OVERVIEW OF DOCUMENTS REQUIRED
(ADDITIONAL DOCUMENTS MAY BE REQUIRED DEPENDING ON EACH INDIVIDUAL TRANSACTION)

1. RENEWALS:
CURRENT TAG RECEIPT OR RENEWAL CARD
VALID ID FOR ONE NAME ON TAG RECEIPT
PROOF OF INSURANCE (NAIC #, POLICY #, EFFECTIVE DATES AND VIN NUMBER)
INDIVIDUALS ON REGISTRATION OR WRITTEN PERMISSION FROM INDIVIDUAL WITH COPY OF ID

2. TRANSFER TAG FROM ANOTHER COUNTY IN ALABAMA:
SAME AS ABOVE
A COPY OF OUT OF COUNTY REGISTRATION
FIND “OUT OF COUNTY” REGISTRATION FROM MVTRIPS

3. BOUGHT A VEHICLE FROM AN INDIVIDUAL:
TITLE
BILL OF SALE
PROOF OF INSURANCE (NAIC #, POLICY #, EFFECTIVE DATES AND VIN NUMBER)
INDIVIDUALS ON TITLE AND BILL OF SALE (ONLY ONE, IF NAMES ARE JOINED BY “OR”)
VALID ID FOR EACH NAME ON TITLE
CURRENT TAG RECEIPT IF TRANSFERING TAG FROM OLD VEHICLE TO NEW VEHICLE
(NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)
VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

4. BOUGHT A VEHICLE FROM AN ALABAMA DEALER:
COPY OF THE ALABAMA TITLE APPLICATION
BILL OF SALE –SALES TAX MUST BE BROKEN DOWN –STATE, CITY AND COUNTY DEALER AFFIDAVIT (FOR USED VEHICLES)
PROOF OF INSURANCE (NAIC #, POLICY #, EFFECTIVE DATES AND VIN NUMBER)
INDIVIDUALS ON TITLE APPLICATION (ONLY ONE, IF NAMES ARE JOINED BY “OR”)
VALID ID FOR EACH NAME ON TITLE APPLICATION
CURRENT TAG RECEIPT IF TRANSFERING TAG FROM OLD VEHICLE TO NEW VEHICLE (NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)
5. BOUGHT A VEHICLE FROM AN OUT OF STATE DEALER:

*DEALER USUALLY SENDS DOCUMENTS TO THIS OFFICE, CALL 334-677-4734 TO VERIFY WE HAVE RECEIVED DOCUMENTS BEFORE COMING TO OFFICE*
TITLE OR MSO
BILL OF SALE
ALL ADDITIONAL DOCUMENTS GIVEN BY THE DEALER
PROOF OF INSURANCE (NAIC #, POLICY #, EFFECTIVE DATES AND VIN NUMBER)
INDIVIDUALS ON TITLE OR MSO (ONLY ONE, IF NAMES ARE JOINED BY ‘OR’)
VALID ID FOR EACH NAME ON TITLE APPLICATION
CURRENT TAG RECEIPT IF TRANSFERRING TAG FROM OLD VEHICLE TO NEW VEHICLE (NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)
VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE.
* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

6. BRINGING A VEHICLE TITLED IN YOUR NAME FROM ANOTHER STATE INTO ALABAMA:

TITLE IF YOU HOLD THE TITLE
COPY OF TITLE IF A LEIN IS ON THE TITLE (THIS CAN BE FAXED TO 334-702-0032)
PROOF OF INSURANCE (NAIC #, POLICY #, EFFECTIVE DATES AND VIN NUMBER)
INDIVIDUALS ON TITLE (ONLY ONE, IF NAMES ARE JOINED BY ‘OR’)
VALID ID FOR EACH NAME ON TITLE
VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE
* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

7. NAME CHANGES ON TITLES:

TITLE
VALID ID FOR EACH NAME ON TITLE
INDIVIDUALS ON TITLES
DOCUMENTS CHANGING NAME (MARRIAGE CERT, DIVORCE DECREE, LEGAL NAME CHANGE, ETC), ID WITH CORRECT NAME

8. REPLACEMENT TITLE:

TAG RECEIPT
INDIVIDUALS ON TITLE (ONLY ONE, IF NAMES ARE JOINED BY ‘OR’)
VALID ID
LIEN RELEASE (IF YOU HAVE NOT REMOVED THE LIEN FROM THE STATE SYSTEM OR IF THE PURCHASE DATE OF THE VEHICLE IS NOT 12 YRS FROM THE CURRENT DATE)

9. UTILITY TRAILERS:

*MUST BE BUMPER PULLED, NOT A 5TH WHEEL OR GOOSENECK TO BE CLASSIFIED AS AN UTILITY TRAILER
BILL OF SALE
VALID ID FOR EACH (BUYER) NAMED ON BILL OF SALE
*WE DO NOT TITLE UTILITY TRAILORS, THEY WILL BE TAGGED AND REGISTERED*
10. OBTAINING A TITLE FROM A DECEASED OWNER:

TITLE
LETTERS OF TESTAMENTRY (IF A WILL WAS PROBATED)
DEATH CERTIFICATE (IF NO WILL OR WILL WAS NOT PROBATED)
BOTH BUYERS LISTED ON TITLE MUST BE PRESENT (ONLY ONE, IF NAMES ARE JOINED BY “OR”)
VALID ID FOR EACH NAME ON TITLE
VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE.

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *