



## 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

- 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, buyer's signature & printed name)
- Bill of Sale. 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.