



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 at www.polkcountyiowa.gov/treasurer/appointments, scanning QR code or calling 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. (Search 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.)
 - 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. (Search 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.

www.polkcountyiowa.gov

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Property Tax Division
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