

Motor Vehicle Title Procedures

(One filing per title request)

STEP 1: BMV Form-STATE FORM 53789 REQUEST FOR CERTIFIED RECORDS

** (MAIL TO THE BMV AND WAIT FOR REQUESTED REPORT BACK **BEFORE** FILING YOUR REQUEST FOR A TITLE).

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STEP 2: BMV Form-STATE FORM 39530

PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

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STEP 3: FILE your completed forms with the Decatur County Clerk.

ALL the following **MUST** be included with your case filing.

1. Fully Completed -Verified request for an Order requiring the Indiana Bureau of Motor Vehicles to issue a title. This will also include the bill of sale or other documents showing ownership.
2. Partially completed-Order to Indiana Bureau of Motor Vehicles to issue a motor vehicle title.
3. Bring your report from BMV that was requested in STEP 1. (This must be included.)
4. Bring your completed BMV State Form 39530 (Physical Inspection of Vehicle or Watercraft).

5. **If cost of vehicle is \$5,999.99 or less the filing fee is \$97.00.**

If cost of vehicle is \$6,000.00 or more the filing fee is \$157.00.

PAYMENT DUE AT TIME OF FILING!

****Types of payments we accept: Cash, Money Order, Cashier Checks and Credit Card (There will be a convenience fee assessed for Credit Card service.)**

PLEASE ALLOW yourself time when filing these cases. We will be giving this case immediately to the Superior Court Judge for consideration. Be advised there may be a wait for the Judge's consideration due to the Court's schedule.

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IF ORDER IS SIGNED BY JUDGE:

STEP 4: Use the Court Order Title Application Checklist to obtain you're title from the CENTRAL OFFICE TITLE PROCESSING in Indianapolis, In.

THIS STEP CANNOT BE PROCESSED AT ANY LOCAL BMV. IT MUST BE MAILED TO THE STATE.