

Instructions

Financial Institutions

If releasing interest on a vehicle sold to a Washington dealer or resident, you can speed up the transfer process by giving the released title or Affidavit of Loss/Release of Interest to the buyer with a release of interest from the seller (your debtor). The buyer can then take the documents to any vehicle/vessel licensing office and transfer the title.

Odometer Disclosure

A vehicle odometer disclosure is required when transferring a motor vehicle that is nine (9) years old or newer, unless exempt.

Buyer

You must transfer title within fifteen days of the date of sale.

Seller's report of sale

The seller must file a report of sale within five days of the date of sale, excluding weekends and state holidays, at any vehicle/vessel licensing office for a fee. It can also be filed online at www.dol.wa.gov.

Vehicle owner deceased

The chart below shows what documentation you need to attach to the title application when transferring ownership from the deceased person. The person who inherits the vehicle/vessel may sell it or keep it. A release of interest is required if the inheritor is not keeping the vehicle/vessel.

Action taken with assets	Documents needed for new title application	Legal authority
Legal Action (administered probated, court ordered)	Certified letter of testamentary, or Letter of administration, or Certificate of County Clerk TD420-041	WAC 308-56A-335(4a) WAC 308-93-520(4a)
"Joint Tenants with Rights of Survivorship" appears on the vehicle record and title	Certified copy of death certificate	WAC 308-56A-335(4c) WAC 308-93-520(4b)
Community Property Agreement	Certified copy of death certificate, and Copy of community property agreement	WAC 308-56A-335(4c) WAC 308-93-520(4c) RCW 26.16.120
Estate not administered	Certified copy of death certificate, and Affidavit of Inheritance (release of interest if required), or affidavit of succession (optional) if the estate is under \$60,000	RCW 11.62.005 RCW 11.62.010 WAC 308-56A-335(4d) WAC 308-93-520(4d)

The above information is in addition to other documents required for title transfers.

Power of Attorney (POA)

To properly sign by Power of Attorney:

- Print or sign the name of the person or business granting power of attorney "by"
- Sign your name adding "POA" after your signature. If signing for a business, include your job title and company name.

Examples:

John Q. Public by Jane C. Doe, POA

Person signing for a business: Business Inc. by Jane C. Doe, POA

Business signing by POA for another business: Business Inc. by Jane C. Doe, POA, V.P. for Business 2 Inc.

Name Change – Person

A person changing their name on a Washington Certificate of Ownership (title) must submit:

- The current title or Affidavit of Loss, and
- A copy of the court order authorizing the name change if the name change is a result of court action, or
- An Affidavit of name change (found under forms at www.dol.wa.gov). A power of attorney (POA) cannot be used to change a person's name on a title unless specifically authorized in the POA.

Note:

A person changing their name on the certificate of ownership does not need to release their interest in the vehicle in their former name. A title transfer is required when registered owners are added or deleted. Name Change due to business mergers-contact a local vehicle licensing office for assistance.