



APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE

Instructions:

- Complete Section 1 below, providing all requested information.
 - ♦ If your **name has changed**, complete this application in your former name, and see additional instructions on page 2.
 - ♦ If the owner is **deceased**, or if you are applying under a **Power of Attorney**, enter the name and date of birth of the deceased owner. In the "In Care Of" space, enter your name. Enter your address in the space labeled "Current Mailing Address". See additional instructions on page 2.
- **Read, date and sign** the Certification in Section 2 below.
- **Provide proof of identity** as shown in Section 3 on page 2.
- **Provide a separate \$10 fee** for each application. Do not mail cash. (Make your check or money order payable to the Commissioner of Motor Vehicles.)

Your application **must** be mailed (with the \$10.00 fee and photocopies of your proof of identity) to the Title Bureau at the above address **if**:

- the vehicle is **not** currently **registered**; or
- the **owner** of the vehicle is **deceased**; or
- the duplicate title is for a **boat** or **manufactured home**; or
- you are submitting a **lien release**; or
- you are using **Power of Attorney**.

If the vehicle is currently registered and none of the above conditions apply, you may bring this application (with your ORIGINAL proof of identity documents and \$10.00 fee) to any DMV office.



CUSTOMER MUST COMPLETE SECTIONS 1 and 2 BELOW



SECTION I

Owner's Name (Last, First, M.I.)		Date of Birth (Mo./Day/Yr.) / /	
C/O (applies only when POA, dealer authorization or deceased party is presented)			
Current Mailing Address (Number and Street)			Apt. No.
City	State	Zip Code	

Vehicle/Hull Identification Number (VIN/HIN)											
Year	Make		License Plate No.								
Daytime Telephone Number ()											

Check All of These Statements That Apply To This Application:

- The above address is a **NEW ADDRESS**.
- The **OWNER NAME HAS CHANGED**.
- The **OWNER IS DECEASED OR THE APPLICANT HAS GIVEN POWER OF ATTORNEY**.
- A signed and dated original **LIEN RELEASE** is provided with this application. (*Photocopies will not be accepted.*)

SECTION 2 — CERTIFICATION

I understand that the **DUPLICATE CERTIFICATE OF TITLE** that I will receive as a result of this application, replaces all previously issued titles, and that only this duplicate title may be used to sell, transfer or trade the above vehicle, boat or manufactured home. I certify that the Certificate of Title for the vehicle, boat or manufactured home described above, and last issued in the owner's name, has been lost, destroyed or damaged. If lost or destroyed, I have no knowledge of its present whereabouts; if damaged, I have enclosed it with this application. I certify that the information I have given on this application is true to the best of my knowledge and belief. I understand that knowingly making a false statement on this application is a misdemeanor according to Article 210 of the Penal Law and Section 392 of the Vehicle and Traffic Law.

SIGN HERE

 (Owner or Applicant's **Signature** - Application is Unacceptable without an Original **Signature**)

 (Date)

 (If signing for a corporation, print your full name here.)

 (Title)

IMPORTANT: BY LAW, THE DUPLICATE CERTIFICATE OF TITLE MUST BE MAILED TO THE OWNER. IT CANNOT BE PICKED UP IN PERSON.

IMPORTANT: ALL CUSTOMERS REQUESTING A DUPLICATE TITLE MUST PROVIDE PROOF OF NAME/IDENTITY (SEE SECTION 3 BELOW)

Name Change

If your name has changed since the vehicle, boat or manufactured home was last titled/registered, you will receive a duplicate title in your former name because that is the name DMV has on record. In this case, when you receive your duplicate title, take it to any Motor Vehicles office with the registration, an insurance card in your new name (if the vehicle is registered in your name), and a copy of your marriage or divorce certificate, or other court papers that confirm your name change. Your application for registration and title in your new name will be processed without fee. NOTE: If selling the vehicle, boat or manufactured home, you may give the purchaser the title (with your former name) AND a copy of your marriage, divorce or court papers. Make sure you fill-out the “transfer” section on the title.

Owner Deceased

If you are the spouse or next of kin of a deceased owner, and Letters Testamentary or Letters of Administration are not going to be processed, complete this application and mail it to the address at the top of page 1 with: proof of name for yourself (not for the deceased) --see Section 3 below; a copy of the death certificate; and your check or money order.

If you are not the spouse or next of kin, you must mail proof of name for yourself and a photocopy of proof of your authority to administer the estate (such as Letters Testamentary or Letters of Administration), along with your check or money order. A copy of a will is NOT acceptable.

Power of Attorney

Provide proof of your name and a photocopy of the power of attorney with this application.

SECTION 3 - PROOF OF NAME/IDENTITY

When Applying by Mail, Remember to Mail Copies of Your Proofs. Originals Will Not Be Returned.

- VALID NEW YORK STATE PHOTO DRIVER’S LICENSE
- IMMIGRATION AND NATURALIZATION SERVICE DOCUMENTS CONTAINING PHOTOS
 - Resident Alien Card (I-551)
 - Temporary Resident Card (I-688)
 - Employment Authorization Card (I-688A)
- OR**
- VALID NEW YORK STATE NON-DRIVER ID CARD
- FOREIGN PASSPORT
 - In English, or with a U.S. VISA STAMP or I-94 attached. (A certified translation by the Embassy or Consulate of the issuing country or by an approved Refugee Resettlement Agency is required if not in English.)
- OR TWO** of the following (one with your signature):
- VALID PHOTO DRIVER’S LICENSE ISSUED BY:
 - another U.S. state, jurisdiction, territory or possession.
 - a Canadian province.
- U.S. PASSPORT
- FOR PARTNERSHIPS
 - Certified copy of Certificate of Assumed Business Name.
- U.S. MILITARY PHOTO ID CARD
- FOR CORPORATIONS
 - N.Y. State Department of State Filing Receipt - Corporations
- U.S. CITIZENSHIP OR NATURALIZATION PAPERS
- A MAJOR CREDIT CARD

If you can’t provide any of the above, other PROOF OF NAME documents MAY be approved by an office supervisor. Bring additional proofs to any Motor Vehicles office, including items such as: valid driver’s license without a photo; N.Y. State Unemployment Insurance book; Alien Registration Receipt Card (I-151); government-issued professional license; marriage/divorce certificate or court papers for name change; Medicaid/Benefit/Food Stamp/Health Insurance identification card.