

STEPS TO OBTAIN A BONDED TITLE; TITLE OF AN ABANDONED VEHICLE OR TITLE THROUGH A STORAGE/MECHANIC LIEN SALE

Be sure to check with your local County Clerk to verify the recommended process for your situation.

STEP	INSTRUCTIONS TO OBTAIN A BONDED TITLE	MV-FORM/FEE
1	Contact the Previous Owner via certified letter to request that a title be established and properly executed, transferring ownership to you.	A copy of the certified letter, including return receipt information, must be submitted with the Affidavit of Vehicle Ownership
2	Contact any lien holders identified via certified letter to request liens be released. If there is an active lien on the vehicle/watercraft, it must be released.	Lien release on Bank/Company letterhead - Must include Make, Model, Year, and VIN/HIN
3	Provide a color picture of the vehicle. (Not all counties require a picture. Check with your local office prior to bringing in all required paperwork.)	N/A
4	Establish the retail value of the vehicle/watercraft by either of the following: <ul style="list-style-type: none"> ➤ From a current national appraisal guide (ie. Kelley Blue Book or N.A.D.A) ➤ From a current or past registration if the value is present ➤ Submitted and certified by a licensed Wyoming vehicle dealer in a written format. 	Documentation of the value of the vehicle/watercraft must be submitted with the Affidavit of Vehicle Ownership
5	Complete the Affidavit of Ownership form, under penalty of perjury, indicating: <ul style="list-style-type: none"> ➤ Vehicle/watercraft Information - Applicant Information ➤ How you came into possession of the vehicle/watercraft, ➤ Efforts made to establish title, ➤ Circumstances prohibiting you from obtaining a title, ➤ The information provided on and with the form is true and correct, ➤ That you are the true and lawful owner of the vehicle/watercraft. 	MV147-No Fee
6	Purchase a surety bond for twice the retail value as shown by documentation from step 3. A surety bond is not required for vehicle/watercraft valued at less than \$2,500.00	MV FORM – No Fee The cost of the surety bond will be established by and paid to your insurance provider. The bond form must be submitted with the Affidavit of Vehicle Ownership

***All paperwork shall be submitted to the office of the County Clerk where application for title is being made.**

STEP	INSTRUCTIONS TO OBTAIN A TITLE THROUGH A STORAGE/MECHANIC LIEN SALE	MV-FORM/FEE
1	There must be an agreement between the service provider and the owner of the vehicle.	N/A
2	Contact the Owner via certified letter, with a demand letter to notify them that they have 10 days from receipt of the letter to pay the amount due and retrieve the vehicle. The letter must also advise the owner of the nature of the sale and the date, time and location of the lien sale for the vehicle.	A copy of the certified letter, including return receipt information must be submitted to the County Clerk
3	When the 10 days has expired, the service provider must advertise the lien sale once per week for two consecutive weeks in a newspaper of general circulation where the sale is to be held. The sale must take place at least 15 days after the first publication.	Newspaper ad must include: vehicle info, amount due, and date/time/location of the sale
4	The person who purchases the vehicle at the lien sale, or the service provider if the vehicle is not sold, must provide the County Clerk with the following documentation: <ul style="list-style-type: none"> ➤ A copy of the agreement between the service provider and the vehicle owner ➤ A copy of the bill for the service ➤ A copy of the demand letter (in Step #2) and return receipt ➤ A copy of the advertisement from the newspaper ➤ If sold at the lien sale, the new owner's notarized bill of sale 	N/A
5	Check with your respective County Clerk for forms and procedures specific to that County.	N/A

**Vehicles purchased without a title and vehicles left WITH consent,
cannot be processed as abandoned.**

STEP	INSTRUCTIONS TO OBTAIN A TITLE OF AN ABANDONED VEHICLE
1	<p>Upon receipt of this request, owner or person in lawful control of the property shall give written notice of sale to the following:</p> <ul style="list-style-type: none"> a) Owner and any lien holder of record, if identified, by certified mail not less than ten days preceding the date of sale b) Sheriff of the county in which vehicle is abandoned, not less than ten days preceding the date of sale c) Publication once per week for two consecutive weeks in a newspaper of general circulation in the county where vehicle was abandoned
2	<p>Notification shall include:</p> <ul style="list-style-type: none"> a) A complete description of the make, year, model, license plate number, and state indicator, and vehicle identification number of the vehicle b) Amount of money claimed for expenses incident to the removal, preservation, custody, storage (\$10.00 per day) and sale; and if the vehicle was left unattended at an establishment for service, repair or maintenance, the cost of the services c) Date, time and place of sale
3	<p>The vehicle may be sold by the owner or person in lawful control of the property at public auction to the highest bidder, or may be sold following an action filed pursuant to W.S. 31-13-112(e)</p>
4	<p>Upon receipt of satisfactory evidence from the seller of compliance and that the vehicle has been sold, the sheriff shall execute a certificate of sale in duplicate for the fee of \$7.50. The original certificate of sale shall be delivered to the purchaser and the copy shall be retained by the sheriff. Satisfactory evidence of compliance requires the following:</p> <ul style="list-style-type: none"> a) A completed copy of the Abandoned Vehicle Identification Request and WYDOT's letter stating ownership and lien holder information. b) Copies of the notice of sale c) Proof of mailing and publication required
5	<p>No person shall sell a vehicle if a written court order prohibiting the sale is served on the proposed seller. The court order shall be served on the person selling the vehicle prior to the sale and shall not be issued except for good cause.</p>
NOTES	
<p>At any time prior to a sale, the owner or lien holder of record may reclaim the vehicle upon payment of expenses incident to removal, preservation, custody, storage and sale; and if a vehicle was left unattended at an establishment for service, repair or maintenance, upon payment of the cost of services.</p>	
<p>The owner or lien holder is entitled to recover from the person selling the vehicle any proceeds of the sale in excess of the costs of the sale and monies owed for related expenses, if any, provided an action is filed in the proper court for recovery within 120 days of the sale.</p>	
<p>Procedures may vary within each county, please contact the appropriate county sheriff for verification.</p>	