



# Vehicle Registration Transfer Form

## Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UO ID # \_\_\_\_\_ Home/Cell \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Home Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Vehicle Information

License Plate \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Model Year \_\_\_\_\_

*It is the responsibility of the registered owner on file to notify the Department of Parking and Transportation when there is an ownership change. If no notification is made, the registered owner on file is responsible for any and all citations that accrue on their account. The burden of providing proof of ownership transfer is on the registered owner on file.*

## Proof of ownership Transfer

- Notarized Bill of Sale**—Must indicate date of sale. Must include the names and signatures of the seller and the buyer. Must include the make, model, year and vehicle identification number (VIN).
- Insurance Statement**— Copy of Insurance claim removing previous vehicle from account. Must include date.
- Motor Vehicle Query Report**—Pay \$5.00 to the Department of Parking and Transportation to request a Vehicle Registration Inquiry on your behalf.
- Certificate of Vehicle Title Transfer**— Must include the date of transfer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I certify that the attached documents are true to the best of my knowledge.*

### **FOR OFFICE USE ONLY** **DMV Registered Owner**

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

University ID # \_\_\_\_\_