



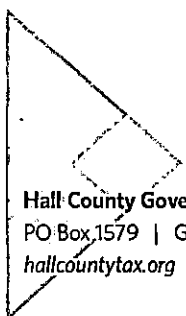
MOBILE HOME TITLE BOND PROCESS

If there is no title available for a mobile / manufactured home, the title bond process must be completed. You may have an old title but the chain of ownership is broken, therefore the transfer of ownership cannot take place with this title. Any mobile home manufactured 1963 or newer requires a title to transfer ownership. The same applies with the title bond. If the mobile home is a single wide, then there will only be one title bond to do. If the title bond is a double wide or more, a title bond may be necessary for each side in which valid titles are found with the Georgia Department of Revenue.

1. Contact tax commissioner's office in the county the mobile home is located to find out if they have a record of a title or titles. Make sure if it has titles for different sides. If you know there is an active lien on the mobile home, you will need a lien release before moving forward.
2. **Call the marshal's office at 770.531.6762 to have them complete the form Motor Vehicle Certificate of Inspection for VIN verification for each side necessary. This form is included with this packet.
3. If you were not able to receive information in step 1, call the county tag office with the VIN found on the Motor Vehicle Certificate of Inspection. Make sure of any valid titles or liens on the mobile home(s) based on this new information.
4. If the Department of Revenue (DOR) does not list any lienholders, go to step 10.
5. If the DOR does list any lienholders, then you will need to obtain a lien release. The form, Notice of Satisfaction of Security Interest or Lien Holder's Affidavit is included in this packet.
6. Contact the lender directly to obtain the lien release. If you receive the lien release, go to step 10.
7. If you cannot contact the lender directly and believe it may no longer exist, mail a certified letter requesting a lien release for the mobile home(s) and wait to see if the letter is returned by the post office. If it is returned to you by the post office, **DO NOT OPEN. KEEP THIS.**
8. You will also need to prove to the DOR the lender is out of business by completing the form, Business Entity & Registration Records Order Form requesting a Certificate of Existence from the Georgia Secretary of State.
9. The returned certified letter and what you receive from the Georgia Secretary of State will act as your lien release now.
10. Contact a title bond company to do their part. There is a list of title bond companies included. They will complete the forms, Motor Vehicle Certificate of Title Bond, Power of Attorney, and Affidavit Supporting Certificate of Title Bond Application. Examples are included in this packet.
11. The state requires the bond amount to be double the Fair Market Value. If there is more than one title and more than one title bond to be done, the bond amount is divided between the bonds, so the cost of the bond(s) will not increase. (For example, a double wide's value is \$30,000, the bond value is \$60,000 {\$30,000 x 2}. Each bond would be \$30,000)
12. Please make sure the owner name on the Motor Vehicle Certificate of Inspection matches exactly to the name listed on the title bond paperwork. If individual ownership, name must match driver license. If a business is the owner, the paperwork must match what is on the

business license. The DOR could reject. All places require name to match state issued driver license or id or business license.

13. Bring completed title bond paperwork, driver license, business license (if putting in name of business), lien release or the returned certified letter and Ga. Secretary of State documents, and \$18 per title, proof of ownership (i.e. bill of sale), to the county tag office where the mobile home is located.
14. If the property tax on the mobile home is unpaid, this will need to be paid prior to the title application process.
15. **Sometimes, the marshal will not be able to locate a VIN anywhere on the mobile home. When this occurs, the DOR requires additional steps before the title application process may start.
16. Locate the HUD Certification Label (example included in packet). Once you find this, follow directions on the page in this packet titled, Office of Commissioner of Insurance and Fire.
17. If you receive a new data sheet from the Office of Commissioner of Insurance and Fire, affix the new data sheet inside the kitchen cabinet. Contact the marshal to do a new Motor Vehicle Certificate of Inspection from Step 2***. You may obtain additional blank Motor Vehicle Certificate of Inspection forms at the county tag office or the DOR website.
18. If you cannot find a HUD Certification Label, take pictures of all the sides of the mobile homes to show there is not a HUD label affixed anywhere on the outside of the mobile home.
19. Have your title bond packet completed from the title bond company with the VIN space indicating TBD for To Be Determined. Include the signed Motor Vehicle Certificate of Inspection where the marshal could not find a VIN. Include the pictures taken around the mobile home showing no HUD label. Complete the form, Missing Serial Plate Affidavit included in this packet and \$5.00 for the new serial plate. Complete a Title Application, also included. Using certified or other trackable mail, send everything along to DOR Southmeadow, Title Department, 4125 Welcome All Road, Atlanta, GA 30349.
20. The DOR will send back all of your paperwork along with your new serial plate and a new VIN verification form.
21. Affix the new serial plate to the mobile.
22. Call the marshal to complete the new VIN verification form the DOR sends.
23. Have the title bond company reissue the title bond paperwork showing the new VIN or issue riders.
24. Bring completed title bond paperwork, driver license, business license (if putting in name of business), lien release or the returned certified letter and Ga. Secretary of State Documents, and \$18 per title to the county tag office where the mobile home is located.
25. You must apply for the title within 6 months of the title bonds issue date or you will have to get new title bond documents. The state likes the Motor Vehicle Certificate of Inspection forms to be dated no more than 30 days prior to applying for the title.





Georgia Department of Revenue - Motor Vehicle Division Certification of Inspection by a Duly Constituted Georgia Law Enforcement Officer



This form must be completed by a Georgia law enforcement officer, then submitted to the county tag office by the vehicle owner. Please refer to <https://dor.georgia.gov> to locate the county tag office in your county of residence.

Purpose of this form: This form is to be used by a Georgia law enforcement officer to certify inspection of a motor vehicle, motorcycle or scooter.

Completing this form: This form must be completed in its entirety, legibly printed in blue or black ink. Any correction or alteration will void this form.

Section A: Record the vehicle inspection information.

Section B: Record the full legal name, driver's license number, mailing address and telephone number of the vehicle owner.

Section C: Complete the law enforcement officer's certification with signature and date.

A VEHICLE INSPECTION

Year: Make: Model:
Body Style: Color:

Public Vehicle Identification No. (PVIN):
Visible through windshield: ☐ Yes ☐ No

Federal Motor Vehicle Safety Label:
Location:

Public Vehicle Identification No. (PVIN) Plate / Label Attachment:
Check applicable box.

- ☐ Rosette Rivets ☐ Adhesive
☐ Screws ☐ Missing / Not Visible

Describe condition:

Has the manufacturer affixed a National Highway Transportation Safety Administration (NHTSA) label certifying the vehicle, motorcycle or scooter conforms to applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS)? ☐ Yes ☐ No

Supporting Documentation Establishing Ownership of the Applicant:
Check applicable box.

- ☐ Certificate of Title
☐ Vehicle Registration Card / Notice
☐ Manufacturer's Statement of Origin

If no Certificate of Title or Vehicle Registration Card, describe documents presented:

B OWNER INFORMATION

Vehicle Owner's Full Legal Name: Driver's License No.:
Mailing Address: Apt./Suite No.:
City: State: ZIP Code: Telephone No.:

C CERTIFICATION OF LAW ENFORCEMENT OFFICER

Law Enforcement Officer's Name:
Badge No.: Official Title / Rank:

Law Enforcement Agency's Name: Telephone No.:
Mailing Address: Apt./Suite No.:
City: State: ZIP Code: County:

GCIC/NCIC Response to Stolen Inquiry: Date: Time:

The signature of the duly constituted law enforcement officer examining this vehicle certifies that said officer completed this form and conducted an inquiry on the Georgia Crime Information Center's (GCIC) and/or National Crime Information Center's (NCIC) stolen vehicle files to establish the status of this vehicle under the penalty of false swearing (O.C.G.A. § 16-10-71).

Law Enforcement Officer's Signature: Date:



Secretary of State

OFFICE OF SECRETARY OF STATE
CORPORATIONS DIVISION
2 Martin Luther King Jr. Dr. SE
Suite 313 West Tower
Atlanta, Georgia 30334
(404) 656-2817

**BUSINESS ENTITY & REGISTRATION RECORDS
ORDER FORM**

1. Requestor's Information:

Date: _____

Name: _____ Email: _____

Firm Name (if any): _____ Telephone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

2. Business Entity/Registration Details:

Entity/Registration Name: _____

Secretary of State Control/Registration Number: _____

Entity/Registration Type (check one only):

- | | | |
|--|--|--|
| ☐ Corporation | ☐ Limited Liability Company (LLC) | ☐ Limited Partnership (LP/LLLP) |
| ☐ Limited Liability Partnership (LLP) | ☐ Trademark/Service Mark | ☐ Service of Process |
| ☐ Development Authority | ☐ Other: _____ | |

3. Order Details: Check one request type per order form.

Request Type	Fee Details	
a. ☐ Plain (uncertified) copies	# of plain copies ____ x \$0.10 per page for documents more than 9 pages	\$ _____
b. ☐ Certified copies	\$10 per certificate + \$10 service charge* + 10 cents per page exceeding 25 pages	\$ _____
c. ☐ Certificate of Existence	\$10 per certificate + \$10 service charge*	\$ _____
d. ☐ Certificate of Search	\$10 per certificate	\$ _____
e. ☐ Certificate of Noncompliance	\$10 per certificate	\$ _____
f. ☐ Certificate of Registered Agent/Office	\$10 per certificate	\$ _____
g. ☐ Certificate of Entity History (Long Form)	\$50 per certificate	\$ _____
h. ☐ Certificate of Fact (reciting a specific fact)	\$50 per certificate	\$ _____
Specific fact: _____		

Please indicate type of return method requested: ☐ Mail ☐ Email** ☐ Pickup**

4. Raised Seal Blue Ink: To request a certificate with a raised seal and blue ink signature ("RSBI"), check the "Yes" box below. The fee for a RSBI certificate is \$25. RSBI is not available on orders for plain (uncertified) copies. See instructions for additional limitations. Leave this section blank if you are not ordering a RSBI certificate.

☐ Yes, I would like a raised seal blue ink seal certificate. Add \$25.00 \$ _____

5. Expedited Service: To request expedited processing of your order, check one level of expedited service below. Expedited service is not available on trademark, service of process, or other special service filing records.

☐ (1) Same Day Expedited Service Add \$275.00 \$ _____

☐ (2) Two Business Days Expedited Service Add \$60.00 \$ _____

6. Total Amount Due: Total \$ _____

* \$10 service charge applies only to corporation, LLC, LP/LLLP, and LLP records. This charge does not apply to Raised Seal Blue Ink orders.

** Raised seal blue ink certificates cannot be emailed. Pickup service is not available unless expedited service is ordered.

**Instructions for Form CD 700
Business Entity & Registration Records Order Form**

Section 1	Requestor's Information	Enter the requestor's name, mailing address, email address, and telephone number. Enter the date of the request. Orders to be returned by mail or email will be sent to the address or email address entered in Section 1.
Section 2	Business Entity/Registration Details	Enter the business entity or registration name, number, and type. "Other" types include banks, insurance companies, credit unions, consent to service, and cable/video franchise. Enter only one business entity or registration per order form.
Section 3	Order Details	Indicate the request type, calculate the fees, and indicate the method by which the requested documents are to be returned to the requestor (e.g. mail, email, pickup). Note: Raised seal blue ink certificates cannot be emailed; pickup service is available only for expedited orders. Enter only one request type per order form.
Section 4	Raised Seal Blue Ink	For business entity records orders you may request a certificate with a raised seal and blue ink signature ("RSBI"). There is an additional fee of \$25 for a RSBI certificate. If ordering a RSBI certificate, then check the "Yes" box and add \$25 to your fee payment. If not ordering a RSBI certificate, then do not check the "Yes" box and leave this section blank. Note: RSBI is not available on orders for plain (uncertified copies). RSBI certificates may be ordered in connection with business entity records (e.g. corporation, LLC, limited partnership, etc.) but is not available on other non-entity registration records (e.g. trademark, service of process, development authority registrations, etc.). The \$10 service charge on certified copies and certificate of existence orders does not apply if requesting a RSBI certificate with the order.
Section 4	Expedited Service	If the order is to be expedited, choose the level of expedited service. Additional fees apply if the order is expedited. If the order is not to be expedited, leave this section blank. Expedited service is not available on orders for trademark, service of process, or other special service filing records.
Section 5	Total Amount Due	Enter the total fee amount due. Total amount due includes the request fee, plus any additional charges (i.e. raised seal blue ink; paper filing service charge; expedite fee).

Payment Type: Fees may be paid by check or money order payable to the Secretary of State. If submitting the request in person, payment may also be made by credit card. Cash is not accepted. Expedited fees must be paid by money order, certified check, cashier's check, or credit card.

Submitting Request: Please mail or deliver the completed form and payment to: **Corporations Division, 2 Martin Luther King Jr. Dr. SE, Suite 313 West Tower, Atlanta, Georgia 30334.**

FORM CD 700 Instructions
(Rev. 1/2020)

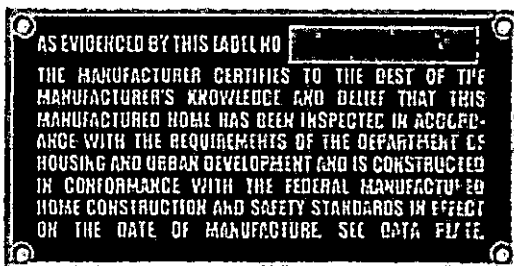
Key Takeaways

All manufactured homes built after 1976 must comply with the HUD Manufactured Home Construction and Safety Standards, which ensures construction quality, fire safety and energy efficiency.

The HUD certification label, also known as the HUD tag, is a metal plate attached to the outside of the manufactured home that indicates the home is in compliance with HUD standards.

It's typically found on the back right corner of the home, and if lost, the same information is available on the home's data plate.

Knowing the location and details of the HUD certification label is important for verifying the home's compliance with safety standards when refinancing, moving or selling the home.



What is a HUD Certification Label?

The HUD certification label, also known as the HUD tag, is a piece of metal that's attached to the outside of the manufactured home.

According to HUD code, "The label shall be approximately 2 in. by 4 in. in size and shall be permanently attached to the manufactured home by means of 4 blind rivets, drive screws, or other means that render it difficult to remove without defacing it. It shall be etched on 0.32 in. thick aluminum plate. The label number shall be etched or stamped with a 3 letter designation which identifies the production inspection primary inspection agency and which the Secretary shall assign. Each label shall be marked with a 6 digit number which the label supplier shall furnish. The labels shall be stamped with numbers sequentially."

The label has a number with three letters that indicate which state the home was built in. Then there's a unique 6-digit number that comes from the manufacturer that built the home. And finally, there's text that reads:

"The manufacturer certifies to the best of the manufacturer's knowledge and belief that this manufactured home has been inspected in accordance with the requirements of Department of Housing and Urban Development and is constructed in conformance with the federal manufactured home construction and safety standards in effect on the date of manufacture. See data plate."



Where Can I Find My HUD Certification Label?

The label is typically located on the back right corner of the outside of the manufactured home. It may also be on the "tongue" of the home or corner of the frame.

If you're having trouble finding your label, the same information can also be found on your home's data plate, which is a paper label that's usually found in the primary bedroom closet or on the cabinets under the kitchen sink. The data plate has detailed information about your home, like the wind zone requirements to which it was built and what facility built your home.

And if you've lost or can't find your HUD certification label, you can contact the Institute for Building Technology and Safety to request a copy of the original data, a label verification letter or a performance verification certificate, depending on your specific circumstances and needs.

You'll want to know where your manufactured home's HUD certification tag is so you can verify that your home was built to the proper codes and standards, which will help ensure its safety and durability over time. The number on it can help you look up information like your home's roof load zone, insulation type and more. It will also come in handy if you ever plan to refinance, move or sell your home in the future.

Data Plate Search Requests

The Manufactured Housing Section maintains records of HUD-Code manufactured homes produced in Georgia from 1977 to the present. In the event that the original Data Plate located within these homes has become defaced or has been destroyed, replacement copies may be available to owners, financial institutions or other governmental agencies requiring this construction information. Please be advised that long-term storage is not always kind to these documents, and more primitive earlier technology was less than durable. For example, older documents were carbon copies of handwritten data, and these have simply vanished over time.

All our legible records have been digitally scanned and converted to pdf format. When located, they can be attached to e-mails and sent to the requestor. No paper copies will be created or processed.

To request a Data Plate Search, click the link below which will take you to our Citizenserve Portal. Once there, log in if you already have an account established with us. If not, click register now, and for registration type, select "contact" and enter accurate information in the required fields, then submit. Once logged in, select the search sub-type option you prefer; option 1, a response within 10 business days, or option 2, a response within 3 business days. Search fees are dependent upon the option selected: Option 1, \$100.00 or option 2, \$500.00.

Enter the HUD label number for the data plate you are requesting beginning with GEO. If the prefix is anything other than GEO, our office did not issue the label, and we have no record of the data plate. GEO will be followed by a maximum of 7 digits. Click submit, and proceed to the payment process. The only accepted forms of payment are by E-Check, or credit card. Complete the required fields for payment and click submit. *In the event your requested data plate cannot be located, you will be issued a refund of the search fee.*

If located, the copy of the data plate you requested will be sent to the e-mail address we have on file within the time frame selected. Please ensure your e-mail address and telephone contact numbers are accurate and current. To begin your request, please click on the following link:

**[https://www.citizenserve.com/Portal/PortalController?
Action=showApplyPermitPage&type=Permit&fileName=DPR&installationID=360](https://www.citizenserve.com/Portal/PortalController?Action=showApplyPermitPage&type=Permit&fileName=DPR&installationID=360)**



Office of Commissioner of Insurance and Safety Fire

Protect | Enforce | Educate | Inform

JOHN F. KING
Commissioner of Insurance
and Safety Fire

Two Martin Luther King Jr. Drive
West Tower, Suite 702
Atlanta, Georgia 30334

Instruction to order Manufactured Housing HUD Labels or Installation Label/Permits on the OCI Online Portal

Here are the Instructions for Licensed Manufacturers to order HUD Labels and for Licensed Installers to order Installation Labels on the New [OCI Online Portal](#). Please follow the steps carefully to ensure your order is submitted properly. Please note you must be a licensed Manufacturer to purchase HUD Labels online through the portal. Installers must be licensed to purchase installation labels on the portal as well.

**Office of Commissioner of
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Home Services Search My Account Contact

PERMITS
Home / Services / Permits

 Apply online
 View your permits
 Search for a permit



Manufactured Housing Services

Label Requests

Instructions

Step 1	Open the following link by copying and pasting the link into your browser or by clicking on the link: https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctxPagePrefix=Portal_&InstallationID=360
Step 2	Click on Login or My Account
Step 3	Login to your account with your USERNAME and PASSWORD
Step 4	Then click SERVICES
Step 5	Click Permits
Step 6	 In the drop-down box click on the label type you are trying to order
Step 7	Complete the required fields and the mailing address
Step 8	Click the SUBMIT button at the bottom of the webpage
Step 9	Follow the prompts to submit payment by e-check, credit or debit card
Step 10	Submit your payment
Step 11	You will receive a Confirmation email confirming your order has been received and is under review
Step 12	You will receive another confirmation email when your order has been processed and shipped



TITLE BOND COMPANIES

The Tax Commissioner's Office does not recommend any business and only as a service to the community provides a list of companies that process title bonds.

Barnes and Howell Insurance

526 Pearl Nix Pkwy., Suite 100
Gainesville, GA 30501
770.718.0202

Farmers Insurance

717 Queen City Pkwy., Suite B
Gainesville, GA 30501
678.971.1911

Best Insurance Center

1010 Jesse Jewell Pkwy.
Gainesville, GA 30501
770.531.1585

El Gallo De Oro

102 Near Way
Gainesville, GA 30501
678.677.6877

EZ Surety Bonds

4209 Oakwood Rd., #6
Oakwood, GA 30566
866.546.4605

Surety Bond Girls, LLC

365 Brady Place
Alpharetta, GA 30009
678.694.1967

Fuerza Latina

2277 Browns Bridge Rd.
Gainesville, GA 30501
678.971.4651

Mobile Home Title Services of Georgia

396 Lee Street
Jefferson, GA 30549
678.677.6877



Georgia Department of Revenue - Motor Vehicle Division

Form MV-1 Motor Vehicle Title Application

For instructions on how to complete this form see page 2.



A VEHICLE INFORMATION

Vehicle ID (VIN): _____ Current Title #: _____ Year: _____
 Make: _____ Current Title's State of Issue: _____ Color: _____
 Model: _____ GA County of Residence: _____ Cylinders: _____
 Body Style: _____ District #: _____ Fuel Type: _____
 Odometer Exceptions: ☐ EXEMPT ☐ Exceeds Mechanical Limits of Odometer ☐ Not the Actual Mileage, Warning Odometer Discrepancy
 Odometer Reading: _____ Date Purchased: _____

COMPLETE FOR ALL COMMERCIAL VEHICLES

Gross Vehicle Weight & Load: _____ Straight Truck? ☐ Yes ☐ No Used for Hire? ☐ Yes ☐ No
 Type of Trailer Pulled? _____ Product Hauled? _____ Is this a Farm Vehicle? ☐ Yes ☐ No

B : OWNER INFORMATION

Number of Owners: _____ Leased Vehicle: ☐ No ☐ Yes (If yes, complete Section D)
 If purchased from an out-of-state business, did you pick up the vehicle out of state? ☐ Yes ☐ No
**Owner's signature below warrants: I do solemnly swear or affirm under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement punishable by fine up to \$5,000 or by imprisonment of up to five years, or both that the statements contained herein are true and accurate.*

OWNER # 1

Full Legal Name: _____ Driver's License #: _____ State: _____
 Date of Birth: _____ E-mail Address: _____ Phone #: _____
 Business Name: _____ Name of Agent: _____
 Address: _____
 Mailing Address: _____
 *Signature of Owner 1 or Business Agent: _____ Date: _____

OWNER # 2

Full Legal Name: _____ Driver's License #: _____ State: _____
 Date of Birth: _____ E-mail Address: _____ Phone #: _____
 Business Name: _____ Name of Agent: _____
 Address: _____
 Mailing Address: _____
 *Signature of Owner 2 or Business Agent: _____ Date: _____

C SELLER INFORMATION

GA Dealer's/Bank's 12-Digit Customer ID # (If applicable):

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Seller's GA Sales Tax #:

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Full Legal Name or Business Name and Address:

If Georgia Seller, County Name:

Directly Financed Dealer Sale: ☐ Yes ☐ No

D LESSEE INFORMATION

Driver's License # (If individual): _____

Lessee's Full Legal Name & Address or Business Lessee's Full Name & Address:

Lessee's GA County Name: _____

Lessee's Phone Number: _____

E SECURITY INTEREST OR LIENHOLDER INFORMATION - Attach any information on additional lienholders.

12-Digit ELT ID #: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Name: _____

Address: _____

12-Digit ELT ID #: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Name: _____

Address: _____

ATTORNEY-IN-FACT INFORMATION - Attach original Power of Attorney if title is to be mailed to attorney in fact.

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail Address: _____

Georgia Department of Revenue - Motor Vehicle Division
Form MV-1 Motor Vehicle Title Application
INSTRUCTION PAGE

Purpose of this form: This form is to be used when applying for a tag and title and must be signed by all owners in Section B.

How to submit this form: This form must be completed in its entirety, legibly printed or typed, and submitted along with all required documents to the county tag office in the county where you reside or to the Department of Revenue (DOR), when applicable. Please refer to <https://dor.georgia.gov> to locate the county tag office in your county of residence.

A VEHICLE INFORMATION

This section must be completed in its entirety. If you do not know the district in which you live, please check with your county tag office. Include all the requested information: vehicle identification number (VIN), make of vehicle, model of vehicle, body style, current title number, current title's state of issue, Georgia county of residence, district number (if known), year of vehicle, color, cylinders of vehicle, fuel type, and odometer information including whether exempt, exceeds mechanical limits, not actual mileage. Also include odometer reading and date purchased.

COMPLETE FOR ALL COMMERCIAL VEHICLES

This section must be completed for all requests concerning a commercial vehicle.

B OWNER INFORMATION

List the number of owners, whether the vehicle is leased, and if it was purchased out of state.

All owners listed on the title must sign this form. By signing this form you are agreeing to the following:

**Owner's signature below warrants: I do solemnly swear or affirm under criminal penalty of a felony for fraudulent use of a false or fictitious name or address or for making a material false statement punishable by fine up to \$5,000 or by imprisonment of up to five years, or both that the statements contained herein are true and accurate.*

OWNER # 1

For owner number one:

- If an individual, provide the full legal name, driver's license number, state of issuance, date of birth, e-mail address, telephone number, address, and mailing address (if applicable).
- If a business, provide the e-mail address, telephone number, business name, name of the signer, address, and mailing address (if applicable).
- Signature is required.

OWNER # 2

For owner number two:

- If an individual, provide the full legal name, driver's license number, state of issuance, date of birth, e-mail address, telephone number, address, and mailing address (if applicable).
- If a business, provide the e-mail address, telephone number, business name, name of the signer, address, and mailing address (if applicable).
- Signature is required.

C SELLER INFORMATION

Provide:

- Georgia dealer's or bank's 12-digit customer identification number (if applicable)
- Seller's Georgia sales tax number
- Full legal name or business name and address
- Georgia county name (if applicable)
- Whether the vehicle was directly financed by the dealer

D LESSEE INFORMATION

Provide:

- Lessee's driver's license number (if individual)
- Lessee's full legal name and address or Business Lessee's full name and address
- Lessee's Georgia county name
- Lessee's phone number

E SECURITY INTEREST OR LIENHOLDER INFORMATION - Attach any information on additional lienholders.

List the following for the first two security interest or lienholders (attach any additional lienholder information to this form):

- 12-digit customer identification number
- Name
- Address

F ATTORNEY-IN-FACT INFORMATION - Attach original Power of Attorney if title is to be mailed to attorney in fact.

If using a Power of Attorney, attach the Power of Attorney and fill in their:

- Name
- Mailing address
- Phone number
- E-mail address



MV-46 (Revised February 2014)

Motor Vehicle Certificate of Title Bond

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal (owner's legal name), whose residence address is _____; and _____, a corporation duly organized and doing business under and by virtue of the laws of the State of _____, and authorized to do business in the State of Georgia, and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds, or undertakings as required or authorized by the State of Georgia, as Surety, are held and firmly bound unto the Georgia Department of Revenue Commissioner of the State of Georgia in the sum of _____ dollars (\$_____) lawful money of the United States of America for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

The conditions of the foregoing obligation are such that **WHEREAS**, the above Principal has made application for a Certificate of Title under § 40-3-28 of the Official Code of Georgia Annotated for the following described vehicle:

Year _____ Make _____ Vehicle Identification Number _____

NOW, THEREFORE, if any prior owner, lien holder, or security interest holder, and if any subsequent purchaser of the above vehicle or person acquiring any security interest or lien in it, and their respective successors in interest should suffer any expense, loss or damage, by reason of the issuance of the Certificate of Title of the above vehicle or on account of any defect in or undisclosed security upon the right, title and interest of the Principal in and to the vehicle, the Georgia Department of Revenue Commissioner shall have a right of action to recover on this bond for the benefit of such person.

That said bond shall remain in force and effect for a period of four (4) years from the date of issuance of this bond unless the Georgia Department of Revenue Commissioner has been notified of a breach of a condition of the bond.

Signed, sealed and dated this _____ day of _____,
(Day) (Month) (Year)

(Signature of Witness) (Principal's /Owner's Signature) (Seal)

(Signature of Witness) (Surety Agent's Signature) (Seal)

Execute only when accompanied by the Motor Vehicle Certificate of Title Bond Affidavit Form MV-46A and Certification of Inspection (Form T-22B revision July 2013) by Law Enforcement by a Duly Constituted Georgia Law Enforcement Officer

This form must be complete and legible. Any alteration or correction voids this form.



Form MV-46A
Rev. 12-2013

Affidavit Supporting Certificate of Title Bond Application

Applicant		
Full Legal Name of Applicant for Georgia Title:		Georgia Drivers License or Identification Number:
<i>A dealer must first acquire the bonded Certificate of Title prior to assignment or transfer of the vehicle.</i>		
Street Address including City, State & Zip Code:		County of Residence:
Provide the full legal name and address of the person from whom the vehicle was acquired.		
Seller or Dealer's (Transferor's) Full Legal Name:		Georgia Drivers License or Identification Number:
Seller's/Transferor's Street Address including City, State and Zip Code:		
A full and complete statement giving the reason the vehicle's Certificate of Title cannot be provided. This statement is subject to verification and validation of the vehicle history and satisfaction of any security interest or lien:		
Vehicle Year & Make:	Vehicle Identification Number:	Model (Length & Width, if mobile/manufactured home)
State where vehicle is titled (attach Vehicle History Report from the state of issuance):		
Are there any security interests or liens shown on the Vehicle History Report? If yes, attach release of the security interest or lien.		☐ Yes ☐ No
Was this vehicle acquired through the abandoned vehicle process? If yes, use of a Surety Bond is prohibited.		☐ Yes ☐ No
Has an insurance company ever made a 'total loss' settlement or has this vehicle ever been wrecked to such an extent that its restoration required the replacement of two (2) or more major component parts? If yes, vehicle must first be scheduled for a salvage vehicle inspection.		☐ Yes ☐ No
Oath and Affirmation		
The undersigned hereby swears and affirms under oath that of his/her own personal knowledge, the information contained herein is true and correct:		
Sworn to and subscribed before me this _____ of _____ (Day) (Month) (Year)		Printed Name of Applicant for Georgia Certificate of Title:
Notary Public's Signature & Notary Seal/Stamp:		Signature of Applicant for Georgia Title:
Notary Public's Printed/Typed Name:		Date Notary Commission Expires:

Attachment to Motor Vehicle Certificate of Title Bond and accompanied by
Certification of Inspection (Form T-22B) by Law Enforcement by a Duly Constituted Georgia Law Enforcement Officer
This form must be complete and legible. Any alteration or correction voids this form.



Georgia Department of Revenue - Motor Vehicle Division Request for a Replacement Serial Plate

ANY CORRECTION OR ALTERATION WILL VOID THIS AFFIDAVIT



Purpose of this affidavit: This affidavit is to be used by a vehicle owner to request a replacement serial plate.

How to submit this affidavit: This affidavit must be completed in its entirety, legibly printed or typed, and submitted along with all required document(s) to the Georgia Department of Revenue. Please mail to DOR/Motor Vehicle Division, P.O. Box 740384, Atlanta, GA 30374-0384.

Required document(s): A completed Title/Tag Application (MV-1) is required in addition to an original valid Title or Manufacturer's Certificate of Origin, the damaged serial plate (if applicable), and a picture of the vehicle (if vehicle is 1985 or older with no previous Georgia record). You are also required to have a Georgia Law Enforcement Officer verify that the serial plate is missing by having a Certification of Inspection (T-22B) completed.

Fee: \$5.00 Serial Plate Fee. Title Application fee of \$18.00 may also apply.

A OWNER INFORMATION

Primary Owner's Full Legal Name:	First Name	Middle Initial	Last Name	Suffix
Mailing Address:	Street No.	Street Name	Apt./Suite No.	
City:		State:	ZIP Code:	Telephone No.:

Secondary Owner's Full Legal Name:	First Name	Middle Initial	Last Name	Suffix
Mailing Address:	Street No.	Street Name	Apt./Suite No.	
City:		State:	ZIP Code:	Telephone No.:

VEHICLE INFORMATION

Year:		Make:		Model:	
Serial No.:					

C CERTIFICATION

I/We hereby certify that I/we am/are the present owner(s) of the vehicle described above and the serial plate from this vehicle is missing. This is to request that a replacement serial plate be issued for this vehicle.

Primary Owner Driver's License No.:		Signature:		Date:	/ /
Secondary Owner Driver's License No.:		Signature:		Date:	/ /

NOTARY PUBLIC ACKNOWLEDGEMENT

Personally appeared before me, the undersigned officer, duly authorized by law to administer oaths, comes the owner(s) named in section A, who being duly sworn, states that he and/or she is the legal and rightful owner(s) of the vehicle described in section B.

Sworn to and subscribed before me this		day of	Month	Year	Notary Seal or Stamp	
Notary Public's Full Legal Name:						
Physical Address:						
Email Address:		Telephone No.:				
Signature of Notary Public:		Commission Expires:	/ /			

INSTRUCTIONS
How to complete the T-128 Form

COMPLETING THIS AFFIDAVIT

This affidavit must be completed in its entirety, legibly printed in blue or black ink or typed. Any correction or alteration will void this affidavit.

Section A: Complete the owner(s)' information. The mailing address block should contain the physical address of the owner(s).

Section B: Record the vehicle information for which the replacement serial plate is being requested.

Section C & D: Certify ownership of vehicle and its missing serial plate. All signatures must be notarized.

REQUIRED DOCUMENT(S)

The following documents are required:

- Completed Title/Tag Application (MV-1)
- Original valid Title or Manufacturer's Certificate of Origin
- Damaged serial plate, if applicable
- Picture of the vehicle, if vehicle is 1985 or older with no previous Georgia record
- Completed Certification of Inspection (T-22B)

FEE

The following fee will be charged for a replacement serial plate:

- \$5.00 Serial Plate Fee
- \$18.00 Title Application Fee (if applicable)

SUBMITTING THIS AFFIDAVIT

This affidavit must be submitted along with all required document(s) and fee(s). Please mail to:

DOR/Motor Vehicle Division
P. O. Box 740384
Atlanta, GA 30374-0384

