

Document Management for Dealers

Documents that Require Original Signatures

The documents in this chart are required to be maintained at DVS as originals with live or “wet signatures”. Categories with an * indicate documents that may be a certified copy in lieu of an original.

| Document |
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| <p>Proof of Ownership Documents</p> <ul style="list-style-type: none"> • MCO/MSO • MN or OS Title • Reg Card as proof of ownership • Bill of Sale • Court Ordered Award of Transfer • Supplemental Dealer Reassignment • Statement of Facts (PS2002) • Affidavit of Due Diligence |
| <p>Lien Release Documents</p> <ul style="list-style-type: none"> • Lien Release Card • Lien Release Letter from Lienholder • Lien Release Form (PS2017) |
| <p>Legal Documents *</p> <ul style="list-style-type: none"> • Trust Documents • Death Related Documents (Death Cert, Letters Testamentary, etc.) • Divorce Decree • Court Orders • Marriage Certificates • Power of Attorney/Secure Power of Attorney |
| <p>Sheriff Sale/Mechanic Lien Docs *</p> <ul style="list-style-type: none"> • Acknowledge Report of Sale • Notice of Sale • Affidavit of Service/Mailing • Affidavit of Publication/Posting |

Documents that do not Require Original Signatures

Any document in this chart may be a photocopy, a scanned copy or sent as an e-mail attachment to the DR.

| Document |
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| <p>Printed Title Applications</p> <ul style="list-style-type: none"> • Title Application generated from Public Page • Title Application generated from VTAP in E-Services for Business • Title Application generated from EVTR • Title application generated from MNDRIVE |
| <p>All Numbered Public Safety MV Forms (except PS2002 & PS2017 or otherwise specified on this chart). See the full list at the bottom</p> |

| Document |
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| Qualifying Plate supporting documents <ul style="list-style-type: none"> • DD214 and Other Vet docs • VFW/Legion/DAV Membership • Fire/Police/Ambulance Letters • Disability Plate medical documents |
| PS2010 for Plates issued using On Hand Inventory (This includes EVTR applications and VTAP's) NOTE: This form is no longer required for plates stocked at DR offices or dealerships. |
| US Entry documents for Foreign Vehicles <ul style="list-style-type: none"> • CBP Form 7501 – Entry Summary (may have a stamp, or “paperless” version with no stamp) • EPA form 3520 • NHTSA Form HS-7 • Copies of any additional documents |
| Proof of Sales Tax Paid to the Other States |
| Receipts for Major Components to Clear Salvage |
| Vehicle Photographs (Color preferred) |
| Proof of Modifications to Vehicles for disabilities |
| Proof of Funding by Veteran’s Administration for VA Sales Tax/Reg Tax Exemption |
| Active Duty Orders |
| Dealer Conditional Letter |

Forms Lists

The forms listed below do not require wet or ink signatures provided the copy, scan, or fax is clear and legible. If the form is required to be notarized, the notary stamp and signature must be visible and legible.

- PS2000, Application to Title and Register a Motor Vehicle
- PS2004, Application for Transfer-on-Death Beneficiary
- PS2005, Application for Disability Parking Certificate
- PS2008, Application for Title to a Manufactured Home when Ownership is at Issue
- PS2010, Application for Special Plates
- PS2010B, Self-Certification for Volunteer Ambulance Attendant Plates
- PS2013, Gold Star Family Plate Application
- PS2015, Declaration of Reconstruction/Special Assembly
- PS2019, Lessee Designation
- PS2024, Affidavit of Repossession/Title Application
- PS2025A, Application for Corrected Title/Odometer
- PS2025B, Affidavit to Correct the Ownership Record of a Motor Vehicle
- PS2027/PS20028, Manufactured Homes Unaffixed from Real Property Forms Packet
- PS2041, Application for Special Registration Plates
- PS2067A, Application for Duplicate Title, Registration, Cab or Lien Card
- PS2067B, Application for Duplicate Plates and/or Stickers
- PS2071, Assignment of a Vehicle to a Surviving Spouse/Not Subject to Probate
- PS2080A, Motor Vehicle Sales Tax Affidavit (Declaration)
- PS2511, Claim for Motor Vehicle Refund
- PS2725, Manufactured Home Affixed to Real Property Form
- PS2726, Manufactured Home Notice of Security Interest
- PS31125, Request for Administrative Review of License Plate Impoundment Order
- PS31300, Victim of Identity Theft Form
- PS33202MV, Motor Vehicle Private Data Request Form