

**Purchasing a Vehicle - Checklist**

<b>What Do I Need to Bring To Register a Vehicle Purchased from an Individual?</b>	
<input type="checkbox"/>	<b>The title</b> properly assigned to buyer(s)
<input type="checkbox"/>	<b>If out of state title</b> - The vehicle must be present at our office for a VIN inspection <b>OR</b> an inspection form 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)
<input type="checkbox"/>	<b>Proof of Residency</b> in Shelby County
<input type="checkbox"/>	<b>Bill of sale</b> (with seller's signature; and complete description of the vehicle including the VIN, year, make and model. It must include the amount paid for the vehicle, the date of sale, the name and signature of both buyer and seller). For sales tax purposes, if a bill of sale declares "other valuable considerations" each consideration must be itemized on the bill of sale and have a value assigned.
<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)

<b>What Do I Need to Bring to Register a Vehicle Purchased from a Dealer?</b>	
<input type="checkbox"/>	<b>Title or MSO</b> properly assigned to buyer(s)
<input type="checkbox"/>	<b>If out of state title</b> - The vehicle must be present at our office for a VIN inspection <b>OR</b> an inspection form must be completed and signed by an Alabama law enforcement officer.
<input type="checkbox"/>	<b>Title Application</b>
	<b>Bill of Sale</b> with itemized sales tax.
<input type="checkbox"/>	<b>Proof of Insurance</b> (Insurance provider must be licensed to do business in Alabama)
<input type="checkbox"/>	<b>Proof of Residency</b> in Shelby County
<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)

**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.