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| REQUIRED DOCUMENTS | | | | | | |
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| □ Application for Title and Registration completed and signed by the applicant. □ Copy of front and back of title assigned to dealer for trade-in vehicle or bill of sale or total loss statement for tax credit, if applicable. □ Appropriate fees. | ☐ Acceptable proof of ownership. ☐ Boat/vessel — paid personal property tax receipt or a statement of non-assessment from the county (or city of St. Louis) collector or assessor for the previous year. The property tax receipt or statement of non-assessment must be in the owner's name. | | | | | |
| PAYMENT METHODS | | | | | | |

Check or money order may be accepted as payment. Make the check or money order payable to: Missouri Department of Revenue. The check must be preprinted with the check writer's name and address, bank code, and account number.

It must also include the following information regarding the check writer: driver license or nondriver license number, date of birth, and daytime phone number.

DO NOT SEND CASH WHEN APPLYING BY MAIL.

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS. Other restrictions may also apply.

COMPLETING THE TITLE APPLICATION

Please follow the order of the instructions provided below, beginning with TRANSACTION TYPE, when completing your application. If there is no instruction for a particular field, simply provide the information requested, such as OWNER'S NAME.

Instructions:

- 1. TRANSACTION TYPE Choose either "Boat/Vessel" or "Outboard Motor" by checking the appropriate block. Choose either "Title Only" (only if you are not purchasing a registration decal) or "Title and Registration" by checking the appropriate block.
- 2. TITLE TYPE Check the appropriate block indicating type of title required.
- 3. STREET ADDRESS You must provide your actual physical street address in order to determine the correct tax rate. PO box numbers and rural routes are not a physical address and cannot be used for a street address but can be used as a "Mail To" address.
- TRANSFER ON DEATH To name one or more beneficiaries on the title in the event of the owner's death, check this block. Record the beneficiaries name(s) in the designated area following the vehicle owner's name. TENANTS IN COMMON - If the application shows two or more owners, the unit will be held in joint tenancy. If this is not desired, the tenants in common block must be marked.
- 5. IN CITY LIMITS/OUTSIDE CITY LIMITS Check the appropriate box if you live inside or outside city limits. If you are an out-of-state resident, fill in the block at the bottom of the application to indicate the Missouri city or county where the unit is housed.
- 6. DLN or FEIN Record your Driver License or Federal Employer Identification Number.
- YEAR MFD. Record the model year or program year. For new outboard motors, if model year or program year is NOT shown on the Manufacturer's Statement of Origin (MSO), record the year of manufacture as follows: If month of manufacture indicates January through June, record the year of manufacture as shown. If month of manufacture indicates July through December, record the calendar year immediately following the year of manufacture.
- 8. MODEL YEAR NEW To be used for new outboard motors only. Model Year - New is the year that the dealer received the new outboard motor from the manufacturer.
- MANUFACTURER'S HULL IDENTIFICATION NUMBER For boat/vessel include the year, make, hull identification number (12 digits on boats), model number, horsepower of motor, color, length, material, boat type, and type of propulsion. For outboard motors include the year mfd, model year-new, make, identification number, model number, horsepower, and color. If you hand write the application, record only one character in each block within the "Manufacturer's Hull Identification Number" block. Please write legibly.
- 10. NEW Check if the unit is new.
- 11. **USED MO** Check if the purchase of the unit was recorded on a Missouri title.

- 12. USED OUT-OF-STATE Check if the purchase of the unit was recorded on an out-of-state title or bill of sale.
- 13. **SURRENDERED TITLE NUMBER STATE** If a title is being surrendered, fill in the title number and the state in which the title was issued. If a Missouri title, enter the first four letters of the owner's last name. If the unit is new, record "MSO" in the surrendered title number block.
- 14. TYPE OF USE Mark the type of usage of the boat/vessel.
- 15. FIRST LIEN If the unit has an outstanding lien, check "Yes" and record the complete name and address of the lienholder. The "FIRST LIEN" block must be checked and the date of lien indicated. A title showing a lien will be mailed to the owner. If there is no lien, check "No."
- 16. SECOND LIEN If adding a second lien, check "Yes" and record the complete name and address of the lienholder. The "SECOND LIEN" block must be checked and the date of lien indicated.
- 17. MAIL TO If the unit is not subject to a second lien or the first lien is not subject to future advances, and the title is to be sent to an address other than the address shown in the owner information section, the "Mail To" block must be checked and the name and address of the individual who is to receive the title must be indicated in the #2 block in the "Lien/Mail To" section.
- 18. PURCHASE DATE Record the date the unit was purchased.
- 19. TRADE-IN If another unit was given as a trade-in, record the year, make, title number, and manufacturer's hull identification number of that unit.
- 20. SIGNATURE ONE OWNER MUST SIGN THE APPLICATION FOR TITLE.

ALL INCORRECT OR INCOMPLETE APPLICATIONS WILL BE REJECTED. DUPLICATE TITLE

Section 301.300, RSMo, provides for the issuance of a duplicate title in the event of the loss, mutilation, or destruction of any certificate of ownership. To apply for a duplicate certificate of ownership, complete the application in full, including the information below.

- Duplicate Title Only Check the appropriate block indicating the reason a duplicate title is needed.
- Notary Information The applicant's signature must be witnessed by a notary public if applying for a duplicate title.

NOTE: If a lien is shown on the original title and the loan was satisfied on or after July 1, 2003, you must submit a notarized Lien Release (DOR-4809), with the Application for Title. Submit the required items and fees to your local license office or mail to: Motor Vehicle Bureau, P.O. Box 100, Jefferson City, MO 65105-0100.

DIRECT INQUIRIES TO (573) 526-3669 OR VISIT OUR WEB SITE AT: www.dor.mo.gov/motorv/. REMEMBER TO SIGN THE APPLICATION AND SUBMIT THE APPROPRIATE OWNERSHIP DOCUMENT, TITLE FEE, AND APPLICABLE PROCESSING FEES. (FEES ARE POSTED AT www.dor.mo.gov/motorv/.)

TITLE PENALTY: A TITLE PENALTY FEE OF \$10.00 FOR EACH 30 DAYS OF DELINQUENCY, NOT TO EXCEED A TOTAL OF \$30.00, SHALL BE IMPOSED FOR FAILURE TO APPLY FOR A CERTIFICATE OF TITLE WITHIN 60 DAYS AFTER PURCHASE.

AFFIXING DECALS

THE DECAL(S) ASSIGNED SHALL BE AFFIXED TO THE APPROPRIATE **UNIT AS FOLLOWS:**

- 1. Boat/vessel The decals are always issued in a set of two and must be affixed to both sides of the bow of the boat/vessel. These decals must be renewed every three years.
- Outboard Motor The decal must be affixed to the motor where visible. This decal does not require renewal.