

# Titles and Tribulations

Deanna M. Keller, Ed.D.,  
SHRM-SCP

STATE OF MONTANA  
DEPARTMENT OF JUSTICE - MOTOR VEHICLE DIVISION  
CERTIFICATE OF TITLE

Bonded title expires: 08/23/2014

Title Nbr	Year	Make	Model	Extended Model	Style	NCIC Vehicle Type	Unladen Weight/Material
AA0942700	2008	Ford	Explorer Limite		SW	LL	4700
VN454H		MT Boat Nbr	Ton Code/Propulsion Type	Odometer			Vehicle Nbr
1FMFU75808UAE2745				99999 Miles Actual as of 08/23/2011			2674516

Brand: Flood (01) Title Issue Date: 08/23/2011 Vehicle Sale Date: 08/23/2011 Transfer Reason: Cancel - Voluntary Transfer

Owner Name and Address: Brown, Joe, 19 Cedar Ln, Heron, MT 59844925, Customer Number: 748005

This vehicle/vessel is subject to the following security interest: GMAC, PO Box 8125, Cockeysville, MD 210308125, 08/23/2011, Customer Number: 1354310

Mail To: Brown, Joe, PO Box 374, Heron, MT 598440374

**SAMPLE**

**THECLUNKERJUNKER.COM**

**SAMPLE**

As the Registered Owner of the above vehicle, I hereby sell, lease, or otherwise transfer to the vehicle to the following person, as of the date below:

First name of buyer, whether individual or business: \_\_\_\_\_ (Date of Transfer/delivery of vehicle): \_\_\_\_\_

Buyer's Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.

Sign that this check was:  0 or  5 digit odometer (how many you can't) \_\_\_\_\_ miles, date read: \_\_\_\_\_ and to the best of my knowledge it reflects the actual mileage unless one of the following exceptions is checked:

DO NOT CHECK UNLESS APPLICABLE:  The odometer reading reflects the amount of mileage in excess of its mechanical limits.  The odometer reading is not the actual mileage. Warning - odometer discrepancy.

Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge, that I am the same person named above, and if signing for a business, I have full authority to act upon behalf of the name whose name appears on the upper left side of this Title. ALL OWNERS MUST SIGN.

Signature of Owner or Agent of Owner (Transferor): \_\_\_\_\_ Printed name - must be the same as signature (do not type): \_\_\_\_\_

Signature of Owner or Agent of Owner (if more than one): \_\_\_\_\_ Printed name - must be the same as signature (do not type): \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ Sign before me on (date): \_\_\_\_\_ Notary Stamp/Seal

By (clearly print name of person signing Title): \_\_\_\_\_

Notary signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Title or rank: \_\_\_\_\_ Residing at: \_\_\_\_\_ My commission expires: \_\_\_\_\_

**SIGN HERE** **PRINT HERE** **NOTARIZE**

BUYER ACKNOWLEDGEMENT OF MILEAGE DISCLOSURE: I am aware of the above odometer certification made by the seller.

Signature of Buyer - only one signature is required: \_\_\_\_\_ Printed name - must be the same as signature (do not type): \_\_\_\_\_

Rev. 08/10

TITLE AND REGISTRATION BUREAU  
1003 BUCKSKN DRIVE  
DEER LODGE MT 58722-2376

CONTROL NO. 00000000  
(This is not a title number)

Rev. 08/09

KEEP IN SAFE PLACE ANY ALTERATION-USE OF CORRECTION FLUID-ERASURE - VOID THIS TITLE

# Typical Issues

1. Tiny Spaces
2. Name Incorrect
3. No ID
4. Name on the title doesn't match ID
5. Owner's name has changed

# Typical Issues (cont'...)

6. Title has one or more liens listed
7. Deceased owners – death certificate
8. Multiple Owners
9. Customer has already signed
10. Transfer of ownership from divorced individuals

# Typical Issues (cont'...)

11. Notarial block already completed
12. Names spelled wrong
13. Owner is a child
14. Owned by business
15. Signer has POA/Trust/Guardianship Authority

# Types of Issues

- Non-issues
- TRB Issues
- Customer Issues
- Notary Issues

# Non-Issues

- Tiny spaces – deal with it
- Owner is a child – age is irrelevant
- Liens – ignore – not your concern

# TRB Issues

- Name on title is spelled wrong
- Name on title is incorrect

**A Notary Cannot Fix These Problems**

# Handling TRB Issues

- Send customer to county treasure's office
- Have them contact TRB directly  
Scot Hart Bldg  
302 N. Roberts  
Helena, MT  
406.444.3933



# Customer Issues

—

## No ID

- No Satisfactory ID
- Use Credible Witness
  - Must be in notary's physical presence
  - Must personally know the signer
  - Must be personally known to, or properly identified by notary
  - Cannot be a party to, or beneficiary of, transaction

# Customer Issues

---

- Transfer Ownership From Divorced Spouse
- As a notary, you do not know what is needed to accomplish this
- You may notarize the signature of the person personally appearing to you.
- Questions should be referred to the County Treasurer's Office or TRB

# Customer Issues – Deceased Owner

---

- Deceased owner
- Signer has death certificate
  - Death certificate does not constitute “identification”
  - Signer must have documentary proof of authority to sign on behalf of estate – Executor, Personal Representative, etc.
  - Power of Attorney is not acceptable!

# Handling Customer Issues

- Be aware of what you can and cannot do!!
- Don't give legal advice  
(unless you're a lawyer)!
- Be professional – (help if you can)
- Don't buy into customer's drama

# Notary Issues

---

- Customer has already signed
- Notarial block already completed
- Multiple owner issues
- Name doesn't match
- Vehicle is owned by business or signer has POA, Probate, Trust, or Guardianship authority
- Old titles

# Notary Name Issues

- Names don't exactly match
- Owner's name has changed
- Title issued to business
- Signer has POA, Probate, Trust, or Guardianship Authority

# Notary Name Issues

- Names Don't Exactly Match
- ID Issue
  - Request additional IDs
  - Refuse if not satisfied
- Name Change (marriage/divorce)
  - Connect the dots
    - Copy of marriage certificate
    - Copy of divorce decree

# Notary Name Issues

**Basic Rule** – The owner's name(s) as it appears on the title is the name that must be entered as the signer(s)/seller(s) name and signature and notarized as such.



**If the name on the title  
appear as:**

**The seller(s) must print and  
sign the title as:**

- 
- |                                   |   |                                   |
|-----------------------------------|---|-----------------------------------|
| 1. Arthur G. Johnson              | → | 1. Arthur G. Johnson              |
| 2. Corey Robert Jones             | → | 2. Corey Robert Jones             |
| 3. David P. Miller                | → | 3. David P. Miller                |
| Rebecca Johnson Miller            |   | Rebecca Johnson Miller            |
| 4. Mary Elizabeth Anderson-Kelley | → | 4. Mary Elizabeth Anderson-Kelley |

---

The notary must identify the signer(s) and enter the name(s) in the notarial certificate the EXACT same way.

# Notary Name Issues

---

- Title Issued to Businesses
- Signer has POA, Probate, Trust, or Guardianship Authority
- All Representative Capacity Signers
- Verify identity, capacity, and authority of signer
- Complete notarial block appropriately!!!

## If the title shows:

## The seller(s) must print and sign the title as:

- 
- Fred's Plumbing → • Fred's Plumbing by Fred Smith, owner
  - ABC Inc. → • ABC, Inc. by Alan Bradly Cason, President
  - The Miller Family Trust → • Miller Family Trust, by David P. Miller, Trustee

# Notary Space Issues

- Customer has already signed
- Notarial block already completed
- Multiple owners – not enough room

# Notary Space Issues

- Customer Has Already Signed
- Have customer re-sign in your presence
  - Use space beside previous signature
  - Do not cross out first signature
- Have customer complete MV100 – (sample provided)

# Notary Space Issues

---

- Notarial Block Already Completed
  - If completed by previous notary - Use MVD loose certificate
  - Indicate notarization attached
  - Put note in journal
- 
- If completed in error – line through – Use MVD loose certificate and attach MV100 (completed by whomever made mistake)

# Notary Space Issues

---

- Multiple Owners – Not Enough Room
- Use loose certificate – (sample provided)
  - Use only form required by MT MVD
  - Indicate “Notarization for “\_\_\_\_\_ attached.”
  - Make note in your journal

# Misc. Notary Issues

---

- Multiple owners - not all signers present
- Old Titles



# Misc. Notary Issues

---

- Multiple Owners –
- Not All Signers Present
- No problem – just notarize for the person(s) appearing to you
  - Enter the word “only” after signer’s name in notarial block
  - Indicate you only notarized for only one of the owners in your journal

# Misc. Notary Issues

---

- Multiple Owners –
- Notarial Block Already Completed
- Handwrite notarial block in lienholder's space – (Don't use a stick-on certificate)
  - Use MVD Loose Certificate – (sample provided)
    - Note on title, "Notarial certificate for \_\_\_\_\_ attached."
    - Indicate in journal that loose certificate used

# Misc. Notary Issues

---

- Old Titles - issued before 2010
- Jurat – “Subscribed & affirmed”
- Missing elements – You must add the venue and/or name of signer
- Correct Placement of stamp
  - Place just to left of signature in lienholder space
  - Line-through unnecessary “stuff”
- “Open Title” Warning

DO NOT CHECK UNLESS APPLICABLE

The odometer reading reflects the amount of mileage in excess of its mechanical limits.

The odometer reading is not the actual mileage. Warning - odometer discrepancy.

I do hereby under penalty of law (Section 40-7-803, Montana) certify that the statements made on this certificate are true and correct to the best of my own knowledge, information and belief, that I am not one of the same persons named above, and I agree to a criminal penalty. You have full authority to do so.

AS WITNESSED on this 5th day of November, 2015, at Helena, Montana.

*Myrna Loy*  
 Myrna Loy  
 Notary Public - must be same as signature (do not type)

Signature of Seller (if more than one) - or - Business Name

Printed Name - must be same as signature (do not type)

DO NOT NOTARIZE OR VERIFY UNLESS SIGNED IN YOUR PRESENCE AND PURCHASER NAMED IS LISTED.

State of Montana County of Lewis & Clark

Subscribed and affirmed to before me on this Nov 5, 2015 day of Nov 2015.

Name of person appearing before me: Myrna Loy

Notary Signature: *Jane J. Doe*

Printed name \_\_\_\_\_ Affix  
 Title or rank \_\_\_\_\_ Notary  
 For the State of \_\_\_\_\_ County of \_\_\_\_\_ Seal  
 Residing at \_\_\_\_\_ Home  
 My Commission Expires \_\_\_\_\_

**STEP 2 - PURCHASER'S ACKNOWLEDGMENT OF MILEAGE DISCLOSURE**  
 I am not one of the persons named above and I agree to the statements made by the seller(s).



THE VEHICLE/VESSEL MAY BE SUBJECT TO OTHER SECURITY INTEREST(S)

The Montana Department of Justice, Motor Vehicle Division, hereby certifies that the person(s) named above is/are the owner(s) of the vehicle/vessel described, which is subject to the security interest(s) shown.

# Montana Motor Vehicle Title – Old Version

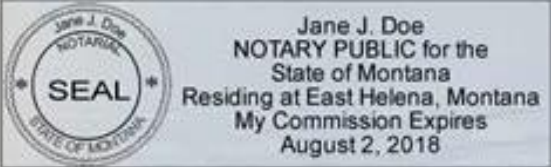
Issued before 2010

# Misc. Notary Issues

- New Titles - issued after 2010
- Signature - “Signed”
- You do not have to re-enter the information contained in your stamp
- Draw line to indicate spaces were not unintentionally left blank or overlooked

# Montana Motor Vehicle Title – New Version

Issued after 2010

		The vehicle/vessel may be subject to other security interests.	
SELLER COMPLETES IN INK	As the Registered Owner of the above vehicle, I transfer all right, title and interest to the vehicle to the following person, as of the date below:		
	Print name of buyer, whether individual or business		Date of Transfer (delivery of vehicle)
	Buyer's Street Address	City	State Zip
	Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.		
	I state that this (check one) 5 <input type="checkbox"/> or 6 <input type="checkbox"/> digit odometer now reads (no tenths) _____ miles, date read _____ and to the best of my knowledge it reflects the actual mileage <i>unless one of the following statements is checked:</i>		
DO NOT CHECK UNLESS APPLICABLE: <input type="checkbox"/> The odometer reading reflects the amount of mileage in excess of its mechanical limits <input type="checkbox"/> The odometer reading is not the actual mileage. Warning - odometer discrepancy.			
Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge; that I am the same person named above; and if signing for a business, I have full authority to act upon behalf of the owner, whose name appears on the upper left side of this Title. <b>ALL OWNERS MUST SIGN.</b>			
Signature of Owner or Agent of Owner (Transferor)		Printed name - must be the same as signature (do not type)	
x <i>Myrna Loy</i>		Myrna Loy	
Signature of Owner or Agent of Owner (if more than one)		Printed name - must be the same as signature (do not type)	
x			
NOTARY	State of	County of	Signed before me on (date)
	Montana	Lewis & Clark	Nov 5, 2015
	by (clearly print name of person signing Title)		
	Myrna Loy		
Notary signature		Printed name	
<i>Jane J. Doe</i>		_____	
Title or rank	Residing at	My commission expires	
_____		_____	
Notary Stamp/Seal 			
BUYER	ACKNOWLEDGEMENT OF MILEAGE DISCLOSURE: I am aware of the above odometer certification made by the seller.		
	Signature of Buyer - only one signature is required		Printed name - must be the same as signature (do not type)
x			
Rev. 05/10			

# Handling Notary Issues

- Be professional
- Rely on fundamentals – Titles are not any different than any other document!
- Take responsibility for your errors –
  - Statement of Fact form – MV 100  
(Keep a supply handy)



When  
notarizing a  
motor  
vehicle titles

STATE OF MONTANA  
DEPARTMENT OF JUSTICE - MOTOR VEHICLE DIVISION  
Bonded title expires: 08/23/2014  
CERTIFICATE OF TITLE  
20718

Title Nbr	Year	Make	Model	Extended Model	Style	NCIC Vehicle Type	Unladen Weight/Material
AA0942700	2008	Ford	Explorer Limite		SW	LL	4700
VIN/IN	MT Boat Nbr	Ton Code/Propulsion Type	Odometer	Vehicle Nbr			
1FMFU7808UA52748			99999 Miles Actual as of 08/23/2011	2574518			
Brand	Title Issue Date	Vehicle Sale Date	Transfer Reason	Attribute	Owner Tracking Nbr	Fleet Nbr	
Flood (01)	08/23/2011	08/23/2011	Cancel - Voluntary Transfer				

Owner Name and Address  
Brown, Joe  
19 Cedar Ln  
Heron, MT 59844925  
Customer Number: 748906

This vehicle/vessel is subject to the following security interest:  
GMAC  
PO Box 8125  
Cockeysville, MD 210308125  
08/23/2011  
Customer Number: 1454210

Mail To:  
Brown, Joe  
PO Box 374  
Heron, MT 598440374

**SAMPLE**  
THECLUNKERJUNKER.COM  
**SAMPLE**

The vehicle/vessel may be subject to other security interests.

As the Registered Owner of the above vehicle, I hereby assign title and interest to the vehicle to the following person, as of the date below:

Print name of Buyer, whether individual or business \_\_\_\_\_ Date of Transfer (delivery of vehicle) \_\_\_\_\_  
Buyer's Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.  
I state that this (check one):  is or is  digit odometer now reads (no tenths) \_\_\_\_\_ miles, date read \_\_\_\_\_ and to the best of my knowledge it reflects the actual mileage unless one of the following statements is checked:

**DO NOT CHECK UNLESS APPLICABLE:**  The odometer reading reflects the amount of mileage in excess of its mechanical limits.  
 The odometer reading is not the actual mileage (Warning - odometer discrepancy)

Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge that I am the same person named above and if signing for a business, I have full authority to act upon behalf of the same. **ADDRESS ONLY APPLICABLE TO THE BUYER ON THE LEFT SIDE OF THIS TITLE. ALL OWNERS MUST SIGN.**

Signature of Owner or Agent of Owner (Transferor) \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_  
Signature of Owner or Agent of Owner (if more than one) \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ (Sign below me on \_\_\_\_\_) Notary Stamp/Date \_\_\_\_\_

Notary Signature \_\_\_\_\_ Printed name \_\_\_\_\_  
Title or rank \_\_\_\_\_ Residing at \_\_\_\_\_ My commission expires \_\_\_\_\_

**NOTARIZE**

**BUYER**  
ACKNOWLEDGEMENT OF MILEAGE DISCLOSURE: I am aware of the above odometer certification made by the seller.  
Signature of Buyer - only one signature is required \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_

Rev. 08/10

TITLE AND REGISTRATION BUREAU  
1003 BLACKSKIN DRIVE  
DEER LODGE MT 59722-2575

CONTROL NO. 00000000  
(This is not a title number)

Rev. 08/09

KEEP IN SAFE PLACE-ANY ALTERATION-USE OF CORRECTION FLUID-ERASURE - VOIDS THIS TITLE





Rely on your training



Take your time



Use your tools

So....



Montana Motor Vehicle Titles

# Notarizing Montana Motor Vehicle Titles

- Montana requires that the seller(s) signature(s) on a Montana Motor Vehicle Title be notarized. Once notarized, the title becomes a "negotiable instrument", and ownership is readily transferred to the person holding the title.
- If there are two or more owners listed on a title, they do not have to have their signatures notarized at the same time or by the same notary, but all sellers' signatures must be notarized.
- It is imperative that every appearance of the seller's name be exactly as shown at the top of the title.

# Notarizing Montana Motor Vehicle Titles

- The sellers sign and print their names on the lines provided on the title;
  - the first notary should use the "preprinted certificate" and be sure to specify whose signature was notarized ("Signed and sworn before me by John Smith (only)").
  - The subsequent notary completes a full notarial certificate either on the title (in the lien holder's section, if there is enough room) or on a separate designated notarial certificate for Montana Motor Vehicle Title.

# Notarizing Montana Motor Vehicle Titles

- The Montana Motor Vehicle Division will not accept a title with information that has been in any way corrected or crossed out. If an error is made by the signers or the notary, a Statement of Fact will have to be completed and filed with the Title.
- Not every state requires that its titles be notarized. Notaries may notarize "open titles." (see handbook)

# Statement of Fact



## Statement of Fact

MVD Use  
Only

Title and Registration Bureau  
P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 Phone (406) 444-3661 Fax (406) 444-0116 • [mvdtitleinfo@mt.gov](mailto:mvdtitleinfo@mt.gov)

The Statement of Fact (form MV100) may be used for the purpose of a:

- No interest statement
- Cancellation of sale statement
- Letter of consent
- Relinquishment statement
- Statement of error
- No security interest or lien to file statement
- Request to update customer record residential/ mailing address
- Special mailing authorization (titles will be mailed to out-of-state addresses only)
- Legal signature statement
- Letter of explanation
- One and the same statement\*

Printed name of person making statement and name of firm or corporation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Year	Make	Title Number
Vehicle/Vessel Identification No: <input type="text"/>		

Statement \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Indicate how name is to be entered on the Title:

Under penalty of law (MCA 45-7-203), I certify that the statements made and information contained on this form are true and correct to the best of my knowledge, information, and belief; I am the person named on this form; and, if signing for a business entity or trust, I have full authority to do so.

Signature \_\_\_\_\_ This is my legal signature \_\_\_\_\_ Date \_\_\_\_\_

# Montana Vehicle Title (older title)

Owner(s) Name and Address		<p>This entire section must be completed when selling, trading or transferring your vehicle/vessel.</p> <p><b>Step 1 – Owner(s) Assignment of Title to Purchaser(s)</b>          Owner(s) shown above must enter the name and address of the purchaser(s) here. Do not leave these lines blank – doing so constitutes an "open title" and is a violation of state law.</p> <hr/> Print Name of Purchaser(s), whether individual(s) or business <hr/> Address <hr/> <p><b>Step 2 – Owner(s) Mileage Disclosure and Release of Interest</b>  <b>Warning: Federal and state law requires that you state the mileage of the vehicle – failure to do so or providing a false statement may result in fines and/or imprisonment.</b>  <small>Use space on this (check one) 5, 11 or 13 that addresses your condition best.</small></p>
Doe, Sally 123 Main St Missoula, MT 59801	Doe, James 123 Main St Missoula, MT 59801	
Mail To: Doe, Sally 123 Main St Missoula, MT 59801		<p><input type="checkbox"/> The odometer reading reflects the amount of mileage in excess of its mechanical limits.</p> <p><input type="checkbox"/> The odometer reading is not the actual mileage. Warning - odometer discrepancy.</p> <p>I/we verify under penalty of law (Section 40-7-203 Unlawful Falsification is Authorized) that the statements made on this certificate are true and correct to the best of my/our knowledge, information and belief, that I believe are the same person(s) named above, and if signing for a commercial entity, that I have full authority to do so.</p> <p>All signers must sign in ink. If commercial entity, enter business name.</p> <p>X <u>Myrna Loy</u>  <small>Print Name – must be same as signature (do not type)</small></p> <p>X _____  <small>Signature of Seller (if more than one – all Business Name)</small></p> <p>Printed Name – must be same as signature (do not type)</p> <p>DO NOT NOTARIZE OR VERIFY UNLESS SIGNED IN YOUR PRESENCE AND PURCHASER NAME(S) IS LISTED.</p> <p>State of <u>Montana</u> County of <u>Lewis &amp; Clark</u></p> <p>Subscribed and affirmed to before me on (year) <u>Nov 5, 2015</u> by (seller/s) and (name of person appearing before me) <u>Myrna Loy</u></p> <p>Notary signature <u>Jane J. Doe</u></p> <p>Printed name _____ Affix</p> <p>Title or rank _____ Notary</p> <p>For the State of _____ County of _____ State</p> <p>Residing at _____</p> <p>My Commission Expires _____</p> <p><b>STEP 3 – PURCHASER(S) ACKNOWLEDGMENT OF MILEAGE DISCLOSURE</b>          I/we are aware of the above odometer certification made by the seller(s).</p> <p><b>Step 3 – Purchaser(s) Acknowledgment of Mileage Disclosure</b>          I/we are aware of the above odometer certification made by the seller(s).</p> <p>X _____  <small>Signature of Purchaser – only one signature is required</small> Date of Sale _____</p> <p>Printed Name – must be same as signature (do not type)</p> <p><b>PURCHASER(S):</b> See reverse side for Title Application (Section D) or Dealer/Insurer Reassignments (Sections A,B,C)</p>
<p>THE VEHICLE/VESSEL MAY BE SUBJECT TO OTHER SECURITY INTEREST(S)</p> <p>The Montana Department of Justice, Motor Vehicle Division, hereby certifies that the person(s) named above is/are the owner(s) of the vehicle/vessel described, which is subject to the security interest(s) shown.</p>		<p>THE VEHICLE/VESSEL MAY BE SUBJECT TO OTHER SECURITY INTEREST(S)</p> <p>The Montana Department of Justice, Motor Vehicle Division, hereby certifies that the person(s) named above is/are the owner(s) of the vehicle/vessel described, which is subject to the security interest(s) shown.</p>



# Montana Vehicle Title (newer)

## DEPARTMENT OF JUSTICE - MOTOR VEHICLE DIVISION CERTIFICATE OF TITLE

PJ5723

Title Nbr	Year	Make	Model	Extended Model	Style	NCIC Vehicle Type	Unladen Weight/Material
AA123456	2017	Chevrolet	Silverado		PK	TK	12000
VIN/HIN	MT Boat Nbr	Ton Code/Propulsion Type	Odometer	Vehicle Nbr			Fleet Nbr
1GC4H1DD1GG123456		1 Ton	5 Miles Actual as of 03/13/2017	4022128			
Brand	Title Issue Date	Vehicle Sale Date	Transfer Reason	Attribute	Owner Tracking Nbr		Fleet Nbr
	09/20/2015	02/20/2018	MCO Transfer				

Owner Name and Address	This vehicle/vessel is subject to the following security interest(s):
Smith, Fred <b>Michael</b> 211 Mendel Missoula, MT 59801-1221 Customer Number: 2111028	Loy, Myrna Customer Number: 2721210

The vehicle/vessel may be subject to other security interests.

As the Registered Owner of the above vehicle, I transfer all right, title and interest to the vehicle to the following person, as of the date below:

Print name of buyer, whether individual or business \_\_\_\_\_ Date of Transfer (delivery of vehicle) \_\_\_\_\_

Buyer's Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.

I state that this (check one)  5 or  6 digit odometer now reads (no tenths) \_\_\_\_\_ miles, date read \_\_\_\_\_ and to the best of my knowledge it reflects the actual mileage unless one of the following statements is checked:

**DO NOT CHECK UNLESS APPLICABLE:**  The odometer reading reflects the amount of mileage in excess of its mechanical limits.  
 The odometer reading is not the actual mileage. Warning - odometer discrepancy.

Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge; that I am the same person named above; and if signing for a business, I have full authority to act upon behalf of the owner, whose name appears on the upper left side of this Title. **ALL OWNERS MUST SIGN.**

Signature of Owner or Agent of Owner (Transferor) \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_  
 X *Myrna Loy* **Myrna Loy**

Signature of Owner or Agent of Owner (if more than one) \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_  
 X \_\_\_\_\_

State of **Montana** County of **Lewis & Clark** Signed before me on (date) **Nov 5, 2015** Notary Stamp/Seal

by (clearly print name of person signing Title) **Myrna Loy**

Notary signature *Jane J. Doe* Printed name \_\_\_\_\_  
 Title or rank \_\_\_\_\_ Residing at \_\_\_\_\_ My commission expires \_\_\_\_\_

**SEAL**  
 Jane J. Doe  
 NOTARY PUBLIC for the State of Montana  
 Residing at East Helena, Montana  
 My Commission Expires August 2, 2018

**ACKNOWLEDGEMENT OF MILEAGE DISCLOSURE:** I am aware of the above odometer certification made by the seller.

Signature of Buyer - only one signature is required \_\_\_\_\_ Printed name - must be the same as signature (do not type) \_\_\_\_\_  
 X \_\_\_\_\_

Rev. 09/10

WATERMARK - HOLD TO LIGHT TO VIEW



# Business DMV Titles

---

- When notarizing a title that has been issued to a business, or for an individual who is signing on behalf of another person, you and the signer **MUST** enter:
  1. The name of the person or entity shown on the title;
  2. The name of the person who is actually signing the title in your presence; and
  3. The capacity in which they are signing. For example:
    - “Smith Plumbing, Inc. by Fred Smith, President”
    - "Agatha Smith by Walter Smith as Personal Representative"
- See the Representative Capacity Signers section of the handbook for more information

# Business Title

- To be notarized by owner as:  
Smith Plumbing by Brian Smith, President

**DEPARTMENT OF JUSTICE - MOTOR VEHICLE DIVISION**  
**CERTIFICATE OF TITLE**

P/5723

Title Nbr	Year	Make	Model	Extended Model	Style	NCIC Vehicle Type	Unladen Weight/Material
AA1AA12345	2017	Chevrolet	Silverado K350		PK	TK	12000
VIN/HIN	MT Boat Nbr	Ton Code/Propulsion Type	Odometer	Vehicle Nbr			
1GC4 512GYX1121		1 Ton	5 Miles Actual as of 03/13/2017	1234567			
Brand	Title Issue Date	Vehicle Sale Date	Transfer Reason	Attribute	Owner Tracking Nbr	Fleet Nbr	
	03/20/2017	02/20/2017	MCO Transfer				

<p style="text-align: center;"><b>Owner Name and Address</b></p> <p>Smith, Brian Allen 123 Main Street Missoula MT 59808-1221 Customer Number: 2712345</p> <p style="text-align: center;"><b>Mail To:</b></p> <p>Smith Plumbing Services 123 Main St 5 Missoula, MT 59808-1221</p>	<p style="text-align: center;"><b>This vehicle/vessel is subject to the following security interest(s):</b></p> <p style="text-align: center;"><i>(Faint text describing security interests)</i></p> <p style="text-align: center;"><b>The vehicle/vessel may be subject to other security interests.</b></p>
--	---

As the Registered Owner of the above vehicle, I transfer all right, title and interest in the vehicle to the following person, as of the date below:

<small>Print name of buyer, whether individual or business</small>	<small>Circle 1 Transfer (delivery of vehicle)</small>
<small>Buyer's Street Address</small>	<small>City State Zip</small>

Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.  
 (Notice that this check uses 5 or 6 digit odometer now reads (no tenths) \_\_\_\_\_ miles, date read \_\_\_\_\_ and to the best of my knowledge it reflects the actual mileage unless one of the following statements is checked)

DO NOT CHECK UNLESS APPLICABLE:       This odometer reading reflects the amount of mileage in excess of its mechanical limits.  
 This odometer reading is not the actual mileage. (Warning - odometer discrepancy.)

**ALL OWNERS MUST SIGN - Additional owners are listed to the right of the first owner above.**

Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge; that I am the seller person named above, and I signing for a business entity or trust, I have full authority to act upon behalf of the owner, whose name appears on the upper left side of this Title.

<small>ALL OWNERS MUST SIGN</small>	<small>Signature of First Owner or Agent of Owner (Transferor)</small>	<small>Printed name - must be the same as signature (do not type)</small>
<small>MUST SIGN</small>	<small>Signature of Additional Owner or Agent of Owner (if more than one)</small>	<small>Printed name - must be the same as signature (do not type)</small>

<small>State of</small>	<small>County of</small>	<small>Signed before me on (date)</small>	<small>Notary Stamp/Seal</small>
<small>by (County print name of person signing title)</small>			
<small>Notary signature</small>			

<small>BUYER ACKNOWLEDGEMENT OF MILEAGE DISCLOSURE: I am aware of the above odometer certification made by the seller</small>	<small>Printed name - must be the same as signature (do not type)</small>
<small>Signature of Buyer - only one signature is required</small>	

# Loose Notarial Certificates

---

- The Title and Registration Bureau of the Motor Vehicle Division has determined that titles which require a separate notarial certificate for a **subsequent signer** may be handled in one of two ways:
  - The notary may **handwrite** a complete notarial certificate on the face of the title, if room is available. The notarial language should be exactly as shown on the preprinted certificate on that title.
  - A separate "notarial certificate" as shown below may be completed and attached to the original title.
- This form is to be filled out completely and attached to the title if needed. A note should be added to the title indicating a loose certificate is attached, such as: "Notarial Certificate for \_\_\_\_\_ (name of signer) \_\_\_\_\_ attached." A similar note should be entered in your journal.

# “Loose” Notarial Certificate for a Montana Motor Vehicle Title

- A note should be added to the title indicating a loose certificate is attached, such as:
- “Notarial Certificate for (name of signer) attached.”
- A similar note should be entered in your journal.

**Notarial Certificate**  
**For a Montana Motor Vehicle Title**

State of Montana  
County of \_\_\_\_\_

The attached motor vehicle title, # \_\_\_\_\_, \_\_\_\_\_ for a  
(Title Number) (VIN #)

\_\_\_\_\_ was signed before me on \_\_\_\_\_  
(Year, Make & Model) (Date)

by \_\_\_\_\_  
(Printed Name of Signer)

\_\_\_\_\_  
(Notary's Signature)

Affix Seal/Stamp Above

# Final Thoughts

---

- **Read** the notary handbook
- **Flag/mark** the types of notarial acts in handbook
- **Bring** notary handbook, stamp, and journal with you when notarizing.

