



GOVERNMENT AGENCY & SCHOOL DISTRICT VEHICLES

APPLICABLE LAW

Iowa Code 321.18 and **321.19** allow school districts and government agencies to apply to the Iowa Department of Transportation for title and registration of school district- or agency-owned vehicles, and to receive a permanent registration certificate and registration plates for these vehicles without charge.

Iowa Administrative Rule 761-400.4 identifies the supporting documents required by any applicant for a certificate of title or registration.

APPLICATION PROCESS

1 

Complete Iowa DOT [Form 411007](#), Application for Certificate of Title and/or Registration.

On page 2, section: **FEE FOR NEW REGISTRATION-EXEMPTIONS**

- ▶ Select section: **UT02 - Purchase is one of the following nonprofit or government organizations**
- ▶ Select: **Government**

*If a leased vehicle, use [Form 411179](#), Application for Certificate of Title and/or Registration for Leased Vehicle.

2a 

If the vehicle is a **new** vehicle, provide the following supporting documents:

- ▶ An original Manufacturer's Certificate of Origin (MCO), assigned to the applicant
- ▶ An odometer disclosure statement, if not included on the MCO

2b 

If the vehicle is a **used** vehicle, provide the following supporting documents:

- ▶ The last issued original certificate of title, properly assigned to the applicant
- ▶ A damage disclosure statement, if the vehicle is eight years old based on the model year.
- ▶ An odometer disclosure statement if not included on the title

Note: the damage disclosure statement and the odometer disclosure statement may be contained on the last issued certificate of title. If so, separate documents are not needed.

3 

Mail or deliver the application and supporting documents to the Iowa DOT:

FOR DELIVERY:
Vehicle Services
Iowa Department of Transportation
6310 SE
Convenience Blvd.
Ankeny, IA 50021

U.S. MAIL:
Vehicle Services
Iowa Department of Transportation
PO Box 9278
Des Moines, IA
50306

4 

If the Iowa DOT does not receive all required information including supporting documents, we will contact the agency or school district via phone call or mail based on the contact information provided.

5 

Once the Iowa DOT receives the application and all supporting documents, we will issue and mail an official title, and official plates if requested, to the agency or school district within two to four weeks.

TIPS TO SUCCESSFULLY COMPLETE THE APPLICATION

APPLICATION FOR CERTIFICATE OF TITLE AND/OR REGISTRATION

D/R number _____

Form 411007 (12-17)

Applying for: Regular Title Salvage Title Registration Month _____

(Dealer or Recycler Number)

OWNER INFORMATION

Present to the County Treasurer of your residence; the County Treasurer of the primary user if non-resident owned; the County Treasurer of residence or of the primary user if owned by a firm, association, or corporation.

Owner #1: _____ Iowa DL/ID or Social Security (SS) Number: _____
(if individual)
 Ownership Status: OR AND Birth Date: _____ Federal Employer Identification Number (FEIN): _____
(if individual) (if organization)
 Bona fide Residence Address of Owner #1: _____ Address _____ City _____ County _____ State _____
 Mailing Address of Owner #1: _____ Address _____ City _____ County _____ State _____

Owner #2: _____ Iowa DL/ID or Social Security (SS) Number: _____
(if individual)
 Ownership Status: OR AND Birth Date: _____ Federal Employer Identification Number (FEIN): _____
(if individual) (if organization)
 Bona fide Residence Address of Owner #2: _____ Address _____ City _____ County _____ State _____ ZIP Code _____
 Mailing Address of Owner #2: _____ Address _____ City _____ County _____ State _____ ZIP Code _____

Owner #3: _____ Iowa DL/ID or Social Security (SS) Number: _____
(if individual)
 Ownership Status: OR AND Birth Date: _____ Federal Employer Identification Number (FEIN): _____
(if individual) (if organization)
 Bona fide Residence Address of Owner #3: _____ Address _____ City _____ County _____ State _____ ZIP Code _____
 Mailing Address of Owner #3: _____ Address _____ City _____ County _____ State _____ ZIP Code _____

Include the Federal Employer Identification Number (FEIN) on the application.

Include all vehicle information, including color of vehicle.

VEHICLE INFORMATION

Year: _____ Make: _____ Model: _____ Type (car, truck, etc.): _____
 Color: _____ Fuel: _____ Cylinders: _____ Tonnage: _____ GVWR: _____ Sq. footage: _____
 (if applicable): _____ Validation No.: _____ Validation Year: _____ Purchase Date or Date Brought into State: _____
 Vehicle (if applicable): _____ Trailer Empty Weight (if applicable): Over 2,000 lbs. 2,000 lbs. or less

SECURITY INTEREST INFORMATION

Give complete statement of security interests (liens). If none, so state. _____

Nature	Held by	Address (Street, City, State, ZIP Code)
First Security Interest	_____	_____
		FEIN, SS Number, or Electronic Lien and Title (ELT) Identifier: _____
Second Security Interest	_____	_____
		FEIN, SS Number, or Electronic Lien and Title (ELT) Identifier: _____
Third Security Interest	_____	_____
		FEIN, SS Number, or Electronic Lien and Title (ELT) Identifier: _____

If there is a security interest on the vehicle, fill out all security interest information on the application.

If there is no security interest on the vehicle, state the word "none" on the application.

Verify the MCO or the last issued certificate of title is properly assigned to the applicant. The seller of the vehicle should be listed as assigning the vehicle to the school district or agency.

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and / or imprisonment

ASSIGNMENT OF TITLE

The undersigned hereby certifies that the motor vehicle described in this title has been transferred to the following printed name and address:
City of Des Moines Dogcatcher, 123 Dalmatian Lane, Des Moines, IA 50036

I further certify that the odometer reading is: 52,212 and that to the best of my knowledge the odometer mileage is:
ODOMETER READING (No Tenths)

actual mileage not actual mileage - WARNING ODOMETER DISCREPANCY exceeds mechanical limits of odometer DATE OF SALE January 6, 2020

INSTRUCTIONS

- I have knowledge the motor vehicle is now or was previously titled as salvage, rebuilt or flood in this state or any other state: Yes No
 If Yes, and the front of this title does not indicate that the vehicle was previously titled as salvage, rebuilt or flood, you must complete a separate damage disclosure statement and give to the buyer.
- If you answered "No" to question #1, complete the following:
 I have knowledge that, prior to or during the time I owned the motor vehicle, it sustained damage for which the cost of repair exceeded 50% of the fair market value before it became damaged.
 Yes No

Signature(s) of Seller(s) John Smith
 Printed Name of Seller John Smith, ABC Auto Sales

"I am aware of the above odometer certification made by the seller"
 Signature(s) of Buyer(s) Jane Doe Printed Name(s) Jane Doe, Fleet Manager