

## Chapter D

# Miscellaneous Title Application Information

## Signatures on title application

### *Requirements*

Signatures on Oregon title applications must be a person's full name. If a person's full name includes initials, initials are allowed in the signature for the first and middle name, but not for the last name.

At least one registered owner must sign the application for title.

- If a business name is listed as the registered owner, someone must sign for the company. DMV will accept an authorized representative's signature; however, it is clearer if the business signs with their business name along with the signature of an authorized representative, such as:
  - Auto World by (signature of authorized representative); or
  - (Signature of authorized representative) for Auto World
- No signature is required for a security interest holder.
- If the application shows a lessee and lessor and no security interest holder, only the signature of the lessee is required.
- If a lessee, lessor and security interest holder are to be shown on the title, the signature of both the lessee and lessor are required on the application. The exception to this is when the lessor and security interest holder are the same. In these instances, only the lessee must sign.
- An owner's "mark" in lieu of a signature is acceptable as long as it is accompanied by the signatures of two witnesses.
- When a signature is required to be witnessed before a notary public, the document must bear the imprint of the seal or stamp of the notary performing the notarization. The notary public also must sign the notarization.

### *Doing business as (D.B.A.) signatures*

When the application lists the owner as an individual or company doing business as (DBA) another name, DMV must have a signature from the primary individual or company. DMV will not accept a signature from the DBA name only. For example: if the vehicle is owned by John Doe DBA Ajax Autos, then John Doe is the primary owner and a signature is required from John Doe.

## Leasing

### *Definitions*

**Lease:** a contract by which the owner (lessor) of a vehicle gives another person (lessee) the right to possess and use the vehicle for a specified period in exchange for periodic payment.

**Lessee:** one who leases or rents property from another.

**Lessor:** one who grants a lease or rents property to another.

### **Who is shown on the title**

The lessor may designate whether the lessor or the lessee will be considered the registered owner of the vehicle, regardless of the length of the lease.

If the lessee is not to be shown on the title, the application for title must be completed with the name and address of the lessor shown as the registered owner. In this case, there should be no indication on the application there is a lease involved.

The lessor must sign the application when the lessor is shown as the registered owner, even though the lessee will be operating the vehicle.

### **Qualification for special registration types**

In order to qualify for certain types of registration or fees, the lessee is required to be the owner or operator of a vehicle. If the application is for the following registration types, both the lessee and lessor must be shown on the title and the lessee must qualify for the registration type. These registration types include:

- Government owned or operated (E plates)
- Farm (F plates)
- Tow/Recovery (TW plates)
- Charitable/Non-Profit (CN plates)
- Disabled Veteran (D plates)
- Ex-POW (PW plates)
- Amateur Radio Operator (HAM plates)
- Permanent Fleet (PF plates)
- National Guard (NG plates)
- Manufactured Structure (trailer) Toters (T plates)
- Group Plates (Some group plates are issued only to qualified applicants)

### **How to complete the title application when vehicle is leased**

If a customer or the title documents indicate a request for the title to show lessee/lessor, complete the [Form 735-226](#) as follows:

1. In the "Owner or Lessee" section, list the lessee's name(s), address, date of birth (if applicable) and customer number as shown on their ODL or identification card. Check the box to indicate lessee or owner.
2. In the "Security Interest Holder and/or Lessor" section, Line 17 and 18, list the lessor's name, address, date of birth (if applicable) and customer number.
3. When there is a lessee, lessor and security interest holder, list the security interest holder's name, address, date of birth (if applicable) and customer number in the top part of the "Security Interest Holder and/or Lessor" section.
4. If a lessee, lessor, and security interest holder are to be shown on the title, the signature of both the lessee and lessor are required on the application. The exception to this requirement is when the lessor and security interest holder are the same. In these instances, only the lessee must sign.

If the lessee is a company:

- List the company name in the registered owner section of the application.

- The address must be the address of the company, not the address of the employee who will be operating the vehicle.

If the vehicle is primarily housed or dispatched from an address other than the company address, such as at the employee's residence, list that address on the Vehicle Address line of the application. See section titled Customer Number and Address, [Chapter A](#), for more information.

Note: It is not acceptable to show the lessor in the registered owner section with the lessee listed with a "c/o" address.

### ***Replacement title***

When applying for a replacement title, the lessor does not need the signature of the lessee. If the lessor is transferring interest in the vehicle, all requirements for release of interest must be met including the release of the lessee or statement of lease termination. See [Chapter E](#).

## **Corrections on title applications**

The following errors can be corrected on a title application:

- Addresses
- Customer numbers
- Dates of birth
- The VIN (If one or two characters only and not in the sequential portion. If in the sequential portion, a new Form 735-226 must be submitted).
- Vehicle information (make or year)

To make corrections for the items listed above:

1. Mark a single line through the incorrect information.
2. Write the correct information above the incorrect information. If there isn't room above, write the correct information as close as possible to the incorrect information.
3. Initial the correction. When making a correction to the VIN, or any other unusual correction, explain the correction in the "remarks" section. The person making the explanation must give their name and title.

**This does not apply to name corrections.** Complete a Statement of Error or Erasure of a Name, [Form 735-502](#), if a name is entered in error. See more information about Form 735-502 in [Chapter E](#).

## **Vehicle identification number inspection**

In certain situations, vehicles must be inspected to verify the vehicle identification number (VIN) before DMV may issue an Oregon title.

### ***When a VIN inspection is required***

1. For a vehicle previously titled in another state or country;
2. When a vehicle is initially being titled as an assembled, reconstructed, or replica

vehicle;

3. For any vehicle that has been totaled, wrecked, dismantled, disassembled or substantially altered, or where DMV has an indication that the vehicle has been damaged (for example, a salvage title, salvage bill of sale, dismantler's bill of sale); or
4. For any vehicle not certified by the manufacturer as conforming to U.S. Federal vehicle standards.

### ***Who may do inspections***

DMV may do VIN inspections. Oregon State Police or other designated law enforcement agencies may do VIN inspections, when referred by DMV. Dealers may do inspections under limited circumstances.

### ***When a dealer may and may not perform VIN inspections***

The following are requirements and conditions for VIN inspections performed by an Oregon dealer:

- The dealer must have a current dealer certificate issued by DMV.
- The vehicle must be in the dealer's stock or be one that the dealer has taken on consignment.
- Dealers may not do inspections on vehicles as a paid service to the public.
- Dealers may do inspections for vehicles coming from out-of-state, including vehicles that are covered with a regular (not salvage) title with a damage brand.
- Dealers may not do inspections for vehicles coming from out of country.
- Dealers may do inspections for US Federal government titled vehicles when there is no indication on the documents that the vehicle is from out of country.
- Dealers may not perform inspections on vehicles that they are titling in the name of the owner of the dealership or to one of their employees.
- If the vehicle is to be titled in the name of the dealership, the VIN inspection done by that dealer is valid if it was performed prior to the decision to title in the name of the dealership.
- Dealers may not do inspections for vehicles covered in situations 2, 3, or 4 as listed in the section above titled "When a VIN inspection is required."

### ***Instructions for dealers to conduct the VIN inspection***

When a VIN inspection is required, complete a DMV Vehicle Number Inspection Form, [Form 735-11](#), collect the VIN inspection fee, and submit them with the title documents. (Form 735-11 is also used by Oregon licensed dealers with a vehicle in their stock to document their verification of low emissions vehicle compliance, if they check the under hood emissions label. See [Chapter F](#) and [Chapter K](#) for more information about low emissions vehicles and requirements.)

- Complete the applicant and vehicle information on Form 735-11.
- Check the public VIN plate on the vehicle. (Usually on the dash, visible through the windshield.)
  - Check to see that the VIN plate is securely attached.
  - Write the number found in the spaces provided on the Form 735-11.

- Complete the appropriate information in the VIN inspection area indicating: VIN location; VIN type; VIN attached by; and condition of VIN. Check the Federal Standards Sticker (usually on the doorframe) to make sure it agrees with the VIN plate. (Note: The federal standards sticker was not required on one stage vehicles until September 1, 1969 and on multi-stage vehicles until January 1, 1972.)
- If the **public VIN is missing** or if the number does not agree with the number on the Federal Standards Sticker or the ownership documents, refer the inspection to DMV. DMV may refer the vehicle to law enforcement for inspection.
- If the Federal Standards Sticker is missing or loose, or if there are other obvious signs that the public VIN or Federal Standards Sticker may have been tampered with, the vehicle must be inspected by DMV.
- The person who actually inspects the vehicle must sign the Form 735-11.
- Collect the \$7 VIN inspection fee when you are submitting the title documents to DMV.

### ***If the VIN on the vehicle does not match the title***

If there are any problems with the VIN on the vehicle, or differences between that number and the number on the title documents, further inspection and/or documentation is required before DMV can accept a title application.

### **Error in sequential portion of VIN**

The sequential part of the VIN is generally the last six digits, which identify a specific vehicle.

If, in the sequential part of the VIN, there is a discrepancy between the number on the vehicle and the number on the title documents:

1. Contact the state that issued the title;
2. Obtain either a corrected title from the state of issuance, or a letter from that jurisdiction stating the VIN on the vehicle and their records match. The letter must also state that the title was issued with an incorrect VIN.

### **Error in non-sequential portion of VIN**

The non-sequential part of the VIN is the remainder of the number, which identifies such things as the year, model, make, and assembly plant.

If, in the non-sequential part of the VIN, there is a discrepancy between the number on the vehicle and the number on the title documents, an explanation of that difference should be included on the Form 735-11.

If that is the only problem with the VIN, the title documents and the Form 735-11 may be submitted to DMV. DMV may ask for further documentation or inspection of the vehicle, but generally will not require a corrected title from the original state.

*If there are problems such as a missing or altered VIN, or if it appears the VIN was tampered with, etc., the vehicle must be referred to DMV for further inspection.*

***If an error is made on the VIN Inspection Form***

If an error is made in the “VIN Inspection” section, **a new form must be completed**. If the error is in the vehicle description (other than the VIN), owner section, or another section of the form, provide an explanation of the error or alteration.

***VIN problems***


Resolve problems relating to the VIN on the vehicle or documents before the application for title is submitted to DMV, except when you are referring the vehicle to DMV for further inspection.

To ensure you can provide your purchaser with a title in a timely manner, identify and address VIN problems prior to the sale of the vehicle whenever possible.

Dealers may choose to inspect vehicles at the time of purchase to confirm the documents match the vehicle. For their own protection, they may also choose to inspect those types of vehicles and documents not required to be inspected by law.

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Example of VEHICLE IDENTIFICATION NUMBER INSPECTION, FORM 735-11  
 Actual size 8½" x 11"  
 (front)

		<b>VEHICLE IDENTIFICATION NUMBER                  (VIN) INSPECTION FORM</b>		L.E.V. Compliant <input type="checkbox"/> YES <input type="checkbox"/> NO	
(FORM MUST BE FULLY COMPLETED AND SIGNED – INSTRUCTIONS ON BACK)					
<b>CUSTOMER INFORMATION</b>					
NAME (PRINT LAST, FIRST, MIDDLE)			ODL/ID / CUSTOMER #	STATE OF ISSUE	MESSAGE PHONE # ( )
ADDRESS, STREET, CITY, STATE AND ZIP CODE					
<b>VEHICLE INFORMATION</b>					
PLATE NUMBER	STATE/PROVINCE OF REGISTRATION	YEAR	MAKE	BODY STYLE	MODEL
If this is a motorized vehicle, is the gross vehicle weight rating (GVWR) over 26,000 pounds? <input type="checkbox"/> YES <input type="checkbox"/> NO If this is a non-motorized vehicle, is the loaded weight over 8,000 pounds? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>VIN INSPECTION</b>					
The vehicle identification number is:					
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20					
▼ Check ALL boxes that apply – At least one box MUST be checked in each column ▼					
<b>VIN LOCATION</b>		<b>VIN TYPE</b>		<b>VIN ATTACHED BY</b>	
<input type="checkbox"/> VISIBLE THROUGH WINDSHIELD	<input type="checkbox"/> METAL PLATE	<input type="checkbox"/> NOT VISIBLE	<input type="checkbox"/> APPEARS OKAY	<input type="checkbox"/> AGREES WITH VIN	
<input type="checkbox"/> BODY-LEFT (DRIVER SIDE)	<input type="checkbox"/> STAMPED ON BODY	<input type="checkbox"/> ROSETTE RIVETS	<input type="checkbox"/> ALTERED/TAMPERED	<input type="checkbox"/> DISAGREES WITH VIN	
<input type="checkbox"/> BODY-RIGHT	<input type="checkbox"/> STAMPED ON FRAME	<input type="checkbox"/> ROUND RIVETS	<input type="checkbox"/> ILLEGIBLE/DAMAGED	<input type="checkbox"/> ILLEGIBLE/DAMAGED	
<input type="checkbox"/> ENGINE COMPARTMENT	<input type="checkbox"/> LABEL	<input type="checkbox"/> SCREWS	<input type="checkbox"/> MISSING	<input type="checkbox"/> MISSING	
<input type="checkbox"/> TRUNK	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> ADHESIVE	<input type="checkbox"/> CANNOT LOCATE	<input type="checkbox"/> N/A FOR VEHICLE	
<input type="checkbox"/> FRAME		<input type="checkbox"/> STAMPED	<input type="checkbox"/> NONE-NEWLY BUILT	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> ON ENGINE		<input type="checkbox"/> OTHER _____	<input type="checkbox"/> ASSIGNED BY DMV OFFICE (SEE BELOW)		
<input type="checkbox"/> OTHER _____			<input type="checkbox"/> OTHER _____		
I certify that I have physically inspected the vehicle described above to verify the VIN and found the VIN in the condition indicated. I certify by checking one of the LEV boxes above that I am an Oregon licensed dealer with this vehicle in my stock and have checked its under hood emission label to verify compliance with LEV standards.					
NAME OF INSPECTOR (PRINTED)			AGENCY or DEALERSHIP		
ADDRESS				TELEPHONE # ( )	
SIGNATURE OF INSPECTOR <b>X</b>				DATE OF INSPECTION	
OREGON DEALER NUMBER			RECEIPT NUMBER		
★ <b>LAW ENFORCEMENT REFERRAL</b> ★					
REASON FOR REFERRAL				DATE OF REFERRAL	
▼ <b>SHADED AREA FOR DMV USE ONLY</b> ▼					
I have assigned the following number to the vehicle described above:					
ASSIGNED VIN <b>OR</b>			CONTROL NUMBER <b>V</b>		
VIN PLACEMENT: (TO WHAT PART OF THE VEHICLE WAS THE VIN DECAL ATTACHED?)					
SIGNATURE OF OREGON DMV REPRESENTATIVE <b>X</b>				COUNTER NUMBER AND DATE	
Remarks:					



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**Example of VEHICLE IDENTIFICATION NUMBER INSPECTION, FORM 735-11**  
Actual size 8½" x 11"  
(back)

INSTRUCTIONS		
<p>1. ORS 803.210 requires a VIN inspection when:</p> <ul style="list-style-type: none"> <li>• A foreign (out-of-state or out-of-country) vehicle is being titled in Oregon.</li> <li>• The vehicle will be titled as a totaled and/or an assembled, reconstructed or replica vehicle.</li> <li>• Surrender of the title to DMV has been or is required because the vehicle has been wrecked, disassembled, substantially altered or totaled, or when DMV has received notice of this, whether or not the vehicle is being retitled as assembled or reconstructed.</li> </ul> <p>2. Vehicles located in Oregon may be inspected by Oregon DMV, an Oregon law enforcement agency under agreement with DMV, an Oregon Police agency with custody of the vehicle, or an Oregon vehicle dealer.*</p> <p>* Dealers may <b>only</b> inspect a vehicle <b>in their stock</b> being titled in Oregon for the first time. A dealer may <b>not</b> inspect a vehicle being titled as totaled and/or assembled, reconstructed or a replica vehicle; a vehicle that appears to have been wrecked or destroyed; or a vehicle imported from another country that has not been certified by the original manufacturer as conforming to U.S. federal vehicle standards.</p> <p>3. Vehicles located out-of-state may be inspected by the DMV or any law enforcement agency in that state.</p> <p>4. <b>LEV Boxes:</b> DMV will not issue registration for model year 2009 or newer motor vehicles with 7,500 miles or less on the odometer at the initial Oregon registration, unless the vehicle meets the Low Emission Vehicle (LEV) requirement or is otherwise exempt. The LEV check boxes on the front of this form are for use only by Oregon licensed vehicle dealers with the vehicle in their stock, to certify that they viewed the under hood emission label of that vehicle and are verifying that the label indicates compliance with the LEV requirement, or does not comply. A "Yes" indicator on the front of this form will not be valid, unless the label was checked by the dealer, the form contains complete vehicle information, and the form is signed and dated by such dealer or an authorized employee of the dealership. Dealers may not charge a fee to check compliance with the LEV requirement.</p> <p>5. The inspector must physically inspect the vehicle.</p> <p>6. The VIN must be located in an area prescribed by the vehicle manufacturer. This information is available to law enforcement through the National Insurance Crime Bureau (NICB).</p> <p>7. This form must be completed in full. Incomplete forms may result in the request for a new inspection. The form must be signed, dated and include the inspector's name, agency or dealer name and address.</p>		
<p><b>Does your agency have custody of this vehicle?</b>    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p>		
REFERRAL VIN		
<p>To be completed by law enforcement agency under agreement with DMV. Reimbursement only made if subject vehicle is referred by DMV and form is completed in full.</p>		
VINS IDENTIFIED		
FRAME	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
BODY	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ENGINE	CHECKED NCIC AND LEDS: <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>CHECKED FOR HIDDEN VINS:    <input type="checkbox"/> YES    <input type="checkbox"/> NO – WHY NOT?: _____</p>		
SIGNATURE OF INSPECTING OFFICER	DPSST NUMBER	DATE OF INSPECTION
<b>X</b>		
PRINTED NAME OF INSPECTING OFFICER	AGENCY NAME	
AGENCY ADDRESS, CITY, STATE AND ZIP CODE		
<p><b>Law Enforcement Recommendations:</b></p> <p><input type="checkbox"/> Assign pre-numbered VIN tag. (No number can be found or unable to determine VIN from frame number.)</p> <p><input type="checkbox"/> Assign unnumbered VIN tag. (VIN can be determined but public VIN is damaged, illegible, or missing. Note in "Remarks" the number recommended for use.)</p> <p><input type="checkbox"/> No need to assign VIN. (Manufacturer VIN is readable and placed correctly per NICB.)</p> <p><b>Remarks:</b></p>		