

CORRECTION OF OWNERSHIP

Defined as: Correction that results in changes to ownership information on the NJMVC database, but does not advance a prefix (owner indicator) on the title.

NOTE: Vehicle must not be driven while it is incorrectly registered to another party.

Exception: If the temporary registration is still valid, it may be possible to correct ownership without taking a vehicle off the road. In the absence of a valid temporary registration tag, dealerships are advised to provide a loaner or rental car for the customer until the correction is completed. Failure to do so may result in fines or impound, as the vehicle will unregistered at some point during the correction process.

STIPULATIONS:

- Incorrect ownership originating from MVC processing error may be corrected by a regular MVC agency by referencing microfilmed documents on file.
- Incorrect ownership originating from the source documents can be corrected by Database Corrections only if the sale contract shows the correct owner and pre-dates title issuance.
- Ownership correction is not to be confused with “Backing out an MCO,” which is only done when no party has taken possession of a vehicle.
- In situations where the contract/bill-of-sale supports the information that has been processed by MVC, ownership changes will result in advances to the prefix.
- When two vehicles have been delivered to the correct owners, but the MCO’s were switched in error, the paperwork for correction must be submitted simultaneously.

REQUIRED PAPERWORK:

** Notarized letter from the selling dealership as follows:

- On dealership letterhead.
- Full description of vehicle(s) including year, make, model and complete vehicle identification number.
- State the nature of the error and identify both the incorrect and correct titled owners.
- State current mileage.
- Signature of dealership officer.

** Notarized statement from incorrectly titled owner(s) as follows:

- On plain paper or owner’s stationary if an individual.

- On business stationary if a company is the titled owner.
- Full description of vehicle including year, make, model and complete vehicle identification number.
- State that it was titled to them in error and they have no interest in the vehicle; list the actual owner.
- State the actual vehicle they did purchase, if applicable.

** Notarized Lien release, if applicable, as follows:

- On lienholder letterhead.
- Full description of vehicle including year, make, model and complete vehicle identification number.
- State the incorrectly titled owner's name.
- State the lienholder has no financial interest in the vehicle, or explain the interest and corresponding owner.

NOTE: The title may reflect satisfaction of the lien in lieu of a lien release letter

** Notarized Lienholder Letter of Authorization to Correct, if applicable, as follows:

- On lienholder letterhead.
- Full description of vehicle including year, make, model and complete vehicle identification number.
- State the titled owner's name.
- State the lienholder authorizes correction of ownership to a specific party.

Copy of Lease Agreement(s) if applicable

Copy of signed Purchase Order

Copy of the contract / bill-of-sale linking the correct owner and VIN.

Copy of current registration or registration receipt.

BA-49 Registration Application completed for 'Initial' to the correct owner(s) if the error involved transfer of incorrect owner's license plate.

** Form ISM/SS-85C – Financing Statement to add correct lien, if applicable.

** Indicates sample or original attached.

CHECKLIST FOR CORRECTION OF OWNERSHIP

Please check all that apply and attach this list to paperwork when forwarding to NJ CAR Title Services.

| Dealership Checklist | Item | For NJ CAR Use Only | Comment |
|----------------------|---|---------------------|---------|
| | Original title | | |
| | Correction Application (MVS-2) | | |
| | Notarized letter from Dealership | | |
| | Notarized Letter from Correct Owner (co-owner if applicable) | | |
| | Notarized Letter from Incorrect Owner (co-owner if applicable) | | |
| | Notarized letter from incorrect Lessee(s) if applicable. | | |
| | Notarized letter of authorization from lienholder if applicable. | | |
| | Copy of signed Lease Agreement if applicable | | |
| | Copy of Signed Contract | | |
| | Copy of Signed Buyers Order | | |
| | BA-49 Registration Application completed in the correct owner(s) name, if the error involved transfer of incorrect owner's license plate. | | |
| | Copy of Current Registration or Registration Receipt | | |
| | Check payable to NJ CAR. | | |

Please mail all of the above to NJ CAR Title Services, 770 River Road, Trenton, NJ 08628

Use this Format for Ownership Correction

DEALERSHIP LETTER

Used when incorrect owner is titled to vehicle. For example, a customer purchased vehicle from your dealership, but the incorrect owner was put on title.

RETYPE ON DEALERSHIP LETTERHEAD

Date

Division of Motor Vehicles
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised the (Year), (Make), (Model), (Complete VIN) was titled in error to (Name of Titled Owner). This vehicle was, in fact, purchased by (Name of Correct Owner). The present mileage on the vehicle is (Mileage).

Please assist us by issuing a title in the correct owner's name (Name of Correct Owner).

Thank you for your assistance in this matter.

Sincerely,

(Letter is to be signed by an officer of the dealership)
Printed name and Title required

LETTER MUST BE NOTARIZED.

Use this Format for Ownership Correction

INCORRECT OWNER

This letter should be written and signed by the incorrect owner when a vehicle is titled to the wrong owner. Letter must be notarized.

Date

Division of Motor Vehicles
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised the (Year), (Make), (Model), (Complete VIN) was titled to me in error. I/We have no interest in this vehicle. I/We never took possession of this vehicle or drove it on any public street or highways.

Please assist the dealership by issuing a corrected title to the proper party as attested to by the dealership.

Thank you for your assistance in this matter.

Sincerely,

(Letter is to be signed by incorrect owner. If there is a co-owner, be sure both parties sign.)

LETTER MUST BE NOTARIZED.

Use this Format for Ownership Correction

CORRECT OWNER

This letter should be written and signed by the correct owner when a vehicle has been titled to the wrong owner. Letter must be notarized.

Date

Division of Motor Vehicles
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised the (Year), (Make), (Model), (Complete VIN) was titled incorrectly to (Incorrect Owner's Name).

Please assist the dealership by issuing a corrected title to me/us (customer's name and company if applicable). I/We purchased this vehicle on (Date of Purchase) and the current mileage reads (mileage).

Thank you for your assistance in this matter.

Sincerely,

(Letter is to be signed correct owner. If there is a co-owner, be sure both parties sign.)

LETTER MUST BE NOTARIZED.

Use this Format to Remove a Lien from a Title
See optional phrasing below for Ownership Correction.

LIEN RELEASE

This letter should be written on lienholder's letterhead and signed by the lienholder that has been incorrectly placed on a title. Letter must be notarized.

Date

Division of Motor Vehicles
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised that we were listed as lienholder on a (Year), (Make), (Model), (Complete VIN) title to (Owner) in error.

We have no interest in this vehicle. (Use this phrase to remove lien information entirely.)

OR

Our interest in this vehicle concerns a finance agreement with (name of correct owner) rather than (name of incorrect owner). (Use optional phrasing when applying for ownership correction.)

Please assist the dealership in correcting this title.

Thank you for your assistance in this matter.

Sincerely,

(Letter is to be signed by an officer of the dealership)
Printed name and Title required

LETTER MUST BE NOTARIZED.

VEHICLE CORRECTION APPLICATION

Please print all information.

SERIAL NUMBER: _____

Plate No. _____

Reg. Code _____

Exp. Date _____

VEHICLES

Veh. Type _____

Make _____

Year _____

Model _____

Mileage _____

Color _____

GW/NP/WC _____

Axles _____

BOATS

Boat Type _____

Make _____

Year _____

Model _____

Material _____

Length _____

Propulsion _____

Fuel _____

OWNER INFORMATION:

DRIVER LICENSE #: _____

Name _____

Address _____

City _____ State ____ Zip _____

CO-OWNER INFORMATION:

DRIVER LICENSE#: _____

Name _____

LIENHOLDER)If Any):

Name _____

Address _____

City _____ State ____ Zip _____

I certify that the statements on this application are true and correct.

Signature _____ Date _____

AGENCY USE ONLY

Title
Surrendered? Y ___ N ___

Document
Print? Y ___ N ___



FINANCING STATEMENT

Please Print or Type Information

Fee: \$40.00

(Original New Jersey Title Must Accompany this Application)

I hereby certify that I have entered into a security agreement affecting the article described below, with

Driver License Number or Corpcode (Lienholder) (Name of Lienholder)

Address City State Zip Code

Dated _____

Make of Vehicle Year Body Type

Identification Number Model

This Statement is presented to the Chief Administrator of the Motor Vehicle Commission of the State of New Jersey together with Certificate of Ownership No. _____ pursuant to R>S> 39:10-11C as amended.

Driver License Number or Corpcode (Owner) Signature of Owner

Name of Owner (Print)

Address City State Zip Code

Date

Unless this statement, with the certificate of ownership for the article, is presented to the Chief Administrator of the New Jersey Motor Vehicle Commission, or his/her agent, for filing, there shall be the same result of failure to file as provided in Chapter 9 of Title 12A of the New Jersey Statutes.

OS/SS-85C (R5/05)