

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Selling a Vehicle – Points to Remember

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Selling a Vehicle – Points to Remember s. 341 and s. 342, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsin.gov/Pages/dmv/vehicles/sll-jnk-vhcl/sold.aspx>
2. Mailing written comments to:
Division of Motor Vehicles
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7336
Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Selling a vehicle - points to remember

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(en Español)

The Wisconsin Certificate of Title is an important document that indicates ownership of the vehicle. When you sell the vehicle, fill out all of the information requested on the title (e.g., odometer statement, brand disclosure, etc.) and sign the title as the seller, and have the buyer sign as well. The buyer will then submit the title (original, not a photocopy) to WisDOT along with an application for registration/title to get a title in their name.

Complete [seller notification](#) if you sold (or gave) the vehicle to another individual. We recommend that you keep a record of the sale. Instructions for selling a vehicle [MV2928](#) (Spanish [MV2928](#)) are provided for your convenience. This form is not a valid bill of sale for a motor vehicle. You may keep a copy with your records, and make a copy for the buyer as documentation of the sale. You may

draft your own bill of sale including such information as:

- Make, year, model, vehicle identification number and an odometer reading for the vehicle
- Name, address and telephone number of the buyer
- Name, address and telephone number of the seller
- Signatures of both buyer and seller
- Selling price and date sold

If the vehicle will be operated, the buyer must title and register it within two business days after purchase. When the vehicle is titled in the new owner's name, the vehicle record will be updated to reflect the change in ownership.

Never leave the license plates on an auto or light truck (8,000 pounds or under) when selling or junking the vehicle. You should destroy them (cut them up) if you are not going to use them on another vehicle. They can't be used by someone else. Do not return the plates to DMV. If you have left the plates on your vehicle and are concerned, you can download and complete a License Plates Cancellation Application form [MV2514](#) ([Spanish MV2514](#)).

You may still receive a renewal notice when the license plates expire. You can disregard the notice unless you transferred the plates to another vehicle.

Questions?

Email [Wisconsin DMV email service](#)

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