

New York State Department of Motor Vehicles TITLE BUREAU PO Box 2750 Albany NY 12220-0750

APPLICATION FOR DUPLICATE TITLE

The OWNER NAME HAS CHANGED. Enter new name: Last, First, M.l. The OWNER NAME HAS CHANGED. Enter new name: The OWNER NAME HAS GIVEN POWER OF ATTORNEY. A signed and dated ORIGINAL LIEN RELEASE is provided with this application. (Photocopies will not be accepted.) INSTRUCTIONS	Check all of these statements that apply to this a	oplication	n. If no st	atem	ents	appiy	, proc	eed to	o Instr	uctions	below:	
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SECTION 3 - PROOF OF NAME/IDENTITY

When applying by mail, remember to mail copies of your proofs. Originals will not be returned.

For Individuals

- 6 points of proof of name

A NYS Photo Driver License, Learner Permit, or Non-Driver ID Card that is current, or not expired • Proof of date of birth, and.... (for more than 2 years, meets both of these requirements. Other acceptable documents for proof of (identity, and their related point values are listed on form ID-82 (Proofs of Identity for Registration and Title) which is available at www.nysdmy.com and any Motor Vehicles office.

For Corporations (show one of the following proofs)

- 1. A NYS vehicle registration or title in the same corporate name or
- 2. A certified copy of the NYS Certificate of Incorporation or
- 3. For New York State Corporations only:
 - a. a certificate of good standing or subsisting issued by the NYS Department of State or
 - b. a filing receipt issued by the New York Department of State
- For out-of-state corporations only:
 - a. a certified copy of the Certificate of Incorporation from their home state or
 - b. a certificate of subsisting or foreign bid issued by the NYS Department of State.
- 5. For corporate DBAs: filing receipt from the NYS Department of State with the DBA listed.
- For unincorporated associations: proofs vary depending on the type of organizations. Contact a Motor Vehicles office for information.

For Partnerships (show one of the following proofs)

- A Certificate of Partnership (filed with the County Clerk)
- A copy of the DBA filing receipt issued by the County Clerk

SECTION 4 - SPECIAL INSTRUCTIONS FOR NAME CHANGE, OWNER DECEASED OR POWER OF ATTORNEY

Name Change

If your name has changed and you are selling the vehicle, boat or manufactured home, you may give the purchaser the title in your former name. It is not necessary to obtain a title in your new name.

If the vehicle is currently titled and registered in your old name and you need a duplicate title in your new name, you will also need to have your name changed on your registration. To do so, you MUST bring this application AND original marriage, divorce or other documents that confirm your name change to any DMV office.

If the request is for a boat, or a manufactured home or a vehicle that is NOT currently registered and you need a title in your new name, you MUST mail this application AND a photocopy of your marriage, divorce or other documents that confirm your name change to the Title Bureau at the address at the top of Page 1.

- Check the "OWNER NAME HAS CHANGED" box at the top of Page 1 and enter your new name in the space provided to the right.
- Enter your former name in the "Owner's Name" box in Section 1; and complete the remaining boxes in Section 1.
- * Sign and date the Certification (Section 2).

Owner Deceased

Check the "OWNER IS DECEASED" Box at the top of Page 1. In Section 1, enter the name and date of birth of the deceased. In the "In Care Of" space (C/O), enter your name. Enter your address in the space labeled "Current Mailing Address". You must also provide additional documentation/information as indicated below:

- If you are the spouse or minor child or next of kin of the deceased, you may present either a copy of the Death Certificate or Letters Testamentary or Letters of Administration. You should also indicate, "Spouse, Minor Child or Next of Kin" or if a child under 18, "Guardian of Minor Child" next to your signature in Section 2.
- If you are NOT the spouse or minor child or next of kin of the deceased owner, you must present Letters of Testamentary or Letters of Administration.

NOTE: Additional guidelines may apply for registration/transfer of the vehicle(s) for which you have applied for a duplicate title. See the MV-349 Transfer of Vehicle Registered in Name of Deceased Person or the MV-349.1 Affidavit for Transfer of Motor Vehicle for additional information.

Proof of Identity for yourself (not the deceased) is required - See Section 3.

Power of Attorney

Check the "OWNER HAS GIVEN POWER OF ATTORNEY" box at the top of Page 1. In Section 1, enter the name and date of birth of the owner. In the "In Care Of" space (C/O), enter your name. Enter your address in the space labeled "Current Mailing Address". You must also provide an original Power of Attorney (POA). The POA must include: Date POA was issued, name and address of person/company granting POA, name and address of person/company designated to act as POA, original signature of person granting POA. The POA must be notarized.