

Duplicate Title

A duplicate title can be issued when the original has been mutilated, lost, destroyed, or never received. Only the registered owner, the registered owner's agent by power of attorney, or lien holder can apply for a duplicate title.

If the vehicle record indicates there is a lien, but the customer has paid it off, proof must be provided in order for the vehicle owner to obtain the title. The original note stamped paid or a satisfaction of lien executed by the lien holder must be submitted. It may be submitted on company letterhead with the name, address, and telephone number of the lien holder. In lieu of a lien satisfaction on letterhead, a notarized affidavit of satisfaction of lien signed by a representative of the lien holder will be acceptable. Either document must show a complete description of the vehicle including the make, model year, and vehicle identification number. The representative of the lien holder must list their position on the application.

The vehicle owner may choose to receive their duplicate title by mail or pick the new title up in our office on the following business day for an additional fee.

The registered owner(s) must come into the office to apply for the duplicate title and bring his/her satisfaction of lien if there is a lien on the record. They must also present their identification (state issued driver's license or identification card).