



## INSTRUCTIONS TO APPLICANT — READ CAREFULLY

This form is to be used when a vehicle/trailer identification number (VIN) plate needs to be verified, issued, or replaced. Any false statement in this application is a violation of the law and may be punished by fine or imprisonment or both.

1. Print or typewrite with black ink.
2. Before the application can be accepted by the Missouri Department of Revenue (department), an examination to determine the true identity of the vehicle/trailer must be made only by the authorized law enforcement, the Missouri State Highway Patrol (MSHP), a member of the St. Louis City or County Auto Theft Unit or the Missouri Public Service Commission (manufactured homes only) as outlined below.
3. This application must be accompanied by the documents and fees **outlined below**. If the application is for a corrected title/ vehicle verification or for a new VIN plate for a homemade trailer, the application may be submitted to any Department of Revenue contract office. If the application is for a new VIN plate for a motor vehicle or manufactured trailer, or for a replacement VIN for any motor vehicle or trailer, the application must be mailed directly to Motor Vehicle Bureau, PO Box 2076, Jefferson City MO 65105-2076.

The original form must be submitted to the department. The copy will be retained by the inspecting agency.

DO NOT SEND CASH. Checks or money orders may be accepted as payment. Make the check or money order payable to: Missouri Department of Revenue. The check must be preprinted with the check writer's name and address, bank code and account number. It must also include the following information regarding the check writer:

1. Driver license or non-driver license number;
2. Date of birth; and
3. Daytime phone number.

### THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS. Other restrictions may also apply.

4. The identification number plate (excluding a new VIN plate for a homemade trailer) will be forwarded to the applicable agency (as listed in paragraph above 2) for proper attachment to the unit. The agency will contact the owner for an appointment to attach the plate to the unit.

### WHO CAN COMPLETE THE INSPECTION PORTION OF THIS FORM?

**Title Correction or Vehicle VIN Verification** — Any authorized law enforcement — Missouri State Highway Patrol (MSHP), county sheriff, police, etc. An additional inspection completed by an authorized officer of the MSHP or a member of the St. Louis City or County Auto Theft Unit may be required. The inspection portion of this form is not required for a new or replacement VIN on a manufactured home (complete section A and see list of required documents below).

### New VIN for Trailer:

- Manufactured trailer — Any authorized officer of the MSHP or a member of the St. Louis City or County Auto Theft Unit.
- Homemade trailer — County sheriff from applicant's county or MSHP.
- Trailer with a Salvage Title — The form must be completed by an authorized officer of the Missouri State Highway Patrol or St. Louis City or County Auto Theft Unit.
- Replacement VIN — Any authorized officer of the MSHP or a member of the St. Louis City or County Auto Theft Unit.
- New and Replacement VIN for Manufactured Home — Home must be manufactured prior to 1976 and can only be inspected by the Missouri Public Service Commission.

### WHAT DOCUMENTS AND FEES ARE REQUIRED?

#### Title Correction

- This completed form;
- Application for title;
- Certificate of title; and
- \$17.50 (title and processing fee).

#### New VIN Plate for Trailer

- This completed form;
- Application for title;
- Certificate of title (unless homemade trailer being titled for the first time);
- \$17.50 (title and processing fee);
- \$25.00 (inspection fee), if applicable — not required if the county sheriff collected the fee (applies to all homemade trailers);
- \$16.50 (VIN plate fee or replacement VIN plate fee and processing fee), if applicable; and
- State and local taxes and applicable title penalties if a change of ownership (does not apply to first time title of a homemade trailer).

#### Replacement VIN for any Motor Vehicle, Trailer, or Manufactured Home

- This completed form (for a new or replacement VIN on a manufactured home, the homeowner must complete section A of this form only, sign and have their signature notarized);
- \$16.50 (replacement VIN plate fee and processing fee); and
- Inspection documentation from the Missouri Public Service Commission.

If a change of ownership, the following must also be submitted:

- Properly assigned title;
- Title application;
- \$17.50 (title and processing fee); and
- State and local taxes and applicable title penalties if a change of ownership.

### **Ever served on active duty in the United States Armed Forces?**

If yes, visit [dor.mo.gov/military/](https://dor.mo.gov/military/) to see the services and benefits DOR offers to all eligible military individuals, or complete the survey at <https://mvc.dps.mo.gov/MoVeteransInformation/Survey/DOR> to receive information from the Missouri Veterans Commission. A list of all state agency resources and

benefits can be found at [veteranbenefits.mo.gov/state-benefits/](https://veteranbenefits.mo.gov/state-benefits/).