVE., DES MOINES, IA 50309  
WWW.POLKCOUNTYIOWA.GOV/TREASURER  
MOTOR VEHICLE: 515-286-3030

# TITLE TRANSFER REQUIREMENTS:

## IN STATE TITLE TRANSFERS MOTOR VEHICLES AND TRAILERS

- SCHEDULE YOUR APPOINTMENT IN ADVANCE, ONLINE OR BY PHONE**
- Completed Title Application. See the application and title assignment guides to ensure all fields are properly completed before submitting.
- Original title with fully completed assignment (assignment line, mileage legend, damage disclosure, seller's signature & printed name, all the buyers' signatures & printed names).
- Bill of Sale or purchase agreement. If purchase is for both a boat and a trailer, separate line items/amounts must be listed for each item on the bill of sale.
- Completed Motor Vehicle Damage Disclosure Statement if vehicle is 7 model years or less old.
- Proof of SR-22 Insurance (if you are required to carry it). Must be on electronic file with the DOT before your application is submitted. Contact your insurance provider to request that they provide proof of your insurance to the DOT.
- If vehicle was purchased from a dealership, provide all documents that were given to you at the time of purchase.