



Vehicle Title and/or Registration Application Checklist

This packet is intended for vehicles requiring a certificate of title and/or registration.

Specify the type of transaction you are applying for: *(check one)*

- Title only Registration Only Title and Registration

Title Application Requirements

- Completed and signed [Application for Certificate of Title for a Vehicle – State Form 205](#)
- Original certificate of title or manufacturer's certificate of origin
- Proof of Identity (copy of driver's license or proof of Federal Identification Number from IRS)
- [Physical Inspection of a Vehicle or Watercraft – State Form 39530](#). Required for vehicles purchased outside of Indiana or if the vehicle title is from another state
- [Odometer Disclosure Statement – State Form 43230](#) (only required if odometer statement is not completed on the certificate of title or certificate of origin). Trailers and vehicles over 16,000 pounds are exempt.
- [ST108E – Certificate of Gross Retail or Use Tax Exemption – State Form 48841](#), if tax exempt
- [ST108 – Certificate of Gross Retail or Use Tax Paid – State Form 48842](#), if tax paid to dealer
- Vehicle color: _____
- Vehicle fuel type: *(check one)*
 - Gasoline Diesel Other
 - Electric Hybrid

Registration Application Requirements

If you are applying for registration, please provide the following information:

PERSONAL VEHICLE:

- Copy of Indiana Certificate of Title or Application for Certificate of Title for a Vehicle – State Form 205 (only required if you are not also applying for title with this application)
- Copy of the lease agreement or [Statement of Existing Lease Agreement – State Form 12787](#) (if the vehicle is being leased from a leasing company)
- Proof of Insurance: Carrier: _____ Policy Number: _____
- Are you requesting a new license plate or transferring a plate from another vehicle?
 - New Plate
 - Transferring a Plate: Plate Number: _____ *(required if transferring)*
- Would you like BMV to mail you a temporary license plate? Yes No
If yes, provide mailing address: _____
- Are you registering in Lake or Porter county? If your vehicle is due for emissions testing, provide the Vehicle Inspection report number: _____

COMMERCIAL VEHICLE:

- Copy of Indiana Certificate of Title or Application for Certificate of Title for a Vehicle – State Form 205 (only required if you are not also applying for title with this application)
- Copy of the lease agreement or [Statement of Existing Lease Agreement – State Form 12787](#) (if the vehicle is being leased from a leasing company)
- Proof of Insurance: Carrier: _____ Policy Number: _____
- Are you requesting a new license plate or transferring a plate from another vehicle?
(*check one*)
 - New Plate
 - Transferring a Plate: Plate Number: _____ (*required if transferring*)
- Would you like BMV to mail you a temporary license plate? Yes No
- Select vehicle type and registration weight for the vehicle you are registering:

<input type="checkbox"/> Vehicle Type:	Declared Gross Vehicle Weight
<input type="checkbox"/> Truck <input type="checkbox"/> Farm Truck	("Registered Weight")
<input type="checkbox"/> Semitractor <input type="checkbox"/> Farm Semitractor	<input type="checkbox"/> 11,000 <input type="checkbox"/> 36,000 <input type="checkbox"/> 78,000
<i>(Farm plates are available on weights 16,000 and greater.)</i>	<input type="checkbox"/> 16,000 <input type="checkbox"/> 48,000 <input type="checkbox"/> >78,000
	<input type="checkbox"/> 26,000 <input type="checkbox"/> 66,000
- | | | |
|----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Trailer | <input type="checkbox"/> Farm Trailer | <input type="checkbox"/> 12,000 <input type="checkbox"/> 22,000 |
| | | <input type="checkbox"/> 16,000 <input type="checkbox"/> > 22,000 |
- | | | |
|--------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Semitrailer | <input type="checkbox"/> Farm Semitrailer | (Semitrailer plates are not weighted) |
|--------------------------------------|---|---------------------------------------|
- Copy of your Form 2290 – Heavy Highway Vehicle Use Tax Return (only required for trucks and semitractors that have a GVW of 55,000 pounds or more – includes farm vehicles). A newly purchased vehicle is exempt from the Form 2290 requirement through the last day of the month following the month of purchase. A Form 2290 must be provided for any new registration application filed after that date.
- Proof of Insurance: Carrier: _____ Policy Number: _____

PAYMENT

- Complete and sign the [Collection of Payment – State Form 56163](#) (provided in this packet)

- Title Fees:
 - Title Application Fee: \$15.00
 - Speed Title Fee: \$25.00 (in addition to the \$15.00 title application fee). A speed title ensures that the title is processed in a substantially shorter period of time than the normal processing period.
 - Seven percent (7%) sales tax, unless proof of sales tax paid or exemption is provided.

- Registration Fees:

Registration fees and taxes vary based on location, vehicle type, and registered weight. Estimate registration fees for personal vehicle:

<https://mybmv.bmv.in.gov/BMV/mybmv/QuickQuote/QuickQuoteHome.aspx>

Once the transaction is complete and payment has been processed, BMV will provide all transaction receipts and documents via email. Please provide the following contact information:

Contact Name: _____

Phone: _____ Email: _____

Submitting Application Packet

Please only submit one application per vehicle. Prior to submitting each application, verify all required information is included along with this checklist.

Applications may be submitted by visiting any BMV Full or Partial Service Provider location. Please note, a convenience fee may be charged for transactions processed at one of these locations. To find information and locations for BMV Full and Partial Service Providers, please visit <https://www.in.gov/bmv/2412.htm>.

Applications may also be mailed to one of the following BMV locations:

Central Office Title Processing Center
100 N. Senate Ave. Room N411
Indianapolis, IN 46204

Winchester Processing Center
P.O. Box 100
Winchester, IN 47394

If you would like for BMV to mail receipts and title application after processing, please include a self-addressed stamped or paid return envelope.

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title/registration will be issued.

If all required documents are not submitted or information is incomplete, the entire application will be returned.