



Applying for an Indiana Title at Motor Carrier Services

Motor Carrier Services

When conducting business with MCS Titles services

The Motor Carrier Services Titles department must first collect customer information to create a file before processing titles for any customer. Once the customer file is created, Motor Carrier Services may process Indiana Titles for your company or you as an owner-operator. Titles and paperwork should be sent using a trackable mailing service, such as UPS, FedEx or USPS, Priority or Certified mail, to the address listed below.

To create your customer file

Leasing companies must contact the BMV Central Office with the Registered Retail Merchants Certificate (RRMC) to get a file created. Contact them at BMVTitlesandReg@bmv.in.gov

All other customers may get a file created by emailing the following documents to the Titles department at IndianaTitlesMCS@dor.in.gov

- Federal Form SS-4. For individuals, a Social Security Number is acceptable.
- Secretary of State Business License from where the company is registered to do business. For individuals, a Driver's License is acceptable.
- Two proofs of address. (For example, a utility bill, a mortgage statement, a rental lease, a bank statement, W-2, a property or excise tax bill).
 - All documents must be dated within 60 days of the application.
 - Note: No additional proof is necessary if the Business License is registered with Indiana under the correct address.
- A Department of Transportation (DOT) number

Required Documents for Title Processing

- Indiana title, out-of-state title, or Certificate of Origin.
- General Power of Attorney or [Limited Power of Attorney](#). Required if any documents are signed by an appointed Power of Attorney. If the POA appoints an Individual only without associating a company name, then a copy of the individual's photo ID is required as well. (For example, a POA that appoints "Jane Smith of Vehicle Licensing Company" does **not** require a copy of a photo ID.)
- [Application for Certificate of Title for a Vehicle](#). Lien information is required if there is a lien on the vehicle. Special Mailing address is optional for one-time use.
- [Bill of Sale](#) or Invoice (not required if Date of Sale is completed on the title)
- [Odometer Disclosure Statement](#). Required to be signed by both seller and purchaser unless the odometer is considered exempt under the Heavy Weight Qualification.
- [Physical VIN Inspection](#). Required for power units registered under Base Plate Registration (BPR). Power units registered under the International Registration Plan (IRP) are exempt.

- [ST-108E: Exemption from Sales Tax](#). Must be complete with the purchaser's name and address, all vehicle information, and the calculation of the purchase price. If you claim exemption 6, a DOT number is required. Leasing Companies must provide an RRMC number.
 - If the purchaser is not tax-exempt and purchased from an Indiana dealer, they should provide the dealer's Form ST-108E.
 - If the unit was purchased from an out of state dealer and the purchaser paid sales tax, they should submit the ST-108E using Exemption 15 and the invoice from the purchase.
 - If the purchaser does not pay sales tax and is not claiming an exemption, then the purchaser will pay 7% sales tax.
- Title fee of \$15 (optional [Credit Card Authorization Form](#))
- Late Title fee of \$30 per title, in addition to the title fee. An administrative penalty is charged when the purchaser or transferee of a vehicle fails to apply for a certificate of title within 45 days after the vehicle is purchased or otherwise acquired.
- If you would like Speed Processing of your title, include a Speed Processing Cover Sheet and an additional Speed Processing fee of \$25.

Contact MCS Titles

317-615-7200, option 5

IndianaTitlesMCS@dor.in.gov

Titles and paperwork should be sent using a trackable mailing service, such as UPS, FedEx, or USPS Priority or Certified mail to:

Indiana Department of Revenue Motor Carrier Services
Titles Department
7811 Milhouse Rd.
Suite M
Indianapolis, IN 46241

Additional resources

Titles with Indiana Department of Revenue Lien: Lien Clearance Department: 317-232-5977

[BMV website: https://www.in.gov/bmv/](https://www.in.gov/bmv/)

BMV Contact Center: 888-692-6841

Leasing Company contact for BMV: BMVTitlesAndReg@bmv.in.gov