



## **Additional Instructions:**

Following are answers to the most frequently asked questions about our application. Form 812 is to be used anytime you are requesting an original title or registration in Alaska or are transferring a vehicle to another person. A short application (Vehicle Transaction Application - Form 821) is all that is required for most other transactions.

**PLEASE DO NOT MAIL THIS APPLICATION TO DMV FROM OUTSIDE THE BORDERS OF ALASKA OR IF YOU LIVE WITHIN 50 MILES OF AN ALASKAN DMV THAT PROCESSES VEHICLE TRANSACTIONS. IT WILL BE SENT BACK TO YOU UNPROCESSED.**

**Secondary Serial Number** - Normally found on Motorhomes and Motorcycles.

**Unit Number** - Used for businesses that use another reference number. The maximum number of characters allowed is seven numbers and/or letters. These are entered as a courtesy to our customers.

**Odometer** - Must be in miles. Do not guess. If you do not know, check the vehicle before completing this portion of the application. To convert kilometers to miles, multiply the number of kilometers by .62.

**Company name** - This is for ownership purposes only, not where you work.

**Ownership** - Alaska allows up to four owners on a vehicle. The title will show all the names, however, only two names will appear on the registration. The names that appear in section 2 will show on the registration. If there are additional owners, enter their information in the affidavit section (8).

**Physical address** - Must be a physical location. Mail caches are not acceptable. If you do not have a street address, you would enter a mile post and highway name, or another type of physical description.

**Lienholder** - This is who you are making payments to. If you do not owe anyone for the vehicle, you must write the word "NONE" in this section. N/A is not an acceptable entry.

**Section 6 & 7** - These are only to be completed when they apply to the vehicle you are completing the paperwork for.

**Affidavit** - For transferring specialty plates, requesting special plates or other important information that is out of the ordinary.

**Signature** - If there is no change from the ownership document (title or Manufacturer's Certificate of Origin) being submitted, only one owner must sign. If there is a change, all owners must sign. (Example: Assignment on title is made to John and Jane Doe. You want the title to read John OR Jane Doe. Both John and Jane must sign the application to make this change.) For leased vehicles, the leasing company must sign. If you use a power of attorney, the correct way to sign is as follows:

Leasing Company by John Doe, POA or Jane Doe by John Doe, POA

If you are titling a vehicle owned by a business or company, use the company name and authorized agent area for the signatures.

**NOTE: When you purchase a vehicle, it is a good idea to check the serial number directly on the vehicle against the ownership documents, before transferring the title to your name.**