



JACKIE R. GONZALES

ALBANY COUNTY CLERK

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ASSISTED BY: _____
DATE: _____

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

STEP 1: Complete the entire top portion of the *Wyoming Application for Certificate of Title and VIN/HIN Inspection Form*.

FACTORY PRICE/MSRP: To be completed by Assistant Albany County Clerk using the vehicle information you provide below.

MAKE: _____
YEAR: _____ PACKAGES: (Eddie Bauer, Silverado, Sport, etc.)
VIN/HIN: _____
BODY STYLE: _____ TRIM TYPE: (SLE, SLX, SLS, XLT, Sport, etc.)

ODOMETER: An odometer reading is required if the vehicle is less than ten (10) years old. If you recently purchased the vehicle and the title has **NOT** yet been transferred into your name, have the previous owner provide the odometer reading on the back side of the current title and you, as the new owner, sign as acknowledgement of the odometer reading.

OWNER/SELLER INFORMATION: 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 a VIN/HIN Inspection (see bottom of *Wyoming Application for Certificate of Title and VIN/HIN Inspection Form*).

The VIN/HIN Inspection Form must be completed by a **Law Enforcement Officer** or **Commissioned Military Officer**.

STEP 3: Sign the *Wyoming Application for Certificate of Title and VIN/HIN Inspection Form*. You must sign the middle section of this form.

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

- _____ Previous Title: Original document signed over to you as the new owner
 - _____ Factory Price/MSRP: All blanks completed under STEP 1 above
 - _____ Military, if applicable: Copy of Leave & Earning Statement
 - _____ *Wyoming Application for Certificate of Title and VIN/HIN Inspection Form*: Original signed by purchaser or agent
 - _____ Certificate of Title Fee, HIN/VIN Inspection Fee: \$25.00
- 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.

STATE OF WYOMING

Application for Certificate of Title and VIN/HIN Inspection Form

(Proof of ownership MUST accompany application)

Motor Vehicle Trailer Snowmobile Watercraft Mobile Home Date Title Issued: _____

MANUFACTURER	YEAR	VEHICLE / HULL IDENTIFICATION NO.	NMVTIS	BODY STYLE		
FACTORY PRICE / MSRP	STATE	PRIOR TITLE NO.	ODOMETER	WEIGHT	PURCHASE DATE	VESSEL LENGTH
BRANDED TITLE INFORMATION -definitions and requirements are on the reverse side of this application.						
Does this motor vehicle currently have or ever had a branded title? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what title brand? _____						
Has this motor vehicle been declared a total loss by an insurance company or sustained 75% damage of actual cash value? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Printed Name of Person Completing this Section: _____				Signature: X _____		

PURCHASER / SELLER INFORMATION (Please print clearly)

NAME OF PURCHASER(S) _____ Joint Tenants With Rights of Survivorship?

ADDRESS _____ CITY _____ STATE _____ ZIP _____

NAME OF SELLER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

LIEN INFORMATION (Please print clearly)

NAME OF LIEN HOLDER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

LIEN FILING # _____ FILING DATE _____ LIEN AMOUNT _____

I/WE HEREBY SWEAR OR AFFIRM under penalty of perjury that all information on this application is true and correct and that I/we am/are lawfully applying for a Wyoming Certificate of 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 knowledge that if the vehicle is a mobile home, all taxes due on the mobile home for the preceding and current year have been paid and in the event taxes have not been paid, acknowledge that I/we may be responsible for the taxes for the preceding and current year. Any false information may cancel the title and void any registration associated with the title.

PURCHASER SIGNATURE(S): X _____ X _____

~~~~~"VIN" or "HIN" Inspection Form~~~~~

**REQUIRED WHEN THE PRIOR TITLE IS FROM A STATE OTHER THAN WYOMING. NOT REQUIRED FOR MSO/MCO.**

**\*\* Before completing the V.I.N. or H.I.N. inspection, please review the "NOTICE" on the reverse side or this form to determine if you are authorized by statute to do so. Please print the vehicle/watercraft information as accurate and legible as possible and then verify with your signature at the bottom.**

**AUTHORIZED AGENT**  
**PRINT VIN OR HIN HERE** \_\_\_\_\_

Vehicle Identification Number (VIN) typically contain 17 alpha-numeric characters and  
Hull ID Number (HIN) HIN's are required to have 10-14 but typically have 12 alpha-numeric digits, with no spaces or dashes.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Trim: \_\_\_\_\_ VIN / HIN Verified With NCIC? Yes / No  
(Ford, Jeep, Chevy, Honda, etc.) (F-150, Camaro, Wrangler, etc.) (XLT, Lariat, GT, LS, Rubicon, etc.) (Circle One)

Subject to the penalties of perjury, I, \_\_\_\_\_ BADGE/TITLE/DLR NUMBER: \_\_\_\_\_ am

an authorized member or employee of, AGENCY or ENTITY NAME: \_\_\_\_\_  
(Please Circle One) Police Dept. / Sheriff's Office / Highway Patrol / State Police / G&F / Other Entity: \_\_\_\_\_

depose and state that, I personally inspected the VIN or HIN in the state of \_\_\_\_\_ on the above described vehicle/watercraft and the information entered by me is true and correct. The undersigned verifies that I am authorized by the laws of Wyoming (or state where the inspection occurred), to conduct this inspection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

W.S. 31-3-102(b) provides a \$10.00 fee for each vehicle identification number inspected, and one \$10.00 fee for inspection of a VIN and HIN at the same time, pursuant to W.S. 31-2-103(a)(vi).

**NOTICE:** The person conducting the **VIN** (vehicle) or **HIN** (watercraft) identification number inspection SHALL be authorized by their state statute regarding inspections of this nature. Any person who conducts a VIN or HIN inspection and is not lawfully authorized to do so shall be cause to void the title application and may void any title or registration issued that is related to this VIN or HIN inspection. In addition, YOU MAY BE SUBJECT TO CRIMINAL PENALTIES. (A VALID HIN on a watercraft is required to have 10-14 alpha-numeric digits but typically has 12, with no spaces or dashes.)

### Wyoming V.I.N. Inspection Statutes

W.S. 31-2-103. Contents of application; signature; vehicle identification number; issuance of certificate.

(a) (vi) In the case of a vehicle registered or titled in a state other than Wyoming, or any homemade vehicle, rebuilt vehicle, reconstructed vehicle, any vehicle assembled from a kit or any vehicle for which a bond is required, a current statement made by a Wyoming law enforcement officer, or licensed Wyoming dealer only for vehicles in his inventory or possession, that the vehicle identification number on the vehicle has been inspected and that the inspection occurred in Wyoming and certifying the correct vehicle identification number displayed on the vehicle. Any licensed Wyoming dealer performing an inspection of a vehicle identification number under this section shall, in addition to the requirements of this act, do so pursuant to W.S. 31-11-108. In the case of a vehicle not in Wyoming, the vehicle identification number may be inspected and certified on a form approved by the department if the inspection is made by an authorized law enforcement officer of a city, county or state law enforcement agency or a commissioned officer at a federal military installation or any other person authorized to do so by law and delivered to the county clerk in the county where the application for certificate of title is made along with payment for the inspection fee required under W.S. 31-3-102(b)(iv);

(ix) Such other information as required by the department or county clerk which may include but not be limited to a vehicle bill of sale or similar document, any documentation necessary to verify proof of ownership including an affidavit for proof of ownership or any surety bond required by this act. Any affidavit for proof of ownership shall be prescribed pursuant to W.S. 31-1-201(d) and shall be utilized by each county of this state;

(x) A Wyoming certificate of title shall contain an appropriate notice whenever records readily accessible to the state indicate that the motor vehicle was previously issued a title or registration from any jurisdiction that bore any word or symbol signifying that the vehicle was "salvage", "unrebuildable", "parts only", "scrap", "junk", "nonrepairable", "reconstructed", "rebuilt" or any other symbol or word of like kind, or that it has been damaged by flood. Any information concerning a motor vehicle's status shall also be conveyed on any subsequent title issued for the vehicle by this state, including a duplicate or replacement title.

(d) Upon receipt of an application and payment of fees any county clerk shall, if satisfied that the applicant is the owner of the vehicle for which application for certificate of title is made, issue a paper certificate of title or electronic certificate of title, if available, upon a form or electronic format, approved by and provided at cost to the county clerk by the department in the name of the owner bearing the signature and seal of the county clerk's office. The county clerk shall not deliver a certificate of title issued under this section until presentation of a receipt for payment of sales or use tax pursuant to W.S. 39-15-107(b) or 39-16-107(b).

### Wyoming Salvage Statute Information

W.S. 31-2-107. Titles for damaged vehicles; return of certificate of title and registration for damaged vehicle; replacement title and registration.

(a) When a motor vehicle is declared a total loss by the insurance company or, in the event an insurance company is not involved in the settlement of the claim, sustains damage in an amount exceeding seventy-five percent (75%) of its actual retail cash value, as set forth in any current edition of a nationally recognized automotive appraisal guide or other source approved by the Wyoming insurance department, the owner or insurance company, if it obtains ownership of the vehicle through transfer of title as a result of a settlement of an insurance claim, shall forward the properly endorsed certificate of title to the office of the county clerk that issued the certificate of title together with an application for a certificate of title branded salvage and payment of the fee required under W.S. 31-3-102(a)(vii) to obtain a properly branded certificate of title. When any vehicle accident report is required under chapter 5, article 11 of this title, the investigating officer shall provide written notice to the owner or operator of the vehicle of the requirements under this section.

(d) This section shall not apply to motor vehicles with more than eight (8) years of service except any vehicle that was previously issued a title from any state that bore any word or symbol signifying that the vehicle was "salvage", "unrebuildable", "parts only", "scrap", "junk", "nonrepairable", "reconstructed", "rebuilt" or any other symbol or word of like kind, or that it has been damaged by flood, shall obtain a Wyoming title with the prior brand or any other information concerning the motor vehicle status, carried forward on any subsequent Wyoming title regardless of years of service.