



## BONDED TITLE CHECKLIST

---

Please ensure all eight steps are completed prior to applying for a bonded certificate of title within the State of Wyoming. **Questions?** Please contact our office Monday through Friday, normal business hours.

### Instructions:

1. **Pay Sales Tax:** Sales tax must be paid within 65 days of your purchase date to the Teton County Treasurer's Office. Day 66 and on begins accruals of penalties and interest. An invoice or bill of sale is required. Please contact the Treasurer for more information regarding the amount of penalty and/or interest.
2. **Obtain a Vin/Hin Inspection:** The item(s) must receive a vin/hin inspection, which can be performed by local law enforcement. This must be performed on the Wyoming inspection form (MV – 300A), *see attached*.
3. **Two Color Photos:** Take two color photos of your item(s). One photo from the front, preferably a corner photo in which the entirety of the item(s) can be seen. Repeat for the second photo, but from the back of the item(s).
4. **Title Search Results:** Once the vin/hin is verified, you must locate the previous owner via the application for Vehicle Records and Privacy Disclosure Release (MV – 220), *see attached*. Mail your completed application to the address listed in STEP #6 and wait for a response from WYDOT in Cheyenne, Wyoming. This response will indicate any previous owner and/or lienholder, if applicable, for you to contact regarding the item(s).
5. **Certified Letter:** You must send a certified letter to this last known owner and/or lienholder with a full description of the item's year, make, model, vin/hin number, any license plate number, the state in which the plates belong to, any amount of money claimed for expenses such as storage, removal, preservation, service, repair, or maintenance, and date, time, and place of sale. Please keep a photocopy of your letter and your receipts for proof that a 21-day waiting period has been served. In the instance that the last known owner and/or lienholder responds with a written statement that they no longer have any interest in the item(s), our office may proceed to the next step without waiting the full 21-day waiting period.
6. **Appraisal:** Our office must receive a written appraisal value for the item. We accept appraisals utilizing NADA or JD Power, Kelley Blue Book, Price Digest, any local dealerships, or any company authorized to perform one.
7. **Surety Bond:** If the appraisal values at less than \$2,500 per item, you may skip this step. In the event each item appraises at that amount or higher, you must obtain a surety bond through an insurance company/entity. The entity providing this service will complete the Bond for Certificate of Title, *see attached*.
8. **Affidavit of Ownership:** The last step is to complete an affidavit confirming prior owner information, current owner information, and why you are applying for a bonded certificate of title. This form must be notarized. A notary public is available in our offices. Once the above items have been completed, please bring all documents in to the Teton County Clerk's Office to apply for a bonded certificate of title.

### Checklist:

- Sales Tax Receipt
- WY Vin/Hin Inspection
- Two Color Photos
- Title Search Results
- Copy of Letter and Proof of 21-Days
  - Appraisal of Item
  - Surety Bond (if applicable)
  - Affidavit of Ownership

**STATE OF WYOMING**  
**Application for Certificate of Title and VIN/HIN Inspection Form**  
**(Proof of ownership MUST accompany application)**

Motor Vehicle  Trailer  Snowmobile  Watercraft  Mobile Home  Date Title Issued: \_\_\_\_\_

MANUFACTURER		YEAR	VEHICLE / HULL IDENTIFICATION NO.			NMVTIS	BODY STYLE
FACTORY PRICE / MSRP	STATE	PRIOR TITLE NO.		ODOMETER	WEIGHT	PURCHASE DATE	VESSEL LENGTH
<b>BRANDED TITLE INFORMATION</b> <small>definitions and requirements are on the reverse side of this application.</small>							
Does this motor vehicle currently have or ever had a branded title? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what title brand? _____							
Has this motor vehicle been declared a total loss by an insurance company or sustained 75% damage of actual cash value? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Printed Name of Person Completing this Section: _____				Signature: X _____			

**PURCHASER / SELLER INFORMATION** (Please print clearly)

NAME OF PURCHASER(S) \_\_\_\_\_  Joint Tenants With Rights of Survivorship?

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF SELLER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**LIEN INFORMATION** (Please print clearly)

NAME OF LIEN HOLDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LIEN FILING # \_\_\_\_\_ FILING DATE \_\_\_\_\_ LIEN AMOUNT \_\_\_\_\_

**I/WE HEREBY SWEAR OR AFFIRM** under penalty of perjury that all information on this application is true and correct and that I/we am/are lawfully applying for a Wyoming Certificate of Title. I/we further warrant that said vehicle is owned by me/us and is subject to the liens shown and none other. I/we further certify to the best of my/our knowledge that if the vehicle is a mobile home, all taxes due on the mobile home for the preceding and current year have been paid and in the event taxes have not been paid, acknowledge that I/we may be responsible for the taxes for the preceding and current year. Any false information may cancel the title and void any registration associated with the title.

PURCHASER SIGNATURE(S): X \_\_\_\_\_

X \_\_\_\_\_

~~~~~"V I N" or "H I N" Inspection Form~~~~~

**REQUIRED WHEN THE PRIOR TITLE IS FROM A STATE OTHER THAN WYOMING. NOT REQUIRED FOR MSO/MCO.**

\*\* Before completing the V.I.N. or H.I.N. inspection, please review the "NOTICE" on the reverse side of this form to determine if you are authorized by statute to do so. Please print the vehicle/watercraft information as accurate and legible as possible and then verify with your signature at the bottom.

**AUTHORIZED AGENT**

**PRINT VIN OR HIN HERE** \_\_\_\_\_

Vehicle Identification Number (VIN) typically contain 17 alpha-numeric characters and  
Hull ID Number (HIN) HIN's are required to have 10-14 but typically have 12 alpha-numeric digits, with no spaces or dashes.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Trim: \_\_\_\_\_ **VIN / HIN Verified With NCIC?**  Yes / No  
(Ford, Jeep, Chevy, Honda, etc.) (F-150, Camaro, Wrangler, etc.) (XLT, Lariat, GT, LS, Rubicon, etc.) (Circle One)

Subject to the penalties of perjury, I, \_\_\_\_\_ BADGE/TITLE/DLR NUMBER: \_\_\_\_\_ am

an authorized member or employee of, AGENCY or ENTITY NAME: \_\_\_\_\_

(Please Circle One) Police Dept. / Sheriff's Office / Highway Patrol / State Police / G&F / Other Entity: \_\_\_\_\_

depose and state that, I personally inspected the VIN or HIN in the state of \_\_\_\_\_ on the above described vehicle/watercraft and the information entered by me is true and correct. The undersigned verifies that I am authorized by the laws of Wyoming (or state where the inspection occurred), to conduct this inspection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**W.S. 31-3-102(b) provides a \$10.00 fee for each vehicle identification number inspected, and one \$10.00 fee for inspection of a VIN and HIN at the same time, pursuant to W.S. 31-2-103(a)(vi).**

**NOTICE:** The person conducting the **VIN** (vehicle) or **HIN** (watercraft) identification number inspection SHALL be authorized by their state statute regarding inspections of this nature. Any person who conducts a VIN or HIN inspection and is not lawfully authorized to do so shall be cause to void the title application and may void any title or registration issued that is related to this VIN or HIN inspection. In addition, YOU MAY BE SUBJECT TO CRIMINAL PENALTIES. (A VALID HIN on a watercraft is required to have 10-14 alpha-numeric digits but typically has 12, with no spaces or dashes.)

### Wyoming V.I.N. Inspection Statutes

W.S. 31-2-103. Contents of application; signature; vehicle identification number; issuance of certificate.

(vi) In the case of a vehicle registered or titled in a state other than Wyoming, or any homemade vehicle, rebuilt vehicle, reconstructed vehicle, any vehicle assembled from a kit or any vehicle for which a bond is required, a current statement made by a Wyoming law enforcement officer, or licensed Wyoming dealer only for vehicles in his inventory or possession, that the vehicle identification number on the vehicle has been inspected and that the inspection occurred in Wyoming and certifying the correct vehicle identification number displayed on the vehicle. Any licensed Wyoming dealer performing an inspection of a vehicle identification number under this section shall, in addition to the requirements of this act, do so pursuant to W.S. 31-11-108. In the case of a vehicle not in Wyoming, the vehicle identification number may be inspected and certified on a form approved by the department if the inspection is made by an authorized law enforcement officer of a city, county or state law enforcement agency or a commissioned officer at a federal military installation or any other person authorized to do so by law and delivered to the county clerk in the county where the application for certificate of title is made along with payment for the inspection fee required under W.S. 31-3-102(b)(iv);

(ix) Such other information as required by the department or county clerk which may include but not be limited to a vehicle bill of sale or similar document, any documentation necessary to verify proof of ownership including an affidavit for proof of ownership or any surety bond required by this act. Any affidavit for proof of ownership shall be prescribed pursuant to W.S. 31-1-201(d) and shall be utilized by each county of this state;

(x) A Wyoming certificate of title shall contain an appropriate notice whenever records readily accessible to the state indicate that the motor vehicle was previously issued a title or registration from any jurisdiction that bore any word or symbol signifying that the vehicle was "salvage", "unrebuildable", "parts only", "scrap", "junk", "nonrepairable", "reconstructed", "rebuilt" or any other symbol or word of like kind, or that it has been damaged by flood. Any information concerning a motor vehicle's status shall also be conveyed on any subsequent title issued for the vehicle by this state, including a duplicate or replacement title.

(d) Upon receipt of an application and payment of fees any county clerk shall, if satisfied that the applicant is the owner of the vehicle for which application for certificate of title is made, issue a paper certificate of title or electronic certificate of title, if available, upon a form or electronic format, approved by and provided at cost to the county clerk by the department in the name of the owner bearing the signature and seal of the county clerk's office. The county clerk shall not deliver a certificate of title issued under this section until presentation of a receipt for payment of sales or use tax pursuant to W.S. 39-15-107(b) or 39-16-107(b).

### Wyoming Salvage Statute Information

W.S. 31-2-107. Titles for damaged vehicles; return of certificate of title and registration for damaged vehicle; replacement title and registration.

(a) When a motor vehicle is declared a total loss by the insurance company or, in the event an insurance company is not involved in the settlement of the claim, sustains damage in an amount exceeding seventy-five percent (75%) of its actual retail cash value, as set forth in any current edition of a nationally recognized automotive appraisal guide or other source approved by the Wyoming insurance department, the owner or insurance company, if it obtains ownership of the vehicle through transfer of title as a result of a settlement of an insurance claim, shall forward the properly endorsed certificate of title to the office of the county clerk that issued the certificate of title together with an application for a certificate of title branded salvage and payment of the fee required under W.S. 31-3-102(a)(vii) to obtain a properly branded certificate of title. When any vehicle accident report is required under chapter 5, article 11 of this title, the investigating officer shall provide written notice to the owner or operator of the vehicle of the requirements under this section.

(d) This section shall not apply to motor vehicles with more than eight (8) years of service except any vehicle that was previously issued a title from any state that bore any word or symbol signifying that the vehicle was "salvage", "unrebuildable", "parts only", "scrap", "junk", "nonrepairable", "reconstructed", "rebuilt" or any other symbol or word of like kind, or that it has been damaged by flood, shall obtain a Wyoming title with the prior brand or any other information concerning the motor vehicle status, carried forward on any subsequent Wyoming title regardless of years of service.

# APPLICATION FOR ABANDONED VEHICLE IDENTIFICATION REQUEST OR VEHICLE RECORD AND PRIVACY DISCLOSURE RELEASE



|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |                             |                                  |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------|----------------------------------|
| <b>STEP #1</b>                                     | <b>APPLICANT AND VEHICLE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |                             |                                  |
|                                                    | Requester/Applicant or Business Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      | Daytime Phone               | Email Address                    |
|                                                    | Mailing Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      | City                        | State                            |
|                                                    | Vehicle Make                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Year                                                 | VIN                         |                                  |
|                                                    | Model                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Body Style                                           |                             | Color                            |
|                                                    | License Plate No. w/Exp. Date ( <i>If Applicable</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | State License Plate is from ( <i>If Applicable</i> ) |                             | Title # ( <i>If Applicable</i> ) |
| Owner Name ( <i>If Applicable</i> )                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                      |                             |                                  |
| <b>STEP #2</b>                                     | <b>TYPE OF APPLICATION-IF UNSURE PLEASE CALL YOUR COUNTY CLERK AND DESCRIBE YOUR SITUATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                      |                             |                                  |
|                                                    | <input type="checkbox"/> <b>BONDED</b> - You bought a vehicle and are unable to obtain a title- <b>PROCEED TO STEPS 4, 5 AND 6</b><br><input type="checkbox"/> <b>STORAGE/MECHANIC LIEN SALE</b> - You have a verbal or written agreement with a vehicle owner resulting in an unpaid bill- <b>PROCEED TO STEPS 4, 5 AND 6</b><br><input type="checkbox"/> <b>ABANDONED-IN WYOMING ONLY!</b> - The vehicle was left unattended on private property <b>IN WYOMING</b> , without the express consent of the owner for at least 30 days. <b>COMPLETE STEP 3 THEN PROCEED TO STEPS 5 AND 6</b><br><input type="checkbox"/> <b>OTHER</b> Please check the appropriate box in Step #4 on the back of this form <b>THEN PROCEED TO STEPS 5 AND 6</b>                                                                             |                                                      |                             |                                  |
|                                                    | <b>WYOMING ABANDONED VEHICLE INFORMATION</b> (Complete only if you have checked "Abandoned" above)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      |                             |                                  |
|                                                    | Address where the vehicle was abandoned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      | City                        | State                            |
| Describe how the vehicle came into your possession |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date vehicle was abandoned or towed                  |                             |                                  |
| <b>STEP #3</b>                                     | <b>IF VEHICLE WAS MOVED TO ANOTHER LOCATION, PLEASE COMPLETE BELOW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      |                             |                                  |
|                                                    | Name of Person who removed the vehicle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      | Date of Removal             | Time of Removal                  |
|                                                    | Mailing Address where vehicle is currently located                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                      | City                        | State                            |
|                                                    | <div style="border: 1px solid black; padding: 10px;"> <p>*The above described vehicle has been abandoned on my private property or towed by my company and left in excess of 30 consecutive days. I understand Wyoming statute 31-13-109 can only be used when a vehicle is abandoned without the consent of the owner or person in lawful control of the property for 30 days after the date agreed upon by both parties. <b>I understand vehicles purchased without clear title and vehicles left with consent cannot be processed as abandoned</b>, as there is no provision for expiration of consent. I understand the department is vested only with the responsibility of making reasonable efforts to identify the vehicle's owner and any lien holder of record and forward the information obtained.</p> </div> |                                                      |                             |                                  |
| Was the vehicle tagged by law enforcement?         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No | →                                |

|                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP #4</b>                                                                                                                                                                                   | <b>REASON FOR REQUEST</b> (Complete if you have checked any purpose other than "Abandoned")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Government agency, court or law enforcement agency in carrying out its normal functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> <b><u>BONDED TITLE</u></b> or-Private person or entity acting on behalf of a government agency in carrying out its normal functions.                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> For use in matters of driver/vehicle safety, theft, emissions, product alterations, recalls, or advisories, performance monitoring of motor vehicles, parts and dealers, market research activity, survey research and removal of non-owner records from the original owner records of motor vehicle manufacturers.                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> <b><u>STORAGE/MECHANIC LIEN SALE</u></b> or-Normal course of business by a legitimate business or its agents, employees or contractors but only to verify the accuracy of personal information submitted by the individual to the business or its agents, employees or contractors; and if such information as so submitted is not corrected or is no longer correct, to obtain the correct information but only for purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Use in connection with any civil, criminal, administrative, or arbitral proceedings in any court or government agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of any court.                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Use in research activities and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Use in providing notice to the owners of towed impounded vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Use by a licensed private investigative agency or licensed security for any purpose permitted under this section. (Must present or enclose photocopy of state issued investigative license and must specify use.)                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | <input type="checkbox"/> Use by employers or its agent/insurer to obtain/verify information required under the Commercial Motor Vehicle Safety Act of 1986 relating to a holder of a commercial driver's license.                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Use in connection with the operating of private toll transportation facilities.                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Bulk distribution for surveys, marketing, or solicitations if the Department has obtained the express consent of the person to whom such personal information pertains. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Any other use specifically authorized by law that is related to the operation of a motor vehicle or public safety.<br>Must specify use _____                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>STEP #5</b>                                                                                                                                                                                   | To receive Wyoming motor vehicle records, the requestor must properly complete this form indicating the business need for information requested. <b>Resale or disclosure of any information received as a result of this release is prohibited.</b>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | I hereby swear or affirm under penalty of perjury that all information on this application is true and correct. I will not resell or disclose information obtained pursuant to this release to any third party clients.                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>THE REQUEST WILL NOT BE PROCESSED IF THE FOLLOWING ITEMS ARE NOT INCLUDED:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>✓ The completed search request form</li> <li>✓ A copy of a VIN Inspection on the vehicle by law enforcement (if the vehicle is in your possession) <i>**Do not send the original inspection—it will not be returned**</i></li> <li>✓ A copy of a government-issued photo ID for the signer of the request</li> <li>✓ A <b>\$5.00</b> search fee, payable to WYDOT</li> <li>✓ <b>IF YOU ARE ATTEMPTING TO TITLE OR REGISTER A VEHICLE IN A STATE OTHER THAN WYOMING</b>, documentation from your state's DMV that a Wyoming record search is required as a part of the title/registration process</li> </ul> |
|                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Signature of Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>STEP #6</b>                                                                                                                                                                                   | <b>APPLICANT SHALL MAIL THIS APPLICATION ALONG WITH ALL REQUIRED DOCUMENTS AND \$5.00 FEE TO:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                  | WYDOT, ATTN: Motor Vehicle Services, 5300 Bishop Blvd., Cheyenne, Wyoming 82009-3340<br><b>FOR ADDITIONAL INFORMATION PLEASE CALL:</b> 307-777-4709<br>or email <a href="mailto:mvsplates@wyo.gov">mvsplates@wyo.gov</a>                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>FOR WYOMING DEPARTMENT OF TRANSPORTATION USE ONLY</b>                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Approved                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Completed By                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

I am contacting you because you are the last known titled/registered owner of the below vehicle:

Year: \_\_\_\_\_ Vin #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

I am contacting you regarding a vehicle that was sold to me without a clean/clear title. I am writing to request that a Certificate of Title be established and properly executed transferring ownership to me. If you are unable or unwilling to accommodate this request within 21 days of the receipt of this letter, I will apply to Teton County, Wyoming for a bonded Certificate of Title per W.S. 31 – 2 – 105.

Thank you,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**STATE OF WYOMING**  
**CERTIFICATE OF TITLE SURETY BOND INSTRUCTIONS**

1. A Bond for Certificate of Title is required for circumstances where the owner of a vehicle is requesting a Duplicate Certificate of Title or is not able to obtain a properly executed certificate of title upon transfer of ownership pursuant to 31-2-105. The Surety Bond is a one-time, non-refundable instrument that allows issuance of a new title. **A Bond for Certificate of Title is NOT required for vehicles that are valued at less than \$2500.**
2. The bond shall be submitted in a **dollar amount equal two times the value of the vehicle.**
3. The first blank is the legal name of the applicant as stated on the Affidavit of Vehicle Ownership . The second line needs to list the address of the applicant. The third blank is the name of the surety company, and the fourth blank is the state the surety company is organized in. **Except for signatures, all information on the bond must be typed or printed. Do not use Whiteout on the bonds. If a change needs to be made, strikethrough the mistake and have the notary initial the change.**
4. The fifth and sixth blanks indicate the dollar amount of the bond, which equals double the value of the vehicle as stated on the Affidavit of Vehicle Ownership, and supported by documentation thereof. The remaining blanks describe the vehicle, value of the vehicle, and current title and license number with issuing state.
5. The Executed by Principal date **must** match that of the notary's acknowledgement. This shows that the Principal's signature was actually witnessed by the notary.
6. The applicant claiming ownership of the vehicle must sign as the Principal. If there are two applicants claiming ownership from the same Affidavit of Vehicle Ownership, the second owner shall sign as additional owner. All signatures must be before a notary public. **Completion of an inappropriate bond form may delay issuance of a title.**
6. When the surety company executes the bond by an attorney-in-fact, the dates of (a) the Power of Attorney, (b) the acknowledgement of the surety's signature on the bond form, and (c) the date of the bond's execution must all be the same. **Differing dates will result in the bond being rejected.**
7. When the surety company executes the bond by an attorney-in-fact, the bond must be accompanied by a certification regarding the attorney-in-fact. Contact us should you be unsure of the contents of this document. The certification must be signed, dated and bear the company's seal. Signatures and seals may be affixed by facsimile, but the date must be original.
8. The surety company's bond number should appear at the top of form.

# **WYOMING AFFIDAVIT OF VEHICLE OWNERSHIP**

STATE OF WYOMING}

COUNTY OF \_\_\_\_\_ }

THIS IS TO CERTIFY THAT I/WE, \_\_\_\_\_  
am/are the owner(s) of the following described vehicle/watercraft, to wit:

| Vehicle/Hull Identification Number |      | Color | Odometer Reading /<br>Vessel Length | Fuel Type /<br>Vessel Type |
|------------------------------------|------|-------|-------------------------------------|----------------------------|
|                                    |      |       |                                     |                            |
| Year                               | Make | Model | Trim Level /<br>Hull Material       | Factory Cost               |
|                                    |      |       |                                     |                            |

and my/our address is, \_\_\_\_\_

and that I/we acquired ownership and possession of the above vehicle/watercraft from:

| Prior Owner's Name |       | Address                                      | Telephone Number |
|--------------------|-------|----------------------------------------------|------------------|
|                    |       |                                              |                  |
| Prior Title Number | State | Name of Current Lien Holder/Lien Type/Amount | Current Value    |
|                    |       |                                              |                  |

on: \_\_\_\_\_ located at: \_\_\_\_\_  
Date \_\_\_\_\_ Address \_\_\_\_\_

Explain why you are/were unable to obtain any title or lien information on this vehicle/watercraft (Attach additional pages if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this vehicle being restored for personal use?

YES    NO

At the time of purchase, was the vehicle inoperable and needing substantial repairs to one or more of the mechanical systems?

YES    NO

**I do hereby certify under penalty of perjury, that all information on this Affidavit of Vehicle Ownership is true and correct, I am the true and lawful owner of the vehicle/watercraft described herein, and I further attest that the liens and encumbrances noted hereon are the only liens and encumbrances against the vehicle described herein.**

Applicant's Printed Name

Applicant's Signature

Date

## **NOTARY PUBLIC**

State of \_\_\_\_\_)

County of \_\_\_\_\_)

Witness my hand and official seal.

The foregoing instrument was acknowledged before me by

\_\_\_\_\_  
Notary Public / County Clerk / Deputy

\_\_\_\_\_  
My commission expires: \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
\_\_\_\_\_,

(NOTARY SEAL)

Please Turn Page Over For Instructions

| STEP | INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | MV-FORM/FEE                                                                                                                                                                             |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Verify with your local County Clerk's office that this is the proper procedure for your specific situation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | N/A                                                                                                                                                                                     |
| 2    | Have the vehicle/Hull identification number inspected by a Wyoming Law Enforcement Officer to verify the VIN/HIN and determine if the vehicle has been reported stolen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MV300A - \$10.00                                                                                                                                                                        |
| 3    | Request a Title Search from the Wyoming Department of Transportation, Motor Vehicle Services to identify the previous owner of record and any liens or encumbrances on the vehicle/watercraft. You must attach copies of the VIN Inspection Form (MV300A), the Vehicle Record and Privacy Disclosure Release Form (MV220) and a color picture of the vehicle.                                                                                                                                                                                                                                                                                                                                                                               | MV220 - \$5.00                                                                                                                                                                          |
| 4    | Provide a color picture of the vehicle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                                                                                                                                                                                     |
| 5    | Contact any lien holders identified via certified letter to request liens be released. If there is an active lien on the vehicle/watercraft, it must be released.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Lien release on Bank/Company letterhead. Must include Make, Model, Year, and VIN/HIN                                                                                                    |
| 6    | Contact the Previous Owner via certified letter to request that a title be established and properly executed, transferring ownership to you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | A copy of the certified letter, including return receipt information, must be submitted with the affidavit of ownership                                                                 |
| 7    | Establish the retail value of the vehicle/watercraft by either of the following: <ul style="list-style-type: none"> <li>➢ From a current national appraisal guide (ie. Kelley Blue Book or N.A.D.A)</li> <li>➢ From a current or past registration if the value is present</li> <li>➢ Submitted and certified by a licensed Wyoming vehicle dealer in a written format</li> </ul>                                                                                                                                                                                                                                                                                                                                                           | Documentation of the value of the vehicle/watercraft must be submitted with the Affidavit of Vehicle Ownership                                                                          |
| 8    | Complete this Affidavit of Ownership form, under penalty of perjury, indicating: <ul style="list-style-type: none"> <li>➢ Vehicle/watercraft Information - Applicant Information</li> <li>➢ How you came into possession of the vehicle/watercraft,</li> <li>➢ Efforts made to establish title,</li> <li>➢ Circumstances prohibiting you from obtaining a title,</li> <li>➢ The information provided on and with the form is true and correct,</li> <li>➢ That you are the true and lawful owner of the vehicle/watercraft.</li> </ul>                                                                                                                                                                                                      | MV147- No Fee                                                                                                                                                                           |
| 9    | Purchase a surety bond for twice the retail value as shown by documentation from step 6. A surety bond is not required for vehicles/watercraft valued at less than \$2,500.00 <p>PLEASE NOTE: If the vehicle was not operational and could not have been rendered operational without substantial repairs to one or more of the vehicle's mechanical systems at the time of purchase, <b>and</b> the vehicle will be restored for the owner's personal use; the County Clerk may choose to waive the bond requirement. A title issued in these circumstances will show the following on the face of the title: "NON-TRANSFERABLE FOR 180 DAYS FROM THE DATE TITLE ISSUED." Please contact your local County Clerk for more information.</p> | MV FORM - No Fee <p>The cost of the surety bond will be established by and paid to your insurance provider. The bond form must be submitted with the Affidavit of Vehicle Ownership</p> |

**\*All Paperwork shall be submitted to the office of the County Clerk where application for title is being made.**