



# New Jersey Motor Vehicle Commission

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## PROCEDURES FOR VEHICLES/VESSELS OBTAINED WITHOUT PROPER EVIDENCE OF OWNERSHIP

**Note: Each case is handled on an individual basis and additional documents may be required. This procedure applies to NEW JERSEY RESIDENTS ONLY. All forms/documents must be completed and submitted by the New Jersey applicant ONLY.**

The following documents must be mailed to the Special Title Section for processing:

1. Proof of ownership/lienholder information (Lien Search) furnished by the New Jersey Motor Vehicle Commission. If there is no record in New Jersey, we require a certified title search from known state and, if unknown, certified search from the DMV's of New York, Pennsylvania, Delaware, Connecticut and Maryland.
2. Original Affidavit of Newspaper Publication. (See attached sample of publication.)
3. Publication notice sent to the local police department in the municipality in which you reside. Notice must be sent by Certified Mail, Return Receipt Requested. The original signed receipt must be provided to this office.
4. Notice of Intent to Obtain Title (OS/SS-145) must be sent by Certified Mail, Return Receipt Requested to the owner and lienholder (if applicable) stating your intent to obtain title through the New Jersey MVC. Pink copy of notice and the original signed return receipt(s) must be submitted. If the certified notice is unclaimed or undeliverable, the notice must then be sent by regular mail.
5. If all notices are returned as undeliverable, the original, unopened, undelivered envelope(s) with U.S. Postal Service annotation showing the reason(s) for non-delivery to owner and/or lienholder. (Photocopies not acceptable.)
6. Original evidence of purchase (title, bill of sale, invoice, etc.) which describes the vehicle/vessel by year, make and complete vehicle/hull identification number. Also include invoices for new and used parts purchased.
7. Original, notarized statements from three disinterested parties stating that they have seen the vehicle/vessel in your possession. Statement must also include a complete description of the vehicle/vessel, the vehicle/hull identification number, the approximate date possession was first witnessed and that vehicle/vessel has remained in your possession since that time.

(OVER)

8. Pencil tracing of vehicle identification number (VIN) from the VIN plate. If you are unable to obtain a pencil tracing of the vehicle/hull identification number, due to the position of the VIN/HIN plate, include a notarized statement explaining the circumstances. Also state that you physically examined the vehicle/vessel and provide the vehicle/hull identification number shown on the VIN/HIN plate.
9. A notarized statement, describing when and how you came into possession of the vehicle/vessel and why you are unable to provide the title or proper evidence of ownership. The statement must include the year, make, full vehicle/hull identification number and state: **"Should any claim be made regarding this vehicle/vessel in the future, the Chief Administrator of the New Jersey Motor Vehicle Commission cannot be held responsible and I will settle any such claims."**
10. Photos of front, back and both sides of the vehicle.
11. Completed Application for Certificate of Ownership ((OS)ISM/SS-7. For vessels, completed Application for Certificate of Vessel or Hull Ownership (OS/SS-27). If New Jersey licensed dealer, require completed sales tax stamp on back of application for title ((OS)ISM/SS-7 or OS/SS-27).
12. Completed Report of Sales Tax stamp located on ((OS)ISM/SS-7 or OS/SS-27).
13. A check or money order (do not send cash) made payable to New Jersey Motor Vehicle Commission for the title fee is required. The fee for the title is \$20 (\$40 if there is a lien), plus 6% sales tax of the purchase price of the vehicle/vessel. There will be a \$25 penalty fee, in addition to the title fee, if the vehicle/vessel is not titled within 10 days of the date of sale. A completed Report of Sales Tax stamp on motor vehicle/vessel is also required. One check or money order may be submitted for title and sales tax fees.
14. Buyer's Certification (OS/SS-94) from applicant that the vehicle/vessel is for personal use only and not for resale, or that applicant is a licensed New Jersey dealer.

All paperwork must be **mailed** to:

New Jersey Motor Vehicle Commission  
Special Title Section  
P.O. Box 017  
Trenton, New Jersey 08666-0017

OS/SS-142 (R1/05)



# MOTOR VEHICLE COMMISSION

Special Title Unit  
P.O. Box 017  
Trenton, New Jersey 08666-0017

## LIEN SEARCH

All requests for LIEN Searches must be submitted on form ISM/DO-22 (R12/03). One record search per form. This form may be photocopied for your convenience, but photocopy must be two-sided and reproduced on YELLOW paper. No other form of request will be accepted. A \$5.00 fee must accompany request form. Make check or money order (DO NOT SEND CASH) payable to the New Jersey Motor Vehicle Commission.



(PLEASE PRINT)

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED TO OBTAIN INFORMATION

Individual Name: \_\_\_\_\_ Your Claim or File Number: \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

REQUESTER DRIVER LICENSE NUMBER: \_\_\_\_\_

(PHOTOCOPY OF LICENSE MUST BE INCLUDED)

In order to obtain a title record, the "Drivers' Privacy Protection Act" requires that you state your reason for requesting the record. N.J.S.A. 39:2-3.4(b).

I am requesting this title record because: \_\_\_\_\_

I am requesting the title record for:

Make: \_\_\_\_\_ Year: \_\_\_\_\_

Fee: \$5:00

Vehicle Identification Number (VIN): \_\_\_\_\_

The disclosure and use of the personal information contained in the record you have requested is governed by the "Drivers' Privacy Protection Act," N.J.S.A. 39:2-3.3 et seq. The "Drivers' Privacy Protection Act" provides that a person who knowingly obtains or discloses personal 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. The definition of "personal information" and the uses of this information permitted by the act are reproduced on the back of this form.

I have read and I understand the above paragraph, as well as the definition of "personal information" and the permitted uses of personal information reproduced on the back of this form. I agree to use the personal information contained in the record I am requesting only as permitted by the Act.

I hereby certify that all the foregoing statements are true to the best of my knowledge. I understand that if any of the statements are willfully false, I am subject to punishment.

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

SIGNATURE OF REQUESTER

(Original Signature Only -- Signature Stamp Unacceptable)

**"PERSONAL INFORMATION" AS DEFINED BY N.J.S.A. 39:2-3.3**

"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.

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

1. 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.
2. 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 its 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 of security interest against the individual.
3. 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-regulatory 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.
4. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
5. 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.
6. For use in providing notice to the owners of towed or impounded vehicles.
7. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver license that is required under the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App. § 2710 et seq.
8. For use in connection with the operation of private toll transportation facilities.

## NEWSPAPER PUBLICATION INSTRUCTIONS

Advertise in a newspaper with general circulation in the County where you reside for a space of two weeks, at least once a week, making three insertions in all. The notice should briefly state that you have applied to the Chief Administrator of the Motor Vehicle Commission for the issuance of a New Jersey certificate of ownership and if anyone desires to be heard in opposition of your application, he may do so by contacting the Chief Administrator within 10 days of the newspaper advertisement. Advertisement must include the year, make and full/correct vehicle/hull identification number.

The newspaper will provide a certification that you have complied with these requirements.

### SAMPLE PUBLICATION

Take notice that in accordance with N.J.S.A. 39:16-16\*, application has been made to the Chief Administrator of the Motor Vehicle Commission, Trenton, New Jersey, to receive title papers and issue New Jersey certificate of ownership for Make \_\_\_\_\_, Year \_\_\_\_\_, Vehicle/Hull Identification Number \_\_\_\_\_.

Objections, if any, should be made immediately in writing, to the Chief Administrator of the Motor Vehicle Commission, Special Title Section, P. O. Box 017, Trenton, New Jersey 08666-0017.

\*N.J.S.A. 39:10-12 should be used for duplicate titles.

### INSTRUCTIONS

The Applicant is required to complete and mail this form to the titled owner (and lienholder, if applicable) of a vehicle/vessel.

### DISPOSITION OF COPIES

1. The completed original (white) must be sent via U.S. Postal Certified, Return Receipt Requested, to the titled owner.
2. The first copy (yellow) must be sent via U.S. Postal Certified, Return Receipt Requested, to the Vehicle/vessel lienholder, if applicable. If no lienholder, this copy may be discarded.
3. The second copy (pink) is to be retained by the originator (applicant) for later use with returned certified receipt (or the returned letter with the U.S. Postal annotation of non-deliverability) attached as part of an application to the State of New Jersey for ownership of vehicle/vessel.
4. The third copy (gold) is to be retained for applicant's records.

Copies of this form may be obtained by written request mailed to:

Motor Vehicle Services  
Attn: Special Titles  
P.O. Box 017  
225 East State Street  
Trenton, New Jersey 08666-0017



# Motor Vehicle Services

Trenton, New Jersey 08666

STATE OF NEW JERSEY  
DEPARTMENT OF TRANSPORTATION  
Division of Motor Vehicles

*White*

## NOTICE OF INTENT TO OBTAIN TITLE DUE TO IMPROPER EVIDENCE OF OWNERSHIP (See Instructions on Other Side)

Full Name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Titled Owner

Street Address

City, State, Zip Code

Dear \_\_\_\_\_

This is to advise you that your vehicle/vessel \_\_\_\_\_  
Make Year Vehicle/Hull Identification Number  
has been in my possession since \_\_\_\_\_  
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and/or the lienholder to take notice that in accordance with N.J.S.A. 39:10-16 application has been made to the Director of New Jersey Division of Motor Vehicles to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: \_\_\_\_\_  
Lienholder name (if applicable)

Street Address

City, State, Zip Code



Trenton, New Jersey 08666

STATE OF NEW JERSEY  
DEPARTMENT OF TRANSPORTATION  
Division of Motor Vehicles

yellow

**NOTICE OF INTENT TO OBTAIN TITLE DUE TO IMPROPER EVIDENCE OF OWNERSHIP**  
(See Instructions on Other Side)

Full Name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Titled Owner

Street Address

City, State, Zip Code

Dear \_\_\_\_\_

This is to advise you that your vehicle/vessel

Make

Year

Vehicle/Hull Identification Number

has been in my possession since

Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and/or the lienholder to take notice that in accordance with N.J.S.A. 39:10-16 application has been made to the Director of New Jersey Division of Motor Vehicles to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC: \_\_\_\_\_  
Lienholder name (if applicable)

Street Address

City, State, Zip Code



Trenton, New Jersey 08666

STATE OF NEW JERSEY  
DEPARTMENT OF TRANSPORTATION  
Division of Motor Vehicles

*Pink*

**NOTICE OF INTENT TO OBTAIN TITLE DUE TO IMPROPER EVIDENCE OF OWNERSHIP**  
(See Instructions on Other Side)

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Titled Owner

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

Dear \_\_\_\_\_

This is to advise you that your vehicle/vessel \_\_\_\_\_  
Make Year Vehicle/Hull Identification Number  
has been in my possession since \_\_\_\_\_  
Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and/or the lienholder to take notice that in accordance with N.J.S.A. 39:10-16 application has been made to the Director of New Jersey Division of Motor Vehicles to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

\_\_\_\_\_  
Signature of Applicant

CC: \_\_\_\_\_  
Lienholder name (if applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code



Trenton, New Jersey 08666

STATE OF NEW JERSEY  
DEPARTMENT OF TRANSPORTATION  
Division of Motor Vehicles

gold

**NOTICE OF INTENT TO OBTAIN TITLE DUE TO IMPROPER EVIDENCE OF OWNERSHIP**  
(See Instructions on Other Side)

Full Name of Applicant

Street Address

City, State, Zip Code

Date

Full Name of Titled Owner

Street Address

City, State, Zip Code

Dear \_\_\_\_\_

This is to advise you that your vehicle/vessel

Make

Year

Vehicle/Hull Identification Number

has been in my possession since

Date Obtained

I am therefore, by means of this certified, return receipt requested mailing, notifying you and/or the lienholder to take notice that in accordance with N.J.S.A. 39:10-16 application has been made to the Director of New Jersey Division of Motor Vehicles to receive title papers and issue a Certificate of Title to me for the listed vehicle/vessel.

Sincerely,

Signature of Applicant

CC:

Lienholder name (if applicable)

Street Address

City, State, Zip Code



New Jersey Motor Vehicle Commission

SPECIAL SERVICES TITLE

P.O. BOX 017

TRENTON, NEW JERSEY 08666

Purchase Price \$	_____
Sales/Use Tax \$	_____
Reg Code	_____
Initials	_____

APPLICATION FOR CERTIFICATE OF OWNERSHIP

PLEASE DESCRIBE THE VEHICLE ACCURATELY				
MAKE OF VEHICLE (PRINT)	MODEL	YEAR	COLOR	BODY TYPE
COMPLETE VEHICLE IDENTIFICATION NUMBER (NOT THE MOTOR NUMBER)			NO. OF AXLES	

ODOMETER READING

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TENTHS	<input type="text"/>
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PLEASE CHECK "YES" OR "NO"

Does your vehicle now have a lien? (Is your vehicle financed?)  Yes  No

If you checked "yes" PRINT name and address of bank or finance company below. If you checked "No", print "NONE" in the box below.

LIENHOLDER	NAME OF BANK OR FINANCE COMPANY (LIENHOLDER), IF NO LIEN PRINT "NONE"
	LIENHOLDER CORPCODE
	STREET ADDRESS OF LIENHOLDER

NAME AND ADDRESS OF OWNER AND CO-OWNER BELOW

OWNER	NAME:		
	N.J. DRIVER LICENSE NO. (IF BUSINESS-CORPCODE)		
	DATE OF BIRTH:	EYE COLOR:	SEX:
	STREET:		
	CITY, STATE, ZIP CODE		
CO-OWNER	NAME:		
	N.J. DRIVER LICENSE NO. (IF BUSINESS-CORPCODE)		
	DATE OF BIRTH:	EYE COLOR:	SEX:
	STREET:		
	CITY, STATE, ZIP CODE:		

STATEMENT OF APPLICANT(S): The undersigned hereby certifies all of the above to be true and correct and that the identification number shown on this form has been compared to the identification number on the motor vehicle and further certifies that they agree in every particular.

SIGN

HERE

x \_\_\_\_\_  
OWNER DATE

SIGN

HERE

x \_\_\_\_\_  
CO-OWNER (if any) DATE

SIGN

HERE

x \_\_\_\_\_  
CO-OWNER (if any) DATE

SIGN

HERE

x \_\_\_\_\_  
CO-OWNER (if any) DATE



A Division of the New Jersey Department of Transportation

Purchase Price \$	_____
Sales/Use Tax \$	_____
Ex. Code	Initials _____

Special Services  
P.O. Box 017  
Trenton, New Jersey 08666-0017

**APPLICATION FOR CERTIFICATE OF VESSEL OR HULL OWNERSHIP**

The Boat Ownership Certificate Act now requires that vessels and hulls shall be titled. These articles are defined as follows.

1. Vessel means a boat or watercraft, other than a sea plane, used or capable of being used as a means of transportation on the water.
2. Hull means a vessel exclusive of all means of propulsion.
3. For the purpose of this act, all vessels more than 12 feet in length must be titled.

**INSTRUCTIONS—PLEASE READ CAREFULLY**

1. Owner or purchaser should submit any supporting documents as proof of ownership.
2. This form should be completed by the owner of a vessel or hull purchased prior to the effective date of the Boat Ownership Certificate Act, or purchased out of state, who does not have a Manufacturers Certificate of Origin or a Certificate of Ownership.
3. Please type or print clearly.

OWNER INFORMATION	DATE OF BIRTH	SEX	EYE COLOR	CORPCODE NUMBER (IF CORPORATION)
	NAME OF TITLED OWNER			DRIVER LICENSE NUMBER
	ADDRESS	NUMBER AND STREET		
	CITY	COUNTY	STATE	ZIP CODE
LIENHOLDER	NAME OF BANK OR FINANCE COMPANY (LIENHOLDER)			
	ADDRESS	NUMBER AND STREET		LIENHOLDER CORPCODE
	CITY	COUNTY	STATE	ZIP CODE
EQUIPMENT	MAKE OF VESSEL, HULL		YEAR	HULL IDENTIFICATION NUMBER
	TYPE OF BOAT	LENGTH (FEET & INCHES)	HULL MATERIAL	USE
	TYPE OF PROPULSION		TYPE OF FUEL	

I, the undersigned, hereby apply for Certificate of Ownership for the Vessel or Hull described above, and certify that the statements on this application are correct and true.

SIGNATURE

DATE