

GEORGIA MVD TITLE DROP-OFF TRANSMITTAL FORM

Complete this Title Transmittal Form and drop in the MVD Drop-Off Box in the Tradeport Lobby.
Each Title Application Must be Submitted with a separate check.

Name of Submitter/Company					
Address		City	State	Zip	
Contact Name:			Contact Phone Number: () -		
	Vehicle Identification Number	Applicant's Name	Date of Purchase: (MM/DD/YY)	Check No:	Total Fees, Include Any Penalties
1.			/ /		
2.			/ /		
3.			/ /		
4.			/ /		
5.			/ /		
6.			/ /		
7.			/ /		
8.			/ /		
9.			/ /		
10.			/ /		

THE INSTRUCTIONS FOR THIS FORM MUST BE FOLLOWED. Use this form for TITLE APPLICATIONS ONLY.

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TRANSMITTAL INSTRUCTIONS/PROGRAM RULES/PROCEDURES

1. Only ten (10) applications may be submitted with this form and they must be contained in a sealed envelope.
2. One check must be submitted with each title application for the correct amount including all fees and penalties for that application.
3. The form must list the following for each application:
 - VIN
 - Applicant's name as listed on the title application
 - Date of vehicle purchase
 - Check Number
 - Total of fees including any penalties
4. All applications must be included with this form in the order listed.
5. All documents submitted with an application must be in the following sequence:
 - Check
 - Application
 - Existing Title (if applicable)
 - Power of Attorney (if applicable)
 - Any additional supporting documentation
6. The title will be mailed to the appropriate party based on the documentation submitted.
7. If the title is rejected for any reason, the application, check and supporting documents will be returned to the appropriate party based on the documentation submitted.
8. If this form is not completed correctly or submitted with incomplete documentation, the complete package will be returned to the submitting party.
9. Failure to follow the rules listed and any additional rules established by the Motor Vehicle Division will revoke your privilege to use this service.