



CA DMV CHECKLIST

Private Party Purchase — Clear Title

- Copy of Current Vehicle Registration (CA Only)** — If registration expires in **60 days or less**, it must be renewed prior to funding, proof of payment required
- Personalized Plates** — If Seller(s) has personalized plates, seller(s) must exchange them for standard plates at the DMV prior to loan funding
- Certificate of Title (pink slip)** — Buyer(s) and seller(s) sign off on the Certificate of Title, including the odometer reading section
- For vehicle model years: and newer**
Smog Fee of \$8.00 is collected
- For vehicle model years: and older**
Vehicle Smog Inspection Report

Note: A smog certification is valid within 90 days prior to the vehicle transfer date (not required for motorcycles and travel trailers).

- Vehicle/Vessel Transfer and Reassignment Form (Reg 262)** — Form must be fully completed by the buyer(s) and seller(s). DMV requires the original form to be completed in ink, free from errors, cross outs and/or white out
 - SECTION 4: Buyer and Seller Information** — Must be signed by the buyer(s) and seller(s), ALL sections including Driver's license number(s).
 - SECTION 5: Power of Attorney** — Must be signed by the buyer(s) and seller(s) appointing Star One CU as the attorney-in-fact.
- Use Tax*** — Tax based on the purchase price and the city of the buyer's residence. Refer to the Statement of Facts (Reg 256) for use tax exemptions
- Transfer Fee*** — \$15 (if not financed, should be made payable to Star One CU)
- Proof of Insurance** — Buyer(s) must submit proof of current full coverage auto insurance

Note: DMV no longer allows the use of an Application for Duplicate title form (Reg 227) or Lien Satisfied form (Reg 166) to release the lien on a vehicle. Should you purchase a vehicle that is currently financed, keep in mind that lender can only release its interest electronically, which will then generate a proper title. This process usually takes about 2 weeks.