

NOTICE OF PROPOSED GUIDANCE DOCUMENT

How to Apply for a Title and/or Plates

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on How to Apply for a Title and/or Plates, ch. 341 and 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://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV449>

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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Apply for title and/or license plates (registration)

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When you purchase a vehicle, or receive it as a gift, you must immediately apply for a Certificate of Title.

The seller must complete the assignment of title in full, including the odometer disclosure (unless exempt), and give you the original document with a lien release for any lien listed on the title. Never buy a vehicle without receiving a title signed by the previous owner.



Automobiles (passenger vehicles)

Save time! [Apply for title online](#) with eMV Public

- Go to [eMV Public Title & register](#) to title your vehicle **and** apply for new license plates or transfer license plates to the vehicle.



Light truck (8,000 pounds or less)

- Go to [eMV Public Title Only - no operation](#) to title your vehicle but **not** apply for new license plates or transfer license plates to the vehicle.

To apply by mail or in person

You will need the following items:

1. The Certificate of Title (not a photocopy) signed by the previous owner
2. Completed and signed Wisconsin Title & License Plates form [MV1](#) (make a copy for your records)
3. A license plate to transfer or the appropriate [registration fee](#) if you do not have plates or if your current plates expire within the next three months
4. [Title fee](#)
5. Sales tax
6. [Local sales tax](#) (if applicable)
7. [Wheel tax](#), if applicable
8. [Electric vehicle surcharge](#), if applicable
9. Check or money order made payable to: **Registration Fee Trust**
10. Current identification, if applying in person at a [DMV customer service center](#) or to a [DMV agent](#). DMV customer service centers accept cash, checks, debit cards and the following credit cards: Visa, MasterCard, American Express and Discover. Some agents accept credit/debit cards or checks. Others will accept only cash and/or checks or money orders.

Transfer plates only

If you already have a title for your vehicle, and you have current Wisconsin license plates in your name from another vehicle that you no longer own or operate, you can [transfer plates](#) to the first vehicle. Both vehicles must be the same type (example: transfer plates from auto to auto, or truck to same weight class truck). Plates are transferable between spouses or same sex domestic partners.

Save time! [Apply to transfer plates online](#)

To apply by mail or in person:

Complete form [MV1](#) with the plate number you want to transfer on the application.

Apply for license plates only

If you don't have license plates for a vehicle titled in your name (never had plates or the plates were transferred to another vehicle) you must apply for new plates to operate the vehicle.

Save time! [Apply for license plates online](#)

To apply by mail or in person:

Complete form [MV1](#). Select the plate type in Section G, or use a [special plate](#) application, and mail it with the required fee.

You must display Wisconsin license plates within 2 business days

To legally operate your vehicle you must display a permanent or [temporary plate](#) within two business days of purchase.

You may submit the MV1 application with the title and [appropriate fees](#) at any [DMV customer service center](#) offering registration service or at one of our [DMV Agents](#). If you apply at a DMV customer service center, there is a \$5 counter service fee in addition to title and registration fees. An agent will charge a \$3 plate fee and/or a service fee up to \$5.

Obtain service at:

- [DMV customer service centers](#)
- [DMV title/registration service agents](#)
- [Temporary license plate agents](#)

When can I expect my certificate of title, registration, license plates or renewal stickers?

See [processing times for DMV products](#).

'Opt Out' - request to withhold your name and address from mailing lists

Questions?

Email [Wisconsin DMV email service](#)

Phone

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