

## NJCAR POA Quick Reference Chart

DOCUMENT NAME	USES	REQUIREMENTS	EXAMPLES
<p><b><u>DEALER POA</u></b></p> <p>(Also Includes General and Limited POAs)</p> <p>(Wet Signature and Notarization required)</p>	<ol style="list-style-type: none"> <li>To be used during regular purchases or trades (with title in hand) to sign documents for title and registration on behalf of the customer.</li> <li>Dealerships can continue to use this POA.</li> </ol>	<ol style="list-style-type: none"> <li>Must be notarized and have Notary Commission Expiration date.</li> <li>Notary cannot sign for the dealership.</li> <li>Must have address of Owner(s).</li> <li>Must have the address of the Dealership (if not on Dealership letterhead).</li> <li>Must be accompanied by Odometer Disclosure Statement.</li> <li>May list more than one (1) Dealership Representative.</li> </ol>	<ol style="list-style-type: none"> <li>You have an MCO, NJ Title or Out of State Title with a NJ Reassignment that is not being signed by the customer as buyer. A notarized dealership POA, signed by the customer, appointing a dealership representative may be used.</li> <li>You have a trade title (NJ or Out of state title) that is not being signed by the customer as seller. A Notarized Dealership POA, signed by the customer, appointing the Dealership Representative may be used.</li> </ol>
<p><b><u>NON-SECURE POA (NSPOA)</u></b></p> <p>(Electronic Signatures Only)</p>	<ol style="list-style-type: none"> <li>Must be used with Electronic Signatures.</li> <li><b>The NSPOA is not mandatory.</b></li> <li>Cannot force a customer to use it.</li> <li>Accomplishes everything the Limited, General or Dealer POA is used for.</li> <li>For purchases only (never a trade).</li> <li>Does not require a notary.</li> </ol>	<ol style="list-style-type: none"> <li>Must be filled out digitally on computer or in DMS.</li> <li>Must be accompanied by Odometer Disclosure Statement.</li> <li>May list more than one (1) Dealership Representative.</li> <li>Must be accompanied by Certificate of Completion for all signatures.</li> </ol>	<ol style="list-style-type: none"> <li>You have a NJ, Out of State title with a NJ Reassignment or MCO that is not being signed by the customer as buyer. A Non-Secure POA digitally completed and electronically signed by the customer and certifying Dealer Representative may be used. Must include a Certificate of Completion for all signatures.</li> </ol>
<p><b><u>SECURE POA (SPOA)</u></b></p> <p>(Wet Signatures Only and No Separate Odometer Disclosure Statement Required)</p>	<ol style="list-style-type: none"> <li>Used only when <b>Title is lost or held by a lienholder.</b></li> <li><b>The SPOA is mandatory.</b></li> <li>Separate Odometer Disclosure Statement is not needed.</li> <li>Does not require a notary.</li> </ol>	<ol style="list-style-type: none"> <li>Must be filled out digitally.</li> <li>Must be printed and wet signed.</li> <li>Must contain the three (3) security features: Star at top left over NJMVC, VIN and Watermark Signatures.</li> <li><b>Part A</b> is filled out by person trading in vehicle.</li> <li><b>Part B</b> is filled out by a new customer when dealership is still awaiting title.</li> <li><b>Part C</b> is always filled out.</li> </ol>	<ol style="list-style-type: none"> <li>The Dealership takes a vehicle in on trade. The title is held by the bank awaiting pay off and release of the title. The Dealership does not have the title in hand to be signed by both the buyer and seller. <b>Parts A and C must be completed.</b></li> <li>The Vehicle above that had been taken in on trade is subsequently sold BEFORE the dealership has received the title from the bank. The purchaser of the vehicle must complete <b>Part B</b> confirming the true mileage at the time they purchase the vehicle. <b>Parts A, B and C are submitted.</b></li> </ol>
<p><b><u>ODOMETER DISCLOSURE STATEMENT (OS/SS-2)</u></b></p> <p>(No Notarization Required, Except for Mileage Corrections)</p> <p>(Can be Wet or Electronically Signed)</p>	<ol style="list-style-type: none"> <li>Used to state mileage upon transfer of ownership.</li> <li><b>Required to be submitted with Dealer POA, Non-Secure POA (NSPOA) (if implemented) and Leasing POA unless exemption applies.</b></li> <li>Not required with a Secure POA.</li> <li>A separate Odometer Disclosure Statement must be submitted for each Lease or Fleet transaction.</li> </ol>	<ol style="list-style-type: none"> <li>Must be signed by both the buyer and the seller.</li> <li>Cannot be signed using a POA.</li> <li>Can be electronically signed (with accompanying Certificate of Completion).</li> <li><b>If used for Mileage Corrections, it must be wet signed and notarized.</b></li> <li>Only the primary owner is required to sign, co-owner is not necessary.</li> </ol>	<ol style="list-style-type: none"> <li>The source document is a NJ or out of state title or MCO. Title is being flipped into the purchasing customer's name. The dealership is using a POA to sign the title documents on behalf of the purchaser. <b>The purchaser must sign a separate Odometer Disclosure Statement, you cannot use a POA to sign for the customer.</b></li> <li><b>On a Lease, the lessee must sign the Odometer Disclosure Statement.</b></li> </ol>