



# Title Transfer Process and Requirements

## Title Transfer Process

- Ensure all forms and paperwork are complete.
- Submit the required forms using U.S. Postal Mail or placing items in the drop box, located at 111 Court Ave., Des Moines, IA 50309.
- If you are visiting the Polk County Treasurer's Office to complete the process in person, an appointment is required. Schedule an appointment at [www.polkcountyiowa.gov/treasurer/appointments](http://www.polkcountyiowa.gov/treasurer/appointments), scanning QR code or calling 515-286-3030.



Note: If you are moving into Iowa, proof of identity is required. If a valid Iowa driver's license or ID is not available, a Social Security card must be presented. A military identification card can not be substituted for this requirement. In this situation, an appointment is required.

## Title Transfer Requirements

### Compile and complete the following forms.

- Application for Certificate of Title and/or Registration, Iowa Dept. of Transportation form 411007 (Search [iowadot.seamlessdocs.com/sc](http://iowadot.seamlessdocs.com/sc)).
  - a. 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.
  - a. Vehicle is 2011 or newer.
    - i. Complete mileage legend.
  - b. Vehicle is 7 model years old or newer.
    - i. Complete damage disclosure.
- Bill of Sale or purchase agreement. ([www.polkcountyiowa.gov/treasurer/vehicle/vehicle-forms](http://www.polkcountyiowa.gov/treasurer/vehicle/vehicle-forms)).
  - a. Required when the vehicle is sold.
  - b. Required when the vehicle is a gift.
  - c. 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 form 411108. (Search [iowadot.seamlessdocs.com/sc](http://iowadot.seamlessdocs.com/sc)).
  - a. Required when the vehicle is 7 model years old or newer.
  - b. 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.
  - a. Contact your insurance provider to request they provide proof of SR-22 to the Iowa Department of Transportation.
  - b. The form must be on file with the Iowa Department 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.