



Title Transfer Process and Requirements

Title Transfer Process

Adhere to this process to ensure prompt processing of a motor vehicle or trailer title transfer.

- Ensure all forms and paperwork are complete.
- Schedule your appointment [online](#) or by phone, 515-286-3030.
- Customers with incomplete documents will be required to schedule an additional appointment.

Title Transfer Requirements

Compile and complete the following forms.

- [Application for Certificate of Title and/or Registration form](#). (Iowa Dept. of Transportation)
 - All owners are required to sign the form.
- Original title with fully completed assignment, assignment line, seller's signature and printed name, signatures of all buyers and their printed names.
 - Vehicles 2011 or newer.
 - Complete mileage legend.
 - Vehicle is 7 model years old or newer.
 - Complete damage disclosure.
- [Bill of Sale](#) or purchase agreement.
 - Required when the vehicle is sold.
 - Required when the vehicle is a gift.
 - If the purchase is for both a boat and a trailer, each item must be listed separately with the amount listed for each item
- [Motor Vehicle Damage Disclosure Statement](#) (Iowa Dept. of Transportation)
 - Required when the vehicle is 7 model years old or newer.
 - Required when the title holder is from outside Iowa; complete section 2.
- When required, a SR-22 certificate of automobile liability insurance must be on file with the Iowa Dept. of Transportation.
 - Contact your insurance provider to request they provide proof of SR-22 to the Iowa Department of Transportation.
 - The form must be on file with the Iowa Dept. of Transportation before your application is submitted.
- If the vehicle was purchased from a dealership, provide all documents that were provided at the time of purchase.