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MVP Person to Person Transfer

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Request a New Title / Registration on MVP

If you have just purchased a vehicle from a private party and you are wondering how to start the application process to transfer ownership of the vehicle into your name, you’ve come to the right place. If the current title of record is Utah, you can start your title/registration online, including obtaining a temporary permit that you can print immediately.* The following step-by-step will show how easy it is to get started.

During the application process you will be required to upload images of your documentation, so please be prepared by imaging documents, and having them ready to upload. To finalize your application for title/registration you will be required to surrender the original documents, either by mail, or by visiting your local DMV office. To see access requirements regarding your local office or to see if an appointment is required, click here. If you need additional assistance please feel free to contact us.

*Some exceptions may apply.

1. From the MVP homepage, click the Request a new title / registration hyperlink.

![MVP homepage screenshot]
2. Enter the VIN/HIN for the vehicle you have purchased.

3. Select Yes or No to, “Do you have access to the current title?”

   a. If Yes, enter the **Title Number**, then click **Next**.

   b. If No, enter the current owner’s (seller’s) **Last Name, Business Name or Trust Name**, then click **Next**.
c. If the information provided does not match the current Utah record you will receive the error below. You may click OK, check the information entered, and try again.

```
Invalid Information

⚠️ The provided information does not match our motor vehicle records. Please verify the information and try again.

OK
```

You are now on the Primary Owner screen and will select an ID Type of Driver License or FEIN, depending on whether you are an individual or a business.

4. If you are titling the vehicle in your individual name, enter your Driver License Number and select the Issuing State from the drop-down list.

```
Vehicle Transfer

ID Type * Required
Driver License Number * Required
Issuing State

```

5. Enter your information in the applicable fields. Please list a valid email address in case we have any follow up questions regarding your transaction.

```
First Name * Required
Last Name * Required
Middle Name
Suffix
```

6. Do you wish to add a co-owner to your Utah title? Select Yes or No to indicate your preference. If you select Yes, you will need to select And/Or indicating the relationship you want recorded on the title. Once you are done, click Next.

```
Would you like to include a vehicle co-owner?
Yes *
No *

Relationship to co-owner?
And/Or *
Or *
```

Next
Next, you will be asked to enter your address information. Note there are three addresses affiliated with your Utah title/registration records: your physical address, your mailing address and the address where your vehicle is primarily located.

7. Enter the address information.

8. Answer the remaining address questions as they pertain to you, any co-owners you may have listed, and the location of your vehicle. When you are done, click Next.

9. The next step in your process will be to enter the purchase information. Please enter the **Purchase Date** and the **Purchase Price**.

10. If your vehicle requires an **Odometer Reading**, enter it in the applicable field. For more information regarding odometer disclosure requirements, click here.

11. If you purchased your vehicle with a loan or need to add a lienholder to your record, answer Yes, and enter the **Lienholder Name**.

Documentation must be received by the DMV to process your request. You can either bring the documentation into a DMV office or mail the documents directly to the DMV.
12. Select Yes or No, to indicate whether or not you would like to mail your documentation to the DMV?

Would you like to mail your documentation to the DMV?
Yes

a. If Yes, mail your original documents to:

Standard Mail
Utah State Tax Commission
Motor Vehicle Division
P.O. Box 30412
Salt Lake City, UT 84130-880

Express Delivery
Utah State Tax Commission
Motor Vehicle Division
210 North 1950 West
Salt Lake City, UT 84116

b. If No, gather all required documents and go to dmv.utah.gov to see if your local DMV requires an appointment.

The next section consists of questions regarding your vehicle registration. If you are applying for a title only, you may answer No and bypass these questions.

13. Select Yes or No, to indicate if you would like a vehicle registration and whether or not you need a temporary operating permit.

Registration
Would you like a vehicle registration?
Yes

Would you like a temporary permit? *
Required

14. Select Yes or No, to indicate if your vehicle will be used for commercial purposes.

Will the vehicle primarily be used for commercial purposes?
* e.g. transporting persons or property in association with a commercial enterprise
Required

15. Select Yes or No, to indicate if license plate was included in the purchase.

Was the vehicle license plate included with the sale of the vehicle?
No
16. Select the Plate Category, **Special Group Plate** or **Standard Plate**, to narrow down your plate choices.

17. Once you have selected the plate category, choose the **Plate Type** you want on your vehicle. Keep in mind, special group plates may require additional documentation and fees in order to be issued.

18. If you would like to receive renewal notices by email, please answer **Yes**, and enter your **Email** address.

19. Click **Next** to move on to adding attachments.

Adding attachments, such as your proof of ownership, is allowing us to start your title/registration process. Although images of your documentation are being uploaded, your transaction cannot be finalized until the physical documentation has been received by the DMV.

20. Click **Add Attachment** to start this process.
21. From the dropdown list, select the **Type** of file that you are attaching, followed by a **Description**, such as: Bill of Sale, Front of Title, Back of Title, Special Group Plate Documentation, etc.

![Select a file to attach](image)

22. **Choose File** should open a list of documents on your computer. Select the file you wish to attach and click **Open**.

![Choose File](image)

23. Click **OK** once you have attached the required document.
24. If you would like to attach more files you can click the **Add** hyperlink. Once you are finished uploading attachments, click **Next**.

![Attachments](image1)

After successfully entering the transaction information, it’s time to pay for your request. You should be on a Fees screen which will show the amount due in order to process your online request. We are able to accept Credit/Debit Cards or E-Checks.

![Vehicle Transfer](image2)

25. Select how you would like to pay, and click **Next**.

![Credit/Debit Card](image3)

Enter the information required for your specified type of payment. For detailed information of each payment option, see the Credit/Debit of E-Check section at the end of this document. As part of the payment process you will receive a summary of your transaction. After reading and agreeing to the information, you may **Submit** your transaction and payment to the DMV.
26. The Summary page is displayed. After reading and agreeing to the information, you may Submit your transaction to the DMV.

27. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click OK.

28. Once your payment has processed, you will receive a confirmation that you can keep for your records. After making note of the information, click OK.
Congratulations, your transaction has been sent to the DMV for process. Please check your email account for a “DO NOT REPLY tax-donotreply@utah.gov” email. This email will have hyperlinks to documents specific to your requested transaction. If you requested a temporary permit, it will be listed amongst your documents.

Please print the applicable documentation and return it to the DMV when you either bring in, or mail in, your original documents. Thank you for using the Motor Vehicle Portal.
Processing an E-Check Payment

1. Choose **E-Check** as your payment type, click **Next**.

2. Tell us what type of account you want the payment to be made from.
   a. Select Checking or Savings
   b. Enter the Routing Number
   c. Enter your Account Number
   d. Confirm the Payment Amount
   e. Click **Next**.

3. The Summary page is displayed. After reading and agreeing to the information, you may **Submit** your transaction to the DMV.
4. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click OK.

5. Once your payment has processed, you will receive a confirmation that you can keep for your records. After making note of the information, click OK.
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Processing a Credit/Debit Card Payment

1. Choose Credit/Debit Card as your payment type, click Next.

2. The Summary page is displayed. After reading and agreeing to the information, you may Submit your transaction to the DMV.

3. As a security precaution, we use a program called reCAPTCHA to verify that this is a valid request and not an automated process. We ask that you follow the instructions for verification, then click OK.
4. Enter all pertinent information for the card being used, and click Continue:
   a. Card Number
   b. CVV Number
   c. Expiration Date
   d. Name
   e. Amount
5. Verify that your payment information is correct, click **Yes**.

Once your payment has processed, you will receive a confirmation that you can keep for your records. After making note of the information, click **OK**.
Congratulations, your transaction has been sent to the DMV for process. Please check your email account for a “DO NOT REPLY tax-donotreply@utah.gov” email. This email will have hyperlinks to documents specific to your requested transaction. If you requested a temporary permit, it will be listed among your documents.

Please print the applicable documentation and return it to the DMV when you either bring in, or mail in, your original documents. Thank you for using the Motor Vehicle Portal.