



STEP 1 OBTAIN THE REQUIRED DOCUMENTS

- Vehicle Inspection — Tell the inspector that you are applying for a Bonded Title.

Inspection hours are _____

- Emissions Test — (not applicable for a mobile home) If you live in or commute into the Phoenix or Tucson metropolitan areas and the vehicle registration has expired, you will need an emissions inspection. For locations and hours visit the Arizona Department of Environmental Quality at www.myazcar.com, or call toll free 877-692-9227 (877-myazcar).

- Bond Affidavit — Complete a Bonded Title Affidavit form # 48-1302. Must be notarized unless signed before an MVD agent.

- Title and Lien Searches — Obtain a motor vehicle record search to verify the name and address of the last titled owners and lienholders (if any). The record must be searched on the Vehicle Identification Number (VIN), not the plate number.

For Arizona searches: Complete a Motor Vehicle Records Request form 46-4416. A \$3.00 fee will be charged.

For out-of-state searches, contact that state:

You may be charged a fee.

Phone: _____

- Lien Releases — Obtain a lien release for all liens appearing on any title and lien search, either Arizona or out-of-state. Each release must contain:

- Vehicle Year
• Make
• Vehicle Identification Number (VIN)

For Arizona searches, the lien release must be signed, notarized, and include the date and amount of the lien.

- Property Tax Clearance — (mobile homes only) Obtain a property tax clearance from the County Assessor.

- Certified Letters — Send a certified letter (Return Receipt Requested) to each of the names and addresses shown on the record searches, and to all other persons involved in the sale of the vehicle. The letters should request that the person take one of the following actions:

- Apply for a title in his or her name, sign it off and send it to you.
- Provide a notarized statement refusing to apply for a title. The statement should include:
• Vehicle Year
• Make
• Vehicle Identification Number (VIN)

3. Other:

Certified Letter Results

Response to Letter

1. Title — If you receive a title, a bond may no longer be required. Return to MVD to transfer the title into your name.
2. Notarized Statement — If you receive a notarized statement, you do not have to wait for the Return Receipt card.

No Response to Letter

1. Return Receipt — If you receive the Return Receipt card from a certified letter, you must wait 15 business days after the date the receipt card was signed (to allow time for a response), before returning to MVD.
2. Unclaimed Letter — If the certified letter is returned to you by the post office as unclaimed, bring the letter unopened.

Other

STEP 2 BRING ALL DOCUMENTS TO MVD

Bring the results of all the certified letters, and any documents you have related to this matter. If all is in order, the approved documents will be listed for you on an Additional Requirements form, and the bond amount will be set.

STEP 3 PURCHASE THE BOND

Obtain a motor vehicle surety bond in the amount of \$ _____. The bond is available at most insurance companies authorized to conduct business in Arizona. The bond must contain:

- Full Names of all applicants (as they appear on the title application)
- Vehicle Year
- Make
- Vehicle Identification Number (VIN)

Bond set by _____ (RACF) on _____ (Date)

Pursuant to A.R.S. § 28-2060, the customer must apply for a title within 30 business days after acquiring the surety bond or the customer shall pay an additional title penalty fee.

STEP 4 BRING THE BOND AND ALL DOCUMENTS TO MVD

Bring the bond and all documents, including the Additional Requirements form. If the vehicle inspection form indicates that an Arizona Serial Number is to be issued, **bring the vehicle.**

The agent will review all documents. If all is in order, a new title will be issued to you.