

# Vehicle Title and Registration Tips

To get a new vehicle title the following items need to be sent to the Dean's Office, who then sends it to the Title & Registration Bureau. (see attachments for examples)

1. **Application for Certificate of Title for a Motor Vehicle**

- Must be filled out completely
- Section E needs to be signed and dated by the Dean's Office

2. Current **Certificate of Title**

- The title must be signed by original owner
- If the vehicle was purchased through a dealership it needs a dealership signature
- The correct name of the purchaser is **Montana Agricultural Experiment Station**
- Section E on the title needs to be filled out and signed by the Dean's Office
- If the vehicle is being purchased from the original owner and not a dealership then the odometer certification needs to be signed and notarized
- Trailer titles differ from vehicles and don't require as many signatures

3. **Copy of the Invoice** or Bill of Sale

4. **Odometer Statement**

- This does not apply to trailers
- The dealership should provide at least one copy (yellow and/or pink) of a signed odometer disclosure statement
- Make sure it is signed as transferee. It may be signed by the PI who obtained the vehicle
- If the dealership did not provide a separate odometer statement make sure that a dealer's agent signs section D of the Application

## **Obtaining Insurance:**

Fill out the **Vehicle Insurance Form**, available on the Dean's Office website. The Dean's Office processes the BPA. Note the appropriate index number(s) for the insurance and license fee. The Dean's Office processes BPA for title and registration; insurance is billed to departments around December of each year.

### Payment Breakdown:

Titling Fee – Motor Vehicle \$12.00, Trailer \$10.00

Plate Fee - \$10.00

Temporary Registration - \$3.00

## **Questions?**

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