



Utah Person to Person Transfer Steps- UPP

Vehicle Transfers with UPP

Follow the steps below if you just purchased a vehicle from an individual in Utah and would like to process your ownership change without stepping foot into a DMV office.

1. Enter the following details in the appropriate fields listed on MVP.
 - **VIN/HIN** for vehicle
 - **Yes** or **No** to: “Do you have access to the current title?”
 - If **Yes**, enter the title number

VIN / HIN	Do you have access to the current title?	Title Number
2HKRW2H9XJH654349	Yes	UT008583435

- If **No**, enter the current owner’s (seller’s) **Last, Business or Trust Name**.

2. Once all fields are complete, click the **Next** > button.

VIN / HIN	Do you have access to the current title?	Current Owner Last Name / Business Name / Trust Name *
2HKRW2H9XJH654349	No	Required

Please note- If the information entered does not match current Utah records, you will receive the error below. Verify the information entered and click OK to try again.

Invalid Information

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

OK



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ID Type	Driver License Number	Issuing State	
Driver License Number	1255636	Utah	
First Name	Last Name	Middle Name	Suffix
JOHN	DOE	MICHAEL	
Email	EmailAddress@email.com		
Would you like to include a vehicle co-owner? *			
Required			

3. You will now enter the new Primary Owner details. Select the appropriate **ID types** and corresponding fields.

- **ID Type & Name**

- Driver's License- Individual
- FEIN- Business

4. Indicate if you would like to add a co-owner.

5. Once all required fields are complete, click the **Next >** button.

Street	210 N 1950 W		
Unit Type	Unit #	City	
		SLC	
State	Zip	County	
UTAH	84134-0000	18 - SALT LAKE	
Will the vehicle primarily be located at this address?			
Yes			
Is this also your mailing address?			
Yes			

6. Complete all address fields and pertaining questions, click the **Next >** button to continue.



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Purchase Date	Purchase Price	Odometer Reading
6-Jan-2023	5,500.00	25,480
Did you purchase the vehicle from a Dealer?		
No		
Was the vehicle purchased with a loan?	Lienholder Name	Lienholder State
Yes	YOUR LIENHOLDER NAME	UTAH
Registration		
Would you like a vehicle registration?	Would you like a temporary permit?	
Yes	Yes	
Will the vehicle primarily be used for commercial purposes? <small>(e.g. transporting persons or property in association with a commercial enterprise)</small>		
No		
Was the vehicle license plate included with the sale of the vehicle?		
No		
Plate Category	Plate Type	
Standard Plate	LE Skier	
Would you like to receive renewal notices by email?	Email	
Yes	EmailAddress@email.com	
Donations		
Would you like to donate \$3 to the Emergency Medical Services / Search and Rescue Financial Assistance Program?	Would you like to donate \$2 to Friends For Sight?	Would you like to donate \$2 for Organ Donation Support?
No	No	No

- You will now enter purchase information. Please complete all required fields and questions.
 - Purchase Date
 - Purchase Price
 - Odometer Reading
 - Did you purchase the vehicle from a Dealer? *(Please note- UPP cannot be used for dealer sales. Please visit your local [DMV office](#) to process your request.)*
 - Was the vehicle purchased with a loan?
 - If **Yes**, enter your lienholder details.
- Indicate if you would like to also register the vehicle.
 - If **No**, continue to step 9.
 - If **Yes**, answer the following-
 - Would you like a temporary permit?
 - Is the vehicle primarily used for commercial purposes?
 - Was the vehicle's previous license plate included with the sale of the vehicle?
 - If **No**, select a new plate category & type
 - Disabled



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- Special Group
 - Standard
 - If **Yes**, indicate if you would like to keep the current license plate.
 - If **No**, select a new plate category & type
 - Indicate if you would like to receive your renewal reminder by email
9. Indicate if you would like to make a contribution and/or donation.
10. Once all required fields are complete, click the  button.
11. You will now be required to upload your ownership documents.
- Click the  button.
 - Select the attachment type (Proof of ownership or other ownership documents)
 - Enter a description of the file, such as bill of Sale, front of title, back of title, special group plate documentation, etc., as needed
- Please note- when submitting a title, you will need to upload a copy of both the front and back of the title.
- Click the Choose file button to upload the document from your computer
 - Repeat the process for each file you need to upload. (You will not be able to upload a file that has already been uploaded.)
12. Once all your files are uploaded, click the  button.
13. Review fees due and indicate your method of payment, click the  button.
14. Enter payment details. If you are paying by credit/debit card you will be taken to another website for payment and redirected back to MVP.
15. Review and agree to transaction summary.
16. To complete transaction, click the  button.
17. As a security precaution, a reCAPTCHA screen will appear to verify that this is a valid request and not an automated process
18. You will receive a confirmation email to the email address provided.



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Congratulations! Your transaction has been sent to the DMV for processing!

- Please check your email account for a “DO NOT REPLY tax-donoreply@utah.gov” email.
- **If you requested a temporary permit, this email will contain a link for you to print your permit.**
- Once reviewed, if there is any additional information required, you will receive an email with a checklist.
- Please email DMVUPP@utah.gov for any questions or to submit additional documentation.

****Please note- You will not be required to submit any of the original documents uploaded to the DMV. Once you receive your new title, it is recommended that you destroy the old documents as they will no longer be valid.**