

Out-of-State Residents

Out-of-state residents may not apply for an Illinois duplicate title if they have purchased a vehicle without a title from an Illinois resident. The out-of-state purchaser must ask the Illinois owner to apply for the duplicate title.

However, if a former Illinois resident was the last valid title holder of the vehicle, a duplicate title may be applied for. The former Illinois resident must:

- Indicate their former Illinois address in the owner's address information area on the application, and
- Include out-of-state mailing instructions in the "MAIL TO" information area.

Application for Vehicle Transaction(s)

The image shows a thumbnail of the Illinois Secretary of State Application for Vehicle Transaction(s) form. The form is titled "ILLINOIS SECRETARY OF STATE — APPLICATION FOR VEHICLE TRANSACTION(S)" and includes various sections for applicant information, vehicle details, and transaction type. Key sections include:

- Type of transaction(s):** Options include Title and Plates, Title Only, Duplicate Title, Corrected Title, Salvage Certificate, Junking Certificate, Plates Only, Sticker Only, Transfer Only, Corrected ID Card, Duplicate ID Card, Single Plate Replacement, Set of Plates Replacement, Sticker Replacement, Reclass of License Plates, and Resale of License Plates.
- OWNER INFORMATION:** Fields for First, Last, Middle, and Address.
- VEHICLE INFORMATION:** Fields for Vehicle Identification Number (VIN), Make, Model, Body Style, Color, and Mileage.
- MAIL TITLE TO (IF DIFFERENT THAN ABOVE):** Fields for Name, Street Address, City, State, and ZIP.
- VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT):** Fields for Insured Company Name, Policy Number, and Expiration Date.
- TRANSFER INFORMATION:** Fields for Name, Address, and State.
- REASON(S) FOR CORRECTED OR DUPLICATE TITLE:** Fields for Reason for Replacement Plates/Sticker and Reason for Replacement Plates/Sticker.
- WHEN REPLACING PLATES, YOU MUST CHECK ONE:** Fields for "I wish to be issued a random-number plate" and "I wish to retain my current plate number".
- AUDITOR'S USE ONLY:** Fields for Signature, Date, and Fee.

Where to Apply

Applications for Vehicle Transaction(s) may be obtained from most Secretary of State facilities or by contacting:

**Secretary of State
VSD Forms Distribution
3701 Winchester Rd.
Springfield, IL 62707
800-252-8980
312-793-1010**

Applications may be made in person at:

- **Springfield**
 - Howlett Building, 501 S. Second St.
 - 2701 S. Dirksen Parkway
- **Chicago**
 - 100 W. Randolph
 - 5401 N. Elston
 - 9901 S. King Dr.
 - 5301 W. Lexington
- **Secretary of State Facilities**
 - Lombard
 - Naperville
 - Bloomington
 - Carbondale
 - Champaign
 - Decatur
 - Granite City
 - Peoria
 - Quincy
 - Joliet
 - Libertyville
 - Silvis
 - Tilton
 - Woodstock

An Application for Vehicle Transaction(s) for a duplicate or corrected title may be mailed along with any required documents and appropriate fees in the form of a check or money order to:

**Office of the Secretary of State
Vehicle Services Department
501 S. Second St.
Springfield, IL 62756-7000**

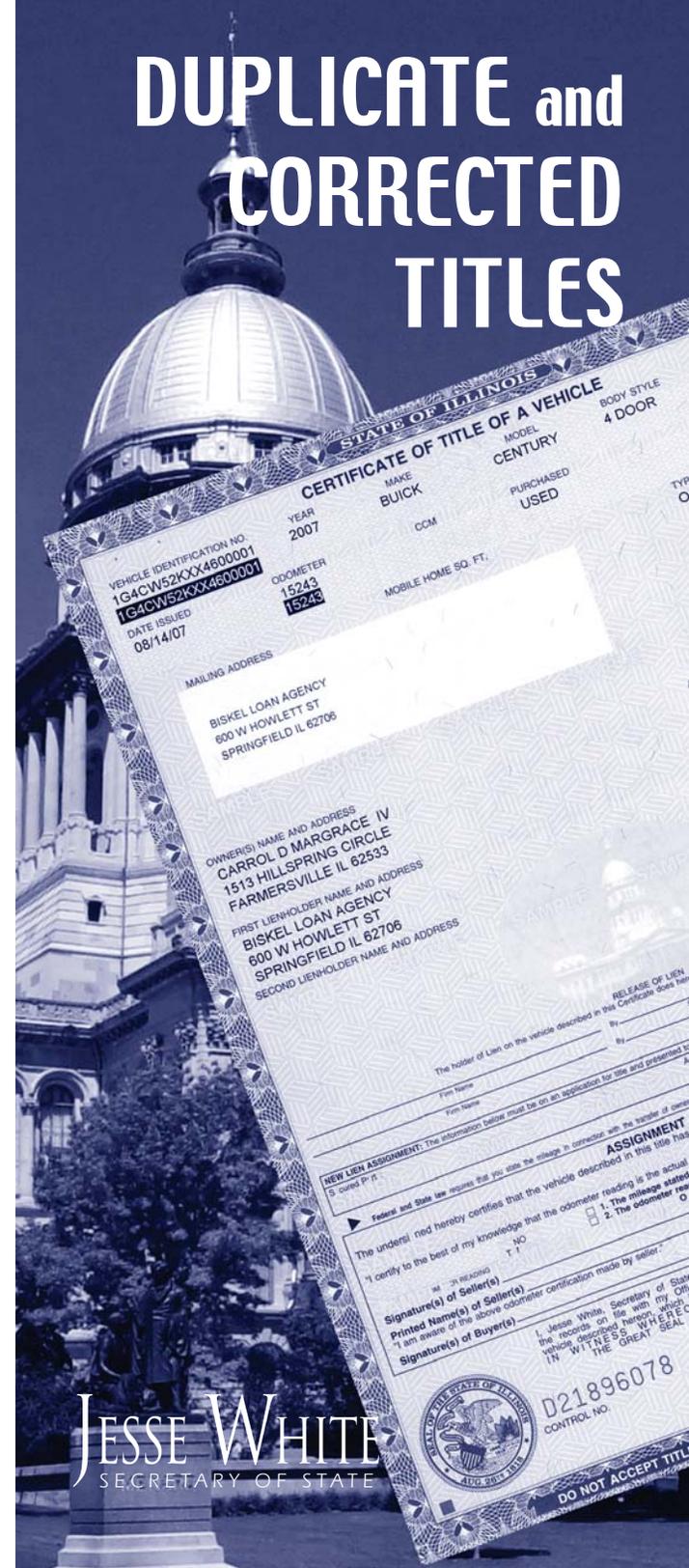
Applications will be returned if the information or fee is insufficient to process.

JESSE WHITE
SECRETARY OF STATE

WWW.CYBERDRIVEILLINOIS.COM

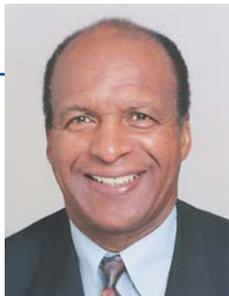
Printed on recycled paper.
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DUPLICATE and CORRECTED TITLES



JESSE WHITE
SECRETARY OF STATE

DO NOT ACCEPT TITLE
CONTROL NO. D21896078



Working To Serve You Better

As Secretary of State, I am committed to providing efficient service to the people of Illinois.

This brochure serves as a guide to applying for a duplicate or corrected title. Typically, when a vehicle title is lost or destroyed, it is difficult to remember the information required to obtain a duplicate or corrected title. If all known information is completed as accurately as possible, including the vehicle identification number and the current license plate number, my office will be able to process your application faster.

Applications for Vehicle Transaction(s) for duplicate or corrected titles are available at many Secretary of State facilities for your convenience. If we can be of further assistance, please contact my office's Vehicle Services Department.

Jesse White

Jesse White
Secretary of State

Duplicate Title

A duplicate title replaces a previously issued title and will only be issued when the Secretary of State's office deems the original title is **lost, stolen** or **mutilated**.

Under no circumstances will an Illinois duplicate title be issued unless 15 days have elapsed from the date of issuance of the original title, or 30 days from the date of issuance of a duplicate title. This provision protects the public and financial institutions against fraud.

An Application for Vehicle Transaction(s) (VSD-190) marked **DUPLICATE TITLE** must be completed, showing signature(s) and the reason for needing the duplicate title. Submit the application along with the **\$95 fee** to the Secretary of State.

All boxes and questions on the application must be completed except for the number of cc's, which applies only to motorcycles and mopeds. Mobile home square footage must be completed for all mobile homes.

Copy the exact **vehicle identification number** (VIN) from the vehicle and complete the application carefully and legibly. Vehicle records will be researched for additional information if necessary.

A duplicate title application must state the vehicle's **current** odometer reading at the time of application for vehicles nine years old and newer.

Corrected Title

Any changes or corrections should be made on an Application for Vehicle Transaction(s) (VSD-190) marked **CORRECTED TITLE**. (A duplicate title replaces a previous title and should not be requested for correcting information.)

If you need to replace a **lost title and make changes**, the changes may be made on a duplicate title application.

A corrected title application must state the vehicle's **current** odometer reading at the time of application for vehicles nine years old and newer.

Apply for a CORRECTED title when:

- **Removing an owner's name due to divorce, etc.** — An affirmation from the individual releasing interest in the vehicle or a copy of relevant pages in the divorce decree awarding the vehicle must be submitted. Divorce decree pages must include the name of the court, identity of the vehicle and signature of the judge. In the case of a deceased owner, a certified copy of the death certificate must be submitted. If the estate is being probated, a cer-

tified copy of the letters of administration or court order also must be submitted.

- **Adding or changing an owner's name due to marriage, etc.** — Changes should be indicated in the proper area and an explanation submitted. An Application for Vehicle Transaction(s) (VSD-190) must be submitted along with a \$3 fee to correct the registration card. If the vehicle registration sticker expires soon, the information may be indicated on the renewal application in lieu of an additional application; **however, the title and registration must be corrected at the same time.**

- **Changing the owner's name.**

- **Adding a lien** — Indicate the full name and address of the lienholder.

Note: Corrected title applications involving the removal of a name because of divorce or the death or a co-owner or changing an owner's name because of marriage must be accompanied with a \$15 title fee. Other changes may be made at the same time providing divorce, death of a co-owner or marriage is the prevailing reason for the change.

Liens and Special Mailing

Illinois titles are mailed to the lienholder if a lien is applied. Include the complete name and address of the lienholder on the duplicate title application. If there is no lien, the title will be mailed to the principal owner listed first on the application. If there is no lien and the owner wants the duplicate title mailed to a different address, special mailing instructions should be shown in the "MAIL TO" area.

If a lien shown on the previous title has been satisfied, do not show the lienholder on the duplicate title application. Submit one of the following items to remove the lienholder:

- **Lien clearance letter** from the lienholder indicating that the lien has been paid in full.
- **Lien contract** stating that the lien has been paid in full. Must be countersigned by an authorized representative of the company.
- **Copies of receipts** or cancelled checks to the lienholder totaling the amount of the original lien and evidence of the original lien amount.
- **Court order** directing the Secretary of State's office to issue the duplicate title without the lien or lienholder's name. The court order must be signed by the judge residing over the case and/or reflect the filed stamp of the clerk's office, including the year, make and VIN of the vehicle in question.