

**Transferring Title From a Deceased Owner - Checklist**

<b>If there is NO WILL or a Will that does NOT require Probate</b>	
<input type="checkbox"/>	<b>Original Title</b>
<input type="checkbox"/>	<b>Original Death Certificate</b>
<input type="checkbox"/>	<b>Next of Kin form (MVT-5-6) completed and notarized.</b>
<input type="checkbox"/>	<b>One and the Same affidavit</b> completed and <b>notarized</b> (if name is different on death certificate and title)
<input type="checkbox"/>	<b>Bill of Sale</b> (applicable only if the vehicle is being sold and not being titled to next of kin)
<input type="checkbox"/>	<b>A valid (non-expired) Driver's License or State issued ID</b> for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN)
<input type="checkbox"/>	<b>Vehicles with an out of state title</b> must be present at our office for a VIN inspection <b>OR an inspection form</b> must be completed and signed by an Alabama law enforcement officer.
<input type="checkbox"/>	<b>Proof of Insurance</b> (Insurance provider must be licensed to do business in Alabama)

<b>If there is a Probated Will</b>	
<input type="checkbox"/>	<b>Original Title</b> properly signed by executor of the estate (name must be signed <u>exactly</u> as the name appears in Letters of Testamentary or Letters of Administration)
<input type="checkbox"/>	<b>Letters of Testamentary</b> or <b>Letters of Administration</b> naming the executor of the estate (or <u>legible</u> photocopy)
<input type="checkbox"/>	<b>Bill of Sale</b> (applicable only if the vehicle is being sold and not being titled to next of kin)
<input type="checkbox"/>	<b>A valid (non-expired) Driver's License or State issued ID</b> for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN)
<input type="checkbox"/>	<b>Vehicles with an out of state title</b> must be present at our office for a VIN inspection <b>OR an inspection form</b> must be completed and signed by an Alabama law enforcement officer.
<input type="checkbox"/>	<b>Proof of Insurance</b> (Insurance provider must be licensed to do business in Alabama)

**Note:** An alteration of any kind on a title voids the assignment. Liquid paper voids the entire title and a replacement title must be issued. Any alteration on a notarized document voids that document.

**Disclaimer:** This information provided by the Shelby County License Department is the most current and thorough information available to help expedite your transaction. The license department regards every transaction as unique however we have only addressed the most common types of transactions and provided you the basic information to assist you with the documents needed before your visit to our license offices. Since every situation cannot be foreseen we encourage you to include any additional documentation you may deem pertinent to your transaction. For your convenience we also encourage you to use the printable checklists that are available within the text.