



STATE OF MICHIGAN  
RUTH JOHNSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

DEALER BULLETIN

DATE: December 16, 2011

T0: Michigan Vehicle Dealers and Employees

SUBJECT: **Changes to Lost Title (Self-Certification of Vehicle Ownership) Replacement Procedure**

Effective immediately, the following changes are made to the self-certification of ownership procedure (use of the TR-205 Ownership Certification form for vehicles 6 or more years old and a value of \$2,500 or less):

- Using the procedure as a customer convenience is not acceptable. A dealer must first attempt:
  - to have the seller obtain a duplicate title, or
  - both the seller and purchaser appear at the branch and process a duplicate/transfer transaction. The dealer would apply for a resale title in the dealership name.
- There must be a MI title record on the Secretary of State Computer system.
- The self-certification procedure cannot be used for out-of-state vehicles. If the dealer loses an assigned out-of-state title, the dealer must obtain a replacement title from the previous owner.

Dealers must submit the following in addition to the RD-108 resale title application and TR-205 Ownership Certification:

- A copy of the page from their paper or electronic police book indicating how and when the vehicle was acquired for their inventory.
- A BDVR-108 Odometer Mileage Statement completed by the dealer unless the vehicle is over 10 model years old.
- Copies of the front and back copy of the lost Michigan title.
- Purchase documents such as an auction receipt or a bill of sale confirming the vehicle is worth less than \$2,500 and qualifies for self certification, or, for a trade-in vehicle, a printed page from an on-line appraisal service (Kelly Blue Book, Edmunds, N.A.D.A. Guides, etc.).

If a dealer loses an assigned Michigan title for a vehicle that does not qualify for self-certification, the dealer must obtain either a surety bond (twice the vehicle value for three years) or a replacement title from the previous owner.