

DMV Customer:

With our office being closed to the public, we are still committed to serving the needs of our customers. The following is a step by step process for titling and registering vehicles while keeping both customer and staff as safe as possible. Missing or incomplete information on the title process may result in rejection of the application:

Title and registration with a Utah title:

- Make sure the title is filled out completely. The Sale Price, Date of Sale, and the seller's signature should be on the back of the title in Section "A" Assignment of Title by Registered Owner. If a signature is missing, a bill of sale with the Year, Make, Model, and VIN with the seller's signature may be used along with the title. If the vehicle is older than 10 years, the odometer does not need to be completed.
- A form TC-656 will be completed. Section 1, owner's and co-owner's (if applicable) section shall be completed, a driver license number should be included. Section 3, vehicle information shall be filled out, with the Year, Make Model, VIN number and the color (use the common name for the color, i.e. blue, gray, red, etc., do not use the manufactures color name, such as Summer Sky, Magnetic Granite, or Intense Sunrise).

If there is a lien holder, complete section 5

A signature and date shall be on Section 6. If this is for a business, the name of the business followed by the signature of the person signing the title should follow (example: ABC Services, by John Smith, President)

- A blank check written out to USTC shall be enclosed
- A contact phone number

When we received the above documents, we will process them and call you with the amount of the transaction. We will get your approval before filling out the check. The transaction will be completed and we will mail you the plates, registration and the decals. The State of Utah will mail a new title in approximately two weeks.

Title and registration with an out of state title:

- The process will be the same as above, except a TC-661 shall be filled out by a peace officer and submitted with the packet.

All forms can be located at dmv.utah.gov under the "Forms and Pubs" tab. Out of state titles may take as many as 4 weeks.

We apologize for the inconvenience, but appreciate your understanding,

Brigham City DMV Staff