



JACKIE R. GONZALES

ALBANY COUNTY CLERK

525 GRAND AVE SUITE 202 · LARAMIE, WYOMING 82070

(307) 721-2541 · FAX (307) 721-2544

JGONZALES@CO.ALBANY.WY.US

ASSISTED BY: _____

DATE: _____

APPLYING FOR A CERTIFICATE OF TITLE BY MAIL – NEW VEHICLES & WATERCRAFT

STEP 1: Complete the *Purchaser's Application* below.

The Purchaser's Application maybe filled out by either the purchaser or their agent.

ADDRESS: If you are in the military and provide an out-of-state address, you will need to include a copy of your Leave & Earning Statement (showing Wyoming as your state of residence).

STEP 2: Obtain the Manufacturer's Suggested Retail Price (MSRP) from the dealership.

STEP 3: Obtain a statement of odometer reading.

An odometer statement is required for all new vehicles. Complete the *Odometer Disclosure for Retail Sale* section on the back of the Manufacturer's Statement of Origin (MSO) or complete a separate conforming odometer statement form.

STEP 4: Mail the following to the Albany County Clerk, 525 East Grand Avenue., Suite 202, Laramie, WY 82070

- _____ *Purchaser's Application*: Original signed by the applicant or agent, do not detach from this page
- _____ Military, if applicable: Copy of Leave & Earning Statement
- _____ MSRP: Form obtained from the dealership
- _____ Odometer: Statement on back of MSO obtained from dealership or separate form
- _____ Certificate of Title Fee: \$15.00

Please make check payable to: Albany County Clerk

Daytime Phone Number: _____

When all documents are received, your request for a Wyoming Certificate of Title will be processed.

Please indicate the individual that has been helping you from the Clerk's Office or the Treasurer's Office _____.

For plates and registration, please contact the Albany County Treasurer's Office at (307) 721-2502.

Rev. 03/2020

PURCHASER'S APPLICATION

I/We hereby swear or affirm under penalty of perjury that ALL the information on this application for CERTIFICATE OF TITLE is true and correct that I/we am/are lawfully applying for a Wyoming Title. I/We further warrant that said vehicle is owned by me/us and is subject to the liens shown and none other. I/We further certify to the best of my/our that out knowledge that if the vehicle is a mobile home, all taxes due on the mobile home have been paid and, in the event the taxes have not been paid, acknowledge that I/we may be responsible for the taxes. By signing as purchaser I/we also warrant that I/we acknowledge the odometer reading disclosed above by the seller and if JTWR0S box is marked above we agree title will show joint ownership with survivorship. Any false information may cancel the title and void any registration associated with the title.

Amount of Lien \$ _____ Date of Lien _____ Lien Doc # _____

Lienholder Name/Address _____

If signing for a business include business name, signature and title

Signature of Purchase or Agent _____

Signature of Purchaser or Agent _____

Print Name of Purchaser(s) or Agent _____