

## Duplicate Title Requirements for No Proof of Ownership

The purpose of this procedure is to obtain a duplicate certificate of ownership for your vehicle when no proof of ownership is available. The following documents are required:

1. The applicant must finish a "Title/Lien Search Request" Form DO-22 (R8/21) along with a \$15.00 check or money order made payable to "NJMVC" (no cash).

**STOP HERE:** Once step 1 has been completed, please mail the DO-11A form to the Certified Information Unit PO Box 146 Trenton NJ 08666. **DO NOT CONTINUE** until you receive the title/lien search information back from the NJ Motor Vehicle Commission. Once a response is received, you may continue to step 2.

2. The search results received from the NJMVC for the title/lien search.
3. An original lien release, only if an open lien is on file.
4. A copy of valid photo identification.
5. A completed Universal Title Application OS/SS-UTA (R6/21).
6. A check or money order in the amount of \$60.00 made payable to NJMVC.
7. Two color photographs front and back, for the vehicle which a duplicate title is requested. Photographs cannot cut off any portion of the vehicle.

**NOTE:** The commission policy is to mail the Certificate of Ownership to the owner or lienholder of record. If you are an Owner/Lienholder/Leasing Company requesting that the Certificate of Ownership be mailed elsewhere, please include a self-addressed envelope and a brief explanation.

Mail all required documents to:

New Jersey Motor Vehicle Commission  
Special Titles Section/Duplicate Titles  
PO Box 017  
Trenton, NJ 08666-0017

If you have any questions regarding this procedure, please contact our office at (609) 292-6500 extension 5074.



## Step 1 – Title Transaction Type

**Initial Title:** Applications must include this form and a completed out-of-state title. **In-state title transfers only require the submission of the previous NJ title.** Photo Identification is required when completing this transaction and must be processed in person only at an MVC agency.

**Duplicate Title:** Duplicate titles are issued if the current New Jersey title has been lost or stolen.

**Replacement/Corrected Titles:** Replacement titles are issued when a New Jersey title is being surrendered in order to obtain a new title due to the surrendered title being damaged or filled out incorrectly. Corrected titles are issued when a New Jersey title is being surrendered in order to obtain a new title with corrected information. Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, and hull material. Replacement title transactions are also often used when trying to remove a lien from a title. To do so, the original title must be signed and dated by an authorized representative of the lienholder. If applying on behalf of a business entity, you must be an authorized representative.

Additionally, you must provide one of the following, showing proof that the lien has been satisfied:

- A signed and dated lien release letter from the lienholder that includes the company name, address, and phone number, as well as the year, make, model, and VIN number of the vehicle.
- A motor vehicle dealer wire transfer statement with a transaction number.
- A paid loan statement or agreement with the matching VIN number.

**Vessel Title:** Vessels are boats or watercraft, used or capable of being used as a means of transportation on the water. Applications should be used to establish ownership. Vessels shorter than 12 feet are not titled and are only required to be registered.

**Add/Remove Lien:** Check this box in addition to another selected title type if you are adding or removing a lienholder to your title.

**The New Jersey title fee is \$60. It is an additional \$25 to add a lien. If mailing an application, fees must be paid in the form of a personal check, cashier's check, or money order payable to NJMVC. Do not mail cash. Credit cards or cash will only be accepted in-person at an MVC Agency.**

## Step 2 – Vehicle/Vessel Information

The information provided must match your signed and executed title document or the current New Jersey record.

### For Vehicles:

- Body type options – 2-Door, 4-Door, Pick-up Truck, Truck, Van, Wagon (SUV), Motorcycle, Trailer, Convertible, or Tractor.
- Federal Law requires that you state the mileage upon transfer of ownership. Failure to complete this statement, or providing false information, may result in fines and/or imprisonment. When writing in the odometer reading, you are certifying that the number reflects the actual mileage of the vehicle unless one of the following is checked:
  - (N) – Not actual mileage
  - (M) – Mileage has exceeded mechanical limitations
- Correction examples may include, but are not limited to: VIN correction, mileage branding, vehicle color, hull material, odometer reading.

### For Vessels:

- Fuel type options – Gasoline, Diesel, or Other.
- Propulsion type options – Outboard, Inboard, I/O, Electric, Non-powered, or Other.

## Step 3 – Vehicle/Vessel Owner Information

The information provided must match your signed and executed title document or the current New Jersey record.

## Step 4 – Changing Lienholder Information

**The New Jersey title fee is \$60. It is an additional \$25 to add a lien.** To complete this transaction, the original title must accompany this application. If the current owner(s) of the vehicle or vessel has a lien (loan or financing) of any kind on the vehicle or vessel, **even if it has been paid off**, the MVC's records will still show the lien. The current owner(s) must fill out and apply to have the lien removed and/or obtain a new title, without the lien, from the MVC after payoff. An **original, signed** lien release on the lienholder's letterhead is required to remove a lien.

## Step 5 – Representative Information

Complete this section only if you are applying for a title on behalf of the current owner or lienholder. In order to conduct a transaction, the representative must obtain an original, signed, Letter of Authorization. **Representatives processing work on behalf of the current owner or lienholder may not sign any documentation. If signatures are required, the representative must obtain an original, signed, and notarized Power of Attorney.**

## Step 6 – Duplicate Titles

**Individual(s) Applying:** If a vehicle is in the name of an individual, the owner must sign this application and provide proof of ownership and their **government issued photo ID**. Proof of ownership includes: vehicle registration, insurance card or declaration page, bill of sale, an NJMVC certified record, or proof of final loan payment. If the vehicle is in the name of more than one individual, **each owner must sign this application, and each owner must provide a copy of their government issued photo ID**. If processing this transaction on behalf of the individual(s), an original, signed, Letter of Authorization is required.

**Business Entity Applying:** If the vehicle is in the name of an entity, a representative must sign the application. The representative must provide notarized letter of signature authority on company letterhead, and a copy of the representative's valid photo ID.

**Lienholder Applying:** If the vehicle has a recorded lien, the lienholder (or representative of the lienholder) may apply for a New Jersey title and sign the application. If the lienholder is an individual, they must include a copy of their valid photo ID. If the lienholder is an entity, they must include a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity (copies are acceptable), and a copy of the representative's photo ID.

**Using Power(s) of Attorney:** If a Power of Attorney (POA) is used, the above requirements apply for **both** the individual or the entity granting the POA **and** the individual or the entity being granted POA. For an individual, whether granting or being granted POA, a copy of photo ID is required. For an entity, whether granting or being granted POA, **both** a copy of the representative's photo ID **and** a notarized letter of signature authority on company letterhead, connecting the signing representative to the entity, are required.

## Step 7 – Mail in Applications (Not for Initial Title Applications)

Mail this application, fee, copy of ID(s), and supporting documentation to:

**New Jersey Motor Vehicle Commission**  
225 East State Street  
MOS Special Services, PO Box 150  
Trenton, NJ 08666-0017

- Mailed applications may take up to **10 weeks** to process, plus mailing time.
- Original documentation submitted with the application will be returned to the person/entity receiving the title.

## Step 8 – Certification and Signature(s)

Original signature(s) are required on this application in **blue or black ink ONLY**.

## Title/Lien Search Request



New Jersey Motor Vehicle Commission  
 Business & Government Services  
 225 East State Street  
 P.O. Box 146  
 Trenton, NJ 08666-0146  
 609-292-4102

A separate form must be completed for each record requested. You may photocopy this form for your convenience; however, each request must bear an original signature of the requestor. **No other form of request will be accepted.** The proper fee(s) must accompany each request in the form of a check or money order payable to: "New Jersey Motor Vehicle Commission." **DO NOT SEND CASH.** Please note that the turnaround time is approximately 3-4 weeks. If you have any questions or need to obtain the status of a request sent by mail, please call 609-292-4102.

**ALL APPLICANTS MUST COMPLETE SECTIONS A,B,D OF THIS FORM AND C, IF APPLICABLE. (Please print clearly)**

**FEE: \$15 PER RECORD SEARCH**

SECTION A - Requestor Information		
Applicant's Name:	Your File or Claim #:	
Applicant Type: <input type="checkbox"/> Individual/Business <input type="checkbox"/> Government/Law Enforcement Entity	Phone #:	
Street Address:		
City:	State:	Zip Code:
Applicant Driver License or Government Issued ID Number (Please include a photocopy of your ID):		
For Government or Law Enforcement Applicants: Please include a photocopy of your current Government issued Identification Card. Otherwise, include a photocopy of your Driver License or a photocopy of a Passport, Birth Certificate, or any valid state or federally issued ID.		
SECTION B - Information Requested (All fields <b>MUST</b> be completed)		
<div style="background-color: black; color: white; padding: 5px; margin-bottom: 10px;"><b>MY OWN RECORD</b></div> <div style="background-color: black; color: white; padding: 5px; margin-bottom: 10px;"><b>\$15 PER SEARCH</b></div> <p style="text-align: center;"><input type="checkbox"/> Title</p> <p style="text-align: center;"><input type="checkbox"/> Lien</p>	<div style="background-color: black; color: white; padding: 5px; margin-bottom: 10px;"><b>ANOTHER'S RECORD</b></div> <div style="background-color: black; color: white; padding: 5px; margin-bottom: 10px;"><b>\$15 PER SEARCH</b></div> <p style="text-align: center;"><input type="checkbox"/> Title (ex. Court)</p> <p style="text-align: center;"><input type="checkbox"/> Lien (abandoned vehicles/towing)</p> <p style="text-align: center; font-size: small;">* <b>If you are conducting a Title search for another person,</b> you <b>MUST</b> include complete court documentation or Carfax authorizing your request.</p>	
Vehicle / Hull Identification Number (VIN / HIN):	Vehicle / Vessel Model Year:	Vehicle / Vessel Make:

**SECTION C – Purpose for the Request (required ONLY when requesting another’s record)**

**PLEASE READ THE BELOW SECTION OF THE NEW JERSEY DRIVER PRIVACY PROTECTION ACT, INITIAL NEXT TO THE PERMITTED USE(S) THAT APPLY TO YOUR SPECIFIC USE OF THE MVC RECORDS. THEN PROVIDE A WRITTEN EXPLANATION OF THE REASON FOR YOUR REQUEST AND INTENDED USE OF THE INFORMATION.**

**USES PERMITTED BY N.J.S.A. 39:2-3.4(c)**

\_\_\_\_\_ 1. For use by any government agency including any court or law enforcement agency carrying out its functions, or any private person or entity acting on behalf of a Federal, State or Local agency in carrying out its functions.

***If acting on behalf of a government agency, please provide proof of retention.***

\_\_\_\_\_ 2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles; motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records from the original owner records of motor vehicle manufacturers.

***Please include the documentation supporting your request if the information is to be used for motor vehicle emissions, recalls or advisories, etc.***

\_\_\_\_\_ 3. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only;

- a. to verify the accuracy of personal information submitted by the individual to the business or agents, employees or contractors; and
- b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against or recovering on a debt or security interest against the individual.

***Please include a copy of the individual release consent form; a contract; a tow bill; or a repair bill from the repair shop with the person in question.***

\_\_\_\_\_ 4. For use in connection with any civil, criminal, administrative or arbitral proceeding in any Federal, State or Local court or agency or before any self-regulating body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State or Local court.

***Please include the Docket number and a letter from the client confirming that you have been retained. Please provide an explanation if no docket number has been assigned. If no Docket number is available, please submit the case file number on Attorney letter head and include a copy of the accident report.***

***For an abandoned vehicle request, please include photos of the vehicle and VIN as referenced in the Abandoned Vehicle Packet, steps 8 and 9.***

\_\_\_\_\_ 5. For use in educational initiatives, research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals and, in the case of educational initiatives, only to organ procurement organizations as aggregated, non-identifying information.

***Please include a description of the initiative or research on official letterhead***

\_\_\_\_\_ 6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.

***Please include supporting documents for intended use i.e. declaration page.***

\_\_\_\_\_ 7. For use in providing notice to the owners of towed or impounded vehicles.

***Please include proof of authorization to tow or impound vehicles.***

\_\_\_\_\_ 8. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver’s license that is required under the “Commercial Motor Vehicle Safety Act, “ 49 U.S.C. App. §2710 et seq.

***Please include a copy of an individual release consent form, a copy of the insurance policy, and a copy of the agreement if done on behalf of a client.***

\_\_\_\_\_ 9. For use in connection with the operation of private toll transportation facilities.

**If your request does not fall under one of the above reasons:**

\_\_\_\_\_ 10. For use by any requestor, if the requestor demonstrates it has obtained the **notarized** written consent of the individual to the information pertains.

**\*Please note: If you selected number 10, a “Notarized Authorization to Release Personal Motor Vehicle Information” (Form BGS/DO-21A) must be submitted and will not be accepted unless it is acknowledged by a Notary Public or Attorney at Law.**



**Explanation of reason**

*Please explain in detail your reason for requesting this information and how you plan to use it. If involving a lawsuit, please state the type of lawsuit and your relationship to the case.*

**SECTION D – Terms and Conditions**

The disclosure and use of the personal information\* contained in the record you have requested is governed by the “New Jersey Drivers’ Privacy Protection Act” (“NJDPPIA”), N.J.S.A. 39:2-3.3 et seq. The NJDPPIA provides that a person who knowingly obtains or discloses information from a motor vehicle record for any use not permitted by the Act is guilty of a crime of the fourth degree and can be held liable, in a civil action in the Superior Court, to the individual to whom the information pertains, including an award of actual damages, punitive damages, and reasonable attorney’s fees and litigation costs.

\* *“Personal Information” means information that identifies an individual, including an individual’s photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver’s status.*

I hereby certify that the foregoing statements and submitted supporting documents are true. I understand that if any of the statements or submitted supporting documents are willfully false, I am subject to punishment. I have read N.J.S.A. 39:2-3.3, et seq. (“NJDPPIA”) and I have initialed all the permitted purposes that apply to my request for online access. I will only use any personal information contained in records I have requested as permitted by the NJDPPIA.

I agree to hold the New Jersey Motor Vehicle Commission (NJMVC) harmless in the event of any errors or omissions in the record and document(s) furnished under this application.

If I am requesting another’s record, I certify that:

- 1) Use of the information provided by the NJMVC pursuant to this Application will only be for the purposes explicitly set forth in this Application;
- 2) The information provided by the NJMVC pursuant to this Application will not be used for the purpose of commercial solicitation or marketing, political canvassing or campaigning or any similar purpose or objective, and I shall not provide such information to any person or entity that seeks to use such information for any of these purposes;
- 3) If the information requested is to be used "in anticipation of litigation," pursuant to N.J.S.A. 39:2-3.4(c)4, personal information will only be used where litigation is imminent or foreseeable, or where the party on whose behalf the information is obtained has made the conscious decision to prepare a claim or defend against a probable claim;
- 4) In the event of a breach of any of the security obligations or other event requiring notification under applicable law, I shall comply with all applicable State and Federal laws that require notification of individuals in the event of unauthorized release of Personal Information, or other event requiring notification, and assume responsibility for informing the NJMVC within twenty four (24) hours and all such appropriate individuals, including the customer whose information is the subject of the release, in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey from, and against any claims, damages, or other harm related to such breach or event. All communications must be coordinated with the State of New Jersey by contacting the NJMVC at 609-341-5777.

\_\_\_\_\_  
Signature of Applicant (original signature only - signature stamps are unacceptable)

\_\_\_\_\_  
Date