



**NEW JERSEY DEALER POWERS  
OF ATTORNEY (POA) &  
ODOMETER STATEMENT  
REVIEW FOR F& I MANAGERS**

**THURSDAY – NOVEMBER 16, 2023**



Jim Appleton  
**President**

Greyson Hannigan  
**Director of Legal and Regulatory Affairs**

Robert Hughes  
**Managing Director - Motor Vehicle Operations**

Mary Lynn Edwards  
**Director – DSP**

Eileen Nuttall  
**Manager - DSP**



# AGENDA

1. **NEW POA AND ODOMETER STATEMENT REVIEW**
2. **NEW VEHICLE PURCHASE – NO TRADE**
3. **NEW VEHICLE PURCHASE W/TRADE - TITLE IN HAND**
4. **NEW VEHICLE W/TRADE – TITLE LOST OR HELD BY A LIENHOLDER (PAYOFF)**
5. **USED VEHICLE PURCHASE – NO TRADE**
6. **USED VEHICLE PURCHASE W/TRADE - TITLE IN HAND**
7. **USED VEHICLE PURCHASE W/TRADE– TITLE LOST OR HELD BY A LIENHOLDER (PAYOFF)**



# LIMITED & GENERAL POWERS OF ATTORNEY



**DEALERSHIP POA  
(TO BE TYPED ON DEALERSHIP LETTERHEAD)**

**POWER OF ATTORNEY**

The undersigned individual(s) do hereby appoint (Dealer Representative Name), of (Dealership Name) to complete any and all documents necessary to transfer ownership of and/or register the vehicle described below:

Year\_\_\_\_\_ Make\_\_\_\_\_ Model \_\_\_\_\_ VIN\_\_\_\_\_

\_\_\_\_\_  
Owner (Print Name)

\_\_\_\_\_  
Owner's Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner (Print Name)

\_\_\_\_\_  
Owner's Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**State of New Jersey**  
**County of \_\_\_\_\_**

**Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_**

\_\_\_\_\_  
**Print Notary Name**  
**Notary Public, State of New Jersey**  
**My Commission Expires: \_\_\_\_\_**

NOTARY STAMP

# LIMITED, GENERAL & DEALER POAs

- DEALERSHIPS CAN CONTINUE TO USE LIMITED & GENERAL POAs THE WAY THEY DO TODAY, **WITH THE FOLLOWING REQUIREMENTS:**
  - MUST BE WET SIGNED AND NOTARIZED
  - MUST HAVE THE DATE THE POA WAS ISSUED/EFFECTIVE DATE
  - THE ORIGINAL LIMITED/GENERAL OR DEALER POA IS REQUIRED
  - COPIES OR CERTIFIED COPIES OF DURABLE POAs OR OTHER POAs THAT NEED TO BE RETURNED TO THE CUSTOMER ARE ACCEPTABLE.
  - HANDWRITTEN POAs ARE ACCEPTABLE
  - BUSINESS ISSUED POAs MUST BE ON THEIR LETTERHEAD
  - MUST INCLUDE THE INDIVIDUAL OR BUSINESS NAME, ADDRESS, AND SIGNATURE OF THE PRINCIPAL ISSUING THE POA



# LIMITED, GENERAL & DEALER POAs

- **TO USE A LIMITED POA TO TRANSFER OWNERSHIP, IT MUST BE SUBMITTED IN CONJUNCTION WITH A SEPARATE ODOMETER DISCLOSURE STATEMENT UNLESS AN EXEMPTION EXISTS (TO BE DISCUSSED FULLY IN ODOMETER DISCLOSURE STATEMENT SECTION).**
- **LIMITED POWERS OF ATTORNEY CAN BE SIGNED ELECTRONICALLY BY THE CUSTOMER. HOWEVER, THIS MUST BE NOTARIZED USING REMOTE NOTARIZATION PROCESS CONSISTENT WITH THE NJ NOTARY LAW. (CUSTOMER AND NOTARY IN TWO DIFFERENT PLACES).**
- **NOTE:** THE DEALERSHIP REPRESENTATIVE GETTING THE AUTHORITY DOES NOT NEED TO SIGN THE POA AND THE NOTARY CANNOT ALSO SIGN FOR THE BUSINESS.
- **NOTE:** THE DEALERSHIP REPRESENTATIVE GETTING THE AUTHORITY CANNOT BE THE NOTARY ON THE POA.
- **NOTE:** THE DEALERSHIP REPRESENTATIVE GETTING THE AUTHORITY CANNOT BOTH SIGN FOR THE CUSTOMER AND THE DEALERSHIP ON ANY DOCUMENT.
- **INFORMATION ON NJ NOTARIES AND THE NJ NOTARY MANUAL CAN BE FOUND HERE:**  
[HTTPS://WWW.NJPORTAL.COM/DOR/NOTARY](https://www.njportal.com/dor/notary)



# **NON-SECURE POWERS OF ATTORNEY (DLR-NSPOA)**







POWER OF ATTORNEY FOR LICENSED  
NEW JERSEY MOTOR VEHICLE DEALERS  
(for electronic signature only)



**NOTICE:** This non-secure power of attorney form may be used to appoint an individual or dealer representative to conduct motor vehicle transactions on behalf of another individual. This form, may be used with a separate odometer disclosure statement (Form OS/SS-2) to disclose and acknowledge odometer reading when transferring ownership. This form cannot be used to allow an individual or entity to sign as both buyer and seller disclosing and acknowledging an odometer reading. Dealers may use a secure power of attorney (Form DLR-SPOA) to transfer ownership when the original certificate of title is either lost or held by a lienholder. This form must be digitally completed, signed and submitted with Certificates of Completion issued by a NIST AAL2 compliant electronic signature vendor.

I, \_\_\_\_\_, hereby appoint \_\_\_\_\_ OF

Grantor Name

Dealer Representative

\_\_\_\_\_, as my attorney-in-fact to sign my name to all applicable documentation relative to any  
Name of Licensed Dealership  
title and/or registration transactions for the vehicle described below. I understand that these documents may contain the federally mandated odometer disclosure or acknowledgement and that I am responsible for making the disclosures or acknowledgements therein. The authority granted by this power of attorney is limited to the following vehicle, which I am purchasing:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ VIN: \_\_\_\_\_ Year: \_\_\_\_\_

**By signing below, I certify that the information on this form is true and correct. I am aware that submission of false information or the making of a false statement may subject me to penalty.**

\_\_\_\_\_  
[buyer (grantor) signature]

\_\_\_\_\_  
[date]

\_\_\_\_\_  
[buyer printed name]

\_\_\_\_\_  
[co-buyer (grantor) signature]

\_\_\_\_\_  
[date]

\_\_\_\_\_  
[co-buyer printed name]

**DEALER CERTIFICATION**

I \_\_\_\_\_, employed by \_\_\_\_\_, New Jersey Dealer  
Dealer Representative Name of Licensed Dealership  
License No. \_\_\_\_\_, certify that this power of attorney was electronically signed by the buyer(s) name above, using a secure authentication system and in accordance with minimum security requirements set forth by the National Highway Traffic Safety Administration under 49 CFR 580.1 et seq. for Authentication Assurance Level 2. I further certify that I am authorized to complete this form.

\_\_\_\_\_  
[Dealer Representative Signature]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Printed Name of Dealer Representative]

\_\_\_\_\_  
[Date]

Dealer must attach a single page Certificate of Completion for each digital signature.

## NON-SECURE POWERS OF ATTORNEY (DLR-NSPOA)

- **CREATED TO BE USED WITH ELECTRONIC SIGNATURES ONLY.**
- **DEALERS ARE NOT REQUIRED TO USE THIS POA, NOR CAN THEY REQUIRE A CUSTOMER TO USE IT IF THE CUSTOMER WISHES NOT TO.**
- **MUST BE COMPLETED ELECTRONICALLY BY ALL PARTIES.**
- **MUST APPOINT DEALER REPRESENTATIVE(S) TO SIGN AS ATTORNEY-IN-FACT FOR THE BUYER(S).**
- **THE DEALER CERTIFICATION SECTION MAY BE COMPLETED BY A DIFFERENT REPRESENTATIVE. HOWEVER, THE PERSON APPOINTED AT THE TOP OF THE FORM MUST BE THE PERSON WHO SIGNS THE APPLICABLE DOCUMENTS.**
- **CERTIFICATES OF COMPLETION MUST BE SUBMITTED FOR EACH DIGITAL SIGNATURE. FOR EXAMPLE: ONE FOR BUYER, ONE FOR CO-BUYER AND ONE FOR DEALER REPRESENTATIVE OR ONE THAT COVERS ALL SIGNATURES.**



## NON-SECURE POWERS OF ATTORNEY (DLR-NSPOA)

- **IN ORDER TO USE A NON-SECURE POA TO TRANSFER OWNERSHIP, IT MUST BE SUBMITTED IN CONJUNCTION WITH A SEPARATE ODOMETER DISCLOSURE STATEMENT.**
- **THE NON-SECURE POA CAN BE INCORPORATED IN DEALERSHIP DMS PROGRAM IF IT REPLICATES THE NJMVC POA.**
  - **THE NJMVC LOGO AND STATE OF NEW JERSEY SEAL MUST BE REPLICATED ON ANY POA USED IN A DMS PROGRAM.**



**Certificate Of Completion**

Envelope Id: 12F8A28F68864D9199797FD5D6619D2A

Status: Completed

Subject: Complete with DocuSign: ELRAC\_NJ\_CT Location final .pdf

Source Envelope:

Document Pages: 10

Signatures: 7

Certificate Pages: 2

Initials: 0

AutoNav: Enabled

Envelope Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Envelope Originator:

**Record Tracking**

Status: Original

4/18/2023 5:03:18 AM

Holder:

Location: DocuSign

**Signer Events**

BM-Controller

EHI

Security Level: Email, Account Authentication  
(None)Electronic Record and Signature Disclosure:  
Not Offered via DocuSign**Signature**

DocuSigned by:

3778D258243345E...

Signature Adoption: Pre-selected Style  
Using IP Address: 148.78.75.1**Timestamp**

Sent: 4/18/2023 5:07:01 AM

Viewed: 4/18/2023 5:07:16 AM

Signed: 4/18/2023 5:07:27 AM

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**Security Level: Email, Account Authentication  
(None)Electronic Record and Signature Disclosure:  
Not Offered via DocuSign**COPIED**

Sent: 4/18/2023 5:07:28 AM

Security Level: Email, Account Authentication  
(None)Electronic Record and Signature Disclosure:  
Not Offered via DocuSign**COPIED**

Sent: 4/18/2023 5:07:29 AM

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/18/2023 5:07:01 AM
Certified Delivered	Security Checked	4/18/2023 5:07:16 AM
Signing Complete	Security Checked	4/18/2023 5:07:27 AM
Completed	Security Checked	4/18/2023 5:07:29 AM
Payment Events	Status	Timestamps

# SECURE POWERS OF ATTORNEY (DLR-SPOA)



# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- THE SECURE POA IS MANDATORY AND MUST BE USED TO SUBMIT TITLE APPLICATIONS IN COMPLIANCE WITH FEDERAL ODOMETER DISCLOSURE REGULATIONS.
- TO BE USED IN THE CLASSIC TRADE SITUATION OR PURCHASE OF A VEHICLE
- A SEPARATE ODOMETER DISCLOSURE STATEMENT IS NOT REQUIRED TO BE SUBMITTED.
- MUST BE COMPLETED ON THE COMPUTER AND PRINTED TO APPLY WET SIGNATURES.
- CAN ONLY BE USED UNDER TWO VERY SPECIFIC CIRCUMSTANCES:
  - *WHEN TITLE IS LOST; OR*
  - TITLE IS PHYSICALLY HELD BY A LIENHOLDER



STATE OF NEW JERSEY  
DEALER SECURE POWER OF ATTORNEY /  
ODOMETER DISCLOSURE



This form may only be used when the title is physically held by a lienholder or when the title has been lost. This form must be submitted to the NJMVC by the person exercising Power(s) of Attorney. Failure to do so may result in fines and/or imprisonment. Instructions provided on Page 4.

**PART A: TRANSFEROR (SELLER'S) POWER OF ATTORNEY TO DISCLOSE  
MILEAGE**

VEHICLE DESCRIPTION					
Vehicle Identification Number	Year	Make	Model	Body	Title No.

I, \_\_\_\_\_ appoint buyer \_\_\_\_\_ as of \_\_\_\_\_  
(Print Transferor's Name) (Print Name of Buyer (Transferee))  
 \_\_\_\_\_ as my attorney-in-fact with full authority to transfer title, to satisfy any liens and to disclose  
(Date)  
 the mileage for the vehicle described above, exactly as stated in the following disclosure.

**WARNING:** Federal law and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I STATE THAT THE ODOMETER NOW READS \_\_\_\_\_ (Do not show tenths of a mile),

DATE READ: \_\_\_\_\_, AND I HEREBY CERTIFY THAT TO THE BEST OF MY

KNOWLEDGE THE ODOMETER READING: \_\_\_ REFLECTS ACTUAL MILEAGE

\_\_\_ IS IN EXCESS OF ITS MECHANICAL LIMITS \_\_\_ IS NOT THE ACTUAL MILEAGE - WARNING  
ODOMETER DISCREPANCY

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND  
THAT THE FACTS STATED IN IT ARE TRUE.

TRANSFEROR (SELLER)	Transferor Signature:	Transferor Printed Name:		
	Transferor Street Address:	City:	State:	Zip:
TRANSFEEE (BUYER)	Transferee Signature:	Transferee Printed Name:		
	Transferee Street Address:	City:	State:	Zip:



# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART A** (FILLED OUT WITH THE CUSTOMER'S INFO TRADING IN A VEHICLE)
  - GIVES THE TRANSFEREE (DEALERSHIP REP) THE AUTHORITY TO DISCLOSE MILEAGE.
  - ALL FIELDS MUST BE COMPLETED ON A COMPUTER -VEHICLE INFORMATION, NAMES, DATES, ODOMETER, ETC.
  - WHEN THE APPROPRIATE NAME IS ENTERED ELECTRONICALLY IN THE FIELDS FOR TRANSFEROR AND TRANSFEREE PRINTED NAME, THE NAMES WILL AUTOMATICALLY APPEAR AS A WATERMARK ON THE CORRESPONDING SIGNATURE LINE.



# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART A (CONT'D)**
  - AFTER EACH SECTION IS COMPLETED, IT MUST BE PRINTED, AND EACH PARTY MUST SIGN THEIR WET SIGNATURE NEXT TO THE WATERMARK SIGNATURE FOR THE POA TO BE VALID. THE WATERMARKS ARE CONSIDERED SECURITY FEATURES OF THE DOCUMENT.
  - THE DEALER REPRESENTATIVE SIGNING EACH SECTION MUST BE THE SAME THROUGHOUT THE ENTIRE DOCUMENT.
- **SECURITY FEATURES:**
  - THE SIGNATURE WATERMARKS
  - VIN NUMBER TO APPEAR AT THE TOP AND BOTTOM OF THE FORM WHEN TYPED IN
  - HIDDEN ASTERISK APPEARS AT THE TOP LEFT CORNER ONLY WHEN THE FORM IS PRINTED OUT.



STATE OF NEW JERSEY  
SECURE POWER OF ATTORNEY / ODOMETER  
DISCLOSURE



This form may only be used when the title is physically held by a lienholder or when the title has been lost. This form must be submitted to the NJMVC by the person exercising Power(s) of Attorney. Failure to do so may result in fines and/or imprisonment. Instructions provided on Page 4.

**PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENT AND  
ACKNOWLEDGE DISCLOSURE  
(PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED)**

VEHICLE DESCRIPTION					
Vehicle Identification Number	Year	Make	Model	Body	Title No.

I, \_\_\_\_\_ appoint seller \_\_\_\_\_ as of \_\_\_\_\_  
(Print Transferor's Name) (Print Name of Transferee)  
 \_\_\_\_\_ as my attorney-in-fact with full authority to transfer title, to satisfy any liens and to disclose  
(Date)  
 the mileage for the vehicle described above, exactly as stated in the following disclosure.

**WARNING:** Federal law and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I STATE THAT THE ODOMETER NOW READS \_\_\_\_\_ (Do not show tenths of a mile),

DATE READ: \_\_\_\_\_, AND I HEREBY CERTIFY THAT TO THE BEST OF MY

KNOWLEDGE THE ODOMETER READING: \_\_\_ REFLECTS ACTUAL MILEAGE

\_\_\_ IS IN EXCESS OF ITS MECHANICAL LIMITS \_\_\_ IS NOT THE ACTUAL MILEAGE - WARNING  
ODOMETER DISCREPANCY

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND  
THAT THE FACTS STATED IN IT ARE TRUE.

TRANSFEROR (SELLER)	Transferor Signature:	Transferor Printed Name:		
	Transferor Street Address:	City:	State:	Zip:
TRANSFEE (BUYER)	Transferee Signature:	Transferee Printed Name:		
	Transferee Street Address:	City:	State:	Zip:

# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART B (TO BE COMPLETED WITH NEW BUYER'S INFORMATION)**
  - THIS SECTION SHOULD BE CONSIDERED APPLICABLE ONLY IF THE VEHICLE IS RESOLD TO A NEW BUYER PRIOR TO THE DEALERSHIP OBTAINING THE TITLE.
  - POWERS OF ATTORNEY TO REVIEW TITLE DOCUMENT AND ACKNOWLEDGE ODOMETER DISCLOSURE.
  - **SECURITY FEATURES:**
    - THE SIGNATURE WATERMARKS
    - VIN NUMBER TO APPEAR AT THE TOP AND BOTTOM OF THE FORM WHEN TYPED IN
    - HIDDEN ASTERISK APPEARS AT THE TOP LEFT CORNER ONLY WHEN THE FORM IS PRINTED OUT.



# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART B (CONT'D)**
  - **IF THE TITLE IS OBTAINED PRIOR TO THE SALE TO A NEW BUYER, THEN ONE OF THE FOLLOWING SHOULD OCCUR:**
    - **A NEW TITLE SHOULD BE ISSUED IN THE DEALERSHIP'S NAME, OR THE DEALERSHIP CAN OPT TO USE A REASSIGNMENT.**
      - **THE NEW BUYER SHOULD SIGN THE TITLE CERTIFICATE OR THE REASSIGNMENT AS THE BUYER; OR**
      - **ONE OF THE OTHER POWER OF ATTORNEY EXAMPLES THAT APPLIES SHOULD BE USED.**



# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART B (CONT'D)**
  - IF THE VEHICLE IS RESOLD WHILE THE DEALERSHIP IS WAITING TO ACQUIRE THE PROPER TITLE, THE PERSON APPOINTED IN PART B CAN SIGN IN THE PLACE OF THE BUYER ON A VALID REASSIGNMENT.
  - WHEN PART B IS SUBMITTED, IT MUST BE IN CONJUNCTION WITH PARTS A AND C.

**NOTE: THE SECURE POA CAN BE USED IN DEALERSHIP DMS PROGRAMS IF IT MAINTAINS THE SECURITY FEATURES AND THE NJMVC LOGO AND NEW JERSEY SEAL AT THE TOP OF THE POA WHEN PRINTED.**



STATE OF NEW JERSEY  
SECURE POWER OF ATTORNEY / ODOMETER  
DISCLOSURE



This form may only be used when the title is physically held by a lienholder or when the title has been lost. This form must be submitted to the NJMVC by the person exercising Power(s) of Attorney. Failure to do so may result in fines and/or imprisonment. Instructions provided on Page 4.

**PART C: CERTIFICATION BY ATTORNEY IN FACT**  
(Person completing Part C must be the same person transferring information and signing the title.)

VEHICLE DESCRIPTION					
Vehicle Identification Number	Year	Make	Model	Body	Title No.

I, \_\_\_\_\_, hereby certify that the mileage I have disclosed on the title is consistent with that provided to me in the above power(s) of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is the same or greater than that previously stated on the title reassigned documents. This certificate is not intended to create, nor does it create any new or additional liability under Federal or State law.

**UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

Signature:	Date:	Printed Name:		
Street Address:		City:	State:	Zip:

# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- **PART C (FILLED OUT WITH DEALER REPRESENTATIVE'S INFORMATION)**
  - THIS IS THE CERTIFICATION BY ATTORNEY IN FACT (THE DEALER REPRESENTATIVE), WITH DEALERSHIP ADDRESS
  - THE REPRESENTATIVE COMPLETING PART C MUST ALWAYS BE THE SAME PERSON TRANSFERRING THE INFORMATION AND SIGNING THE TITLE.
  - ALL INFORMATION, SIGNATURES AND SECURITY FEATURES NOTED FOR PARTS A AND B ARE ALSO REQUIRED IN PART C.
  - PART C MUST ALWAYS BE SUBMITTED WITH PART A OR WITH BOTH PARTS A AND B

***NOTE: SEE PAGE 4 FOR DETAILED INFORMATION ABOUT THE REQUIREMENTS AND INSTRUCTIONS FOR SECURE POA. PAGE 4 IS NOT REQUIRED TO BE SUBMITTED WITH MV PAPERWORK.***







STATE OF NEW JERSEY  
SECURE POWER OF ATTORNEY/ODOMETER  
DISCLOSURE



**WHO IS AUTHORIZED TO USE THIS FORM?:**

**OWNERS (SELLERS)** TRANSFERRING THEIR OWNERSHIP IN THE MOTOR VEHICLE DESCRIBED ON THIS FORM TO A BUYER WHO WILL USE THIS POWER OF ATTORNEY TO MAKE A REQUIRED ODOMETER DISCLOSURE ON BEHALF OF THE SELLER (SELLERS MUST COMPLETE PART A WHEN TITLE IS NOT AVAILABLE FOR ODOMETER DISCLOSURE).

**BUYERS** OBTAINING OWNERSHIP OF THE MOTOR VEHICLE DESCRIBED ON THIS FORM FROM A LICENSED MOTOR VEHICLE DEALER WILL USE THIS POWER OF ATTORNEY TO MAKE A REQUIRED ODOMETER DISCLOSURE ON BEHALF OF THE BUYER. (BUYER MUST COMPLETE PART B WHEN THE TITLE CERTIFICATE IS NOT AVAILABLE AND PART A HAS BEEN COMPLETED.)

**DEALERS** LICENSED IN THE STATE OF NEW JERSEY TO BUY AND SELL MOTOR VEHICLES WILL USE THE POWER(S) OF ATTORNEY TO MAKE REQUIRED ODOMETER DISCLOSURES FOR MOTOR VEHICLE SELLERS AND/OR BUYERS. (DEALERS MUST ALWAYS COMPLETE PART C.)

**THIS FORM SHOULD BE USED:**

WHEN THE CERTIFICATE OF TITLE IS PHYSICALLY HELD BY A LIENHOLDER AND IS NOT AVAILABLE FOR ENDORSEMENT FOR TRANSFER AND ODOMETER DISCLOSURE.

WHEN THE CERTIFICATE OF TITLE HAS BEEN LOST OR DESTROYED AND IS NOT AVAILABLE FOR ENDORSEMENT FOR TRANSFER AND ODOMETER DISCLOSURE.

**HOW THIS FORM SHOULD BE USED:**

**STEP 1:** DEALER REPRESENTATIVE MUST DIGITALLY COMPLETE ALL INFORMATION PART A (PAGE 1) WHEN FACILITATING A VEHICLE TRADE-IN WHEN THE TITLE IS EITHER LOST OR IN POSSESSION OF THE LIENHOLDER.

**STEP 2 (if applicable):** DEALER REPRESENTATIVE MUST DIGITALLY COMPLETE, PRINT, AND PROPERLY EXECUTE PART B WHEN FACILITATING A SUBSEQUENT VEHICLE SALE AFTER PART A (PAGE 1) HAS BEEN PROPERLY EXECUTED AND THE TITLE IS EITHER LOST OR REMAINS IN POSSESSION OF THE LIENHOLDER. DEALER MUST THEN PRINT AND PROPERLY EXECUTE PART B (PAGE 2) BY HAVING THE SELLER/TRANSFEROR AND BUYER/TRANSFeree APPLY WET SIGNATURE.

**STEP 3:** DEALER REPRESENTATIVE MUST DIGITALLY COMPLETE PART C (PAGE 3), PRINT, AND THEN APPLY WET SIGNATURE BEFORE SUBMITTING THE EXECUTED SECURE POA TO THE COMMISSION FOR PROCESSING. PART C MUST BE COMPLETED AND SUBMITTED TO THE COMMISSION WITH EITHER PART A, IF ONLY PART A WAS FILLED OUT, OR WITH PARTS A AND B IF PARTS A AND B WERE FILLED OUT.

**THIS FORM IS NOT REQUIRED:**

WHEN THE MOTOR VEHICLE IS EXEMPT FROM THE ODOMETER DISCLOSURE REQUIREMENTS UNDER FEDERAL AND STATE LAW. THESE EXEMPTIONS ARE:

- MOTOR VEHICLES WITH A MODEL YEAR OF 2011 OR NEWER ARE EXEMPT AFTER TWENTY (20) YEARS AND MOTOR VEHICLES WITH A MODEL YEAR OF 2010 OR OLDER ARE EXEMPT AFTER TEN (10) YEARS.
- MOTOR VEHICLE IS NOT SELF PROPELLED.
- MOTOR VEHICLE HAS A GROSS VEHICLE WEIGHT RATING (GVWR) OF MORE THAN 16,000 POUNDS.

**NOTE:** IF A POWER OF ATTORNEY FORM IS NEEDED FOR AN EXEMPT VEHICLE (SEE ABOVE LIST OF EXEMPTIONS), USE A STANDARD (NON-SECURE) POWER OF ATTORNEY.

**FILING OF COPIES:**

**ORIGINAL:** TO BE ATTACHED TO THE CERTIFICATE OF TITLE WHEN OBTAINED AND IS TO REMAIN WITH THE TITLE UNTIL THE APPLICATION FOR TITLE IS MADE FOR THE BUYER.


**SECOND COPY:** TO BE RETAINED BY THE DEALER FOR A PERIOD OF FIVE (5) YEARS.

**THIRD COPY:** TO BE GIVEN TO THE SELLER WHO COMPLETED THE POWER OF ATTORNEY IN PART A.

# SECURE POWERS OF ATTORNEY (DLR-SPOA)

- FILING OF COPIES
  - ORIGINAL – TO BE ATTACHED TO THE CERTIFICATE OF TITLE WHEN OBTAINED AND IS TO REMAIN WITH THE TITLE UNTIL THE APPLICATION FOR TITLE IS MADE FOR THE BUYER.
  - SECOND COPY – TO BE RETAINED BY THE DEALER FOR A PERIOD OF FIVE (5) YEARS.
  - THIRD COPY – A COMPLETED COPY MUST BE GIVEN TO THE SELLER WHO TRADED IN THE VEHICLE (PARTS A&C). CAN BE DONE LATER.
  - **NOTE: THE SAME DEALER REP'S SIGNATURE MUST BE ON PARTS A, B(IF USED) AND C.**





# **ODOMETER DISCLOSURE STATEMENTS (OS/SS-2) & THIRD-PARTY FORMS**



## Information

1. FEDERAL LAW requires that you state the mileage upon transfer of ownership. Failure to complete this disclosure statement or providing false information may result in fines and/or imprisonment.
2. Any person who knowingly or willfully misrepresents the description of a vehicle or makes a false statement in any title papers, forges, changes or counterfeits a part of title papers, or uses title papers on or for the wrong motor vehicle is subject to civil, criminal and administrative penalties.
3. This odometer statement may be signed digitally but must be accompanied by a Certificate of Completion for each digital signature. If signed with a wet signature, this odometer statement will be accepted as is.
4. This odometer disclosure statement is only a supplement to a fully assigned Certificate of Title or Manufacturer Certificate of Origin (MCO). This form must accompany an original title or MCO document when submitted to MVC.
5. This odometer statement must be notarized for Mileage Corrections when using a wet signature.

## Step 1 – Vehicle Information

Vehicle Identification Number		Body Type	
Year	Make	Model	

## Step 2 – Buyer Information

Buyer/MVC Entity Name		Owner Driver License Number/MVC Business Entity Identification Number	
Buyer Address	City/Town	State	Zip Code

## Step 3 – Seller Information

Seller Name		Date of Sale	
Seller Address	City/Town	State	Zip Code
Date of Odometer Statement			

## Step 4 – Odometer Information

I certify that the odometer reading on the vehicle described above is \_\_\_\_\_ (don't show tenths) and to the best of my/our knowledge this number reflects the actual mileage of the vehicle unless one of the following statements is checked:

- ☐ I hereby certify that to the best of my/our knowledge the odometer has exceeded its mechanical limit and the reading started again at 0.
- ☐ **WARNING – ODOMETER DISCREPANCY** – I hereby certify that the odometer reading is **NOT** the actual mileage and should not be relied upon for accuracy.

## Step 5 – Statement of Buyer

I the undersigned, hereby certify that the motor vehicle described above and on the attached certificate of ownership, or MCO, was purchased by me/us and I have compared the vehicle identification number shown on this certificate with that of the motor vehicle purchased and found that they agree in every particular.

Note: N.J.S.A. 39:10-11 requires that the attached certificate, after assignment, be presented to the Motor Vehicle Commission within 10 days. Failure to do so will result in a penalty of \$25, which will be an addition to the filing fee for a new certificate of ownership.

## Step 6 – Signature

_____ Seller's Signature	_____ Date
_____ Buyer's Signature	_____ Date

## Motor Vehicle Commission Use Only

Clerk Initials:
Transaction Number:

# ODOMETER DISCLOSURE STATEMENT (OS/SS-2)

- **ODOMETER DISCLOSURE STATEMENT**
  - THE NEW FORM CAN BE ELECTRONICALLY SIGNED OR WET SIGNED.
  - IF ELECTRONICALLY SIGNED, A CERTIFICATE OF COMPLETION IS REQUIRED FOR EACH SIGNATURE.
  - IT MUST BE USED IN CONJUNCTION WITH NON-SECURE POAs AND LIMITED, GENERAL & DEALER POAs WHEN A SEPARATE ODOMETER STATEMENT IS REQUIRED.
  - NO APPOINTED DEALER REPRESENTATIVE CAN SIGN THE ODOMETER STATEMENT IN PLACE OF THE BUYER'S OWN SIGNATURE. NO POA CAN BE USED.
  - IF THE ODOMETER DISCLOSURE STATEMENT IS USED FOR **CORRECTIONS**, IT MUST BE **WET SIGNED AND NOTARIZED**.
  - DEALERSHIPS MAY CONTINUE TO USE THEIR CURRENT ODOMETER DISCLOSURE STATEMENT IF IT CONTAINS ALL THE REQUIRED INFORMATION. (FOR NOW)



# ODOMETER DISCLOSURE STATEMENT (OS/SS-2)

- **ODOMETER DISCLOSURE STATEMENT (CONT'D)**
  - **EXCEPTIONS TO REQUIREMENT OF ODOMETER DISCLOSURE STATEMENT SUBMISSION:**
    - **VEHICLES WITH MODEL YEAR 2010 AND OLDER**
    - **VEHICLES WITH MODEL YEAR 2011 AND NEWER ARE EXEMPT AFTER TWENTY YEARS (IN 2031)**
    - **MOTOR VEHICLES THAT ARE NOT SELF-PROPELLED (TRAILERS)**
    - **MOTOR VEHICLES THAT HAVE A GVWR MORE THAN 16,000 POUNDS**



# POAs FOR LEASE AND FLEET TRANSACTIONS





# Lease / Fleet Transactions

- THE POA REQUIRED WITH LEASE / FLEET TRANSACTIONS IS NOT CHANGING. THE POA PROVIDED BY THE LEASING COMPANY WILL STILL BE ACCEPTED AND IS VALID FOR ONE (1) YEAR.
- THE LEASING POA IS ONLY TO BE USED FOR NEW LEASES AND CANNOT TO BE USED TO SIGN FOR THE LEASING COMPANY AS SELLER.
- NJ MVC REQUIRES THAT AN ODOMETER DISCLOSURE STATEMENT (OS/SS-2) MUST ACCOMPANY THE POA.
- ONE ODOMETER DISCLOSURE STATEMENT PER VEHICLE IS REQUIRED.
- CONCERNING A LEASE BUYOUT, THE POA IS NOT REQUIRED UNLESS THE BANK FAILED TO SIGN THE BACK OF THE TITLE. IN THIS CASE THE LEASING POA WILL BE REQUIRED FOR THE DEALERSHIP TO SIGN AS THE SELLER.
- CONCERNING DEALERSHIPS WITH FLEET CUSTOMERS THAT PURCHASE MULTIPLE VEHICLES:
  - 1) ONE ODOMETER STATEMENT IS REQUIRED PER VEHICLE.
  - 2) IF THE POA IS WORDED TO COVER MULTIPLE VEHICLES, A LIST OF VEHICLES INVOLVED SHOULD BE STATED ON THE POA OR AS AN ATTACHMENT THAT CAN BE LINKED TO THE POA.





# DAILY DEALERSHIP SCENARIOS FOR POAs



# Dealership Scenarios

- **NEW VEHICLE PURCHASE – NO TRADE**
  - DEALER POA IS REQUIRED IF SIGNING MCO/TITLE FOR CUSTOMER.
  - SEPARATE ODOMETER DISCLOSURE STATEMENT IS REQUIRED –SIGNED BY BUYER AND DEALERSHIP.
  - CAN CHOOSE TO USE A NON-SECURE POA (NSPOA) TO BE SIGNED ELECTRONICALLY, ACCOMPANIED BY A SEPARATE ODOMETER DISCLOSURE STATEMENT.
- **NEW VEHICLE PURCHASE W/TRADE – TITLE IN HAND**
  - PURCHASE - DEALERSHIP POA IS REQUIRED IF SIGNING MCO/TITLE FOR CUSTOMER.
  - PURCHASE - SEPARATE ODOMETER DISCLOSURE STATEMENT IS REQUIRED –SIGNED BY BUYER AND DEALERSHIP.
  - TRADE – USE THE DEALER POA WHICH COVERS TRADE TITLES BECAUSE OF THE WORD “OWNER”, IF CUSTOMER IS NOT SIGNING THE TITLE.
  - TRADE – A SEPARATE ODOMETER DISCLOSURE STATEMENT IS REQUIRED – SIGNED BY DEALERSHIP AND SELLER.
  - TRADE - CANNOT USE A NON-SECURE POA (NSPOA) FOR ELECTRONIC SIGNATURES.



# Dealership Scenarios

- **NEW VEHICLE PURCHASE W/TRADE – TITLE LOST OR HELD BY A LIENHOLDER (PAYOFF)**
  - NEW VEHICLE - DEALER POA IS REQUIRED IF SIGNING THE MCO/TITLE FOR CUSTOMER.
  - NEW VEHICLE - SEPARATE ODOMETER DISCLOSURE STATEMENT IS REQUIRED –SIGNED BY BUYER AND DEALERSHIP.
  - NEW VEHICLE – DEALERSHIP CAN CHOOSE TO USE A NON-SECURE POA (NSPOA) TO BE SIGNED ELECTRONICALLY, ACCOMPANIED BY A SEPARATE ODOMETER DISCLOSURE STATEMENT.
  - TRADE – A SECURE POA (SPOA) MUST BE USED.
    - TRADING CUSTOMER’S AND DEALERSHIP REP’S INFO IS ON PART A.
    - DEALERSHIP REP’S AND DEALERSHIP’S INFO IS ON PART C.
  - **IF THE TITLE IS LOST**, A COPY OF PARTS A AND C IS USED TO APPLY FOR A DUPLICATE TITLE.
  - WHEN THE DUPLICATE TITLE COMES IN, USE THE ORIGINAL OF PARTS A AND C TO FLIP TITLE INTO THE DEALERSHIP’S NAME.



# Dealership Scenarios

- **TRADE – A SECURE POA (SPOA) MUST BE USED. (CONT'D)**
  - **IF THE VEHICLE IS SOLD** BEFORE YOU GET THE DUPLICATE TITLE, **PART B** OF THE **SPOA** MUST BE FILLED OUT WITH THE NEW CUSTOMER'S (CUSTOMER B) AND DEALERSHIP REP'S INFORMATION.
  - **WHEN THE DUPLICATE TITLE COMES IN**, THE DEALERSHIP HAS TWO (2) CHOICES:
    - (1) USE PARTS A, B AND C AND COMPLETE CUSTOMER B'S MOTOR VEHICLE WORK USING A VALID REASSIGNMENT.
    - (2) USE THE ORIGINAL PARTS A AND C AND THE DUPLICATE TITLE AND FIRST FLIP IT INTO THE DEALER'S NAME BEFORE DOING CUSTOMER B'S MOTOR VEHICLE WORK.
      - AFTER FLIPPING THE TITLE, SEND IN THE NEW TITLE IN THE DEALERSHIP'S NAME WITH A COPY OF PARTS A AND C AND THE ORIGINAL PART B TO COMPLETE CUSTOMER B'S MOTOR VEHICLE WORK.



# Dealership Scenarios

- **TRADE – A SECURE POA (SPOA) MUST BE USED (CONT'D).**
  - **IF THE TITLE IS HELD BY A LIENHOLDER (PAYOFF), FOLLOW YOUR CUSTOMARY PROCESS TO PAYOFF THE LIEN.**
  - **WHEN THE LIEN RELEASE/PAYOFF TITLE COMES IN, USE THE ORIGINAL OF PARTS A AND C TO FLIP TITLE INTO THE DEALERSHIP'S NAME.**



# Dealership Scenarios

- **TRADE – A SECURE POA (SPOA) MUST BE USED. (CONT'D)**
  - **IF THE VEHICLE IS SOLD** BEFORE YOU GET THE **PAYOFF TITLE**, PART B OF THE SPOA MUST BE FILLED OUT WITH THE NEW CUSTOMER'S (CUSTOMER B) AND DEALERSHIP REP'S INFORMATION.
  - **WHEN THE PAYOFF TITLE COMES IN**, THE DEALERSHIP HAS TWO (2) CHOICES:
    - (1) USE PARTS A, B AND C AND COMPLETE CUSTOMER B'S MOTOR VEHICLE WORK USING A VALID REASSIGNMENT.
    - (2) USE THE ORIGINAL PARTS A AND C AND THE **PAYOFF TITLE** AND FIRST FLIP IT INTO THE DEALER'S NAME BEFORE DOING CUSTOMER B'S MOTOR VEHICLE WORK.
      - AFTER FLIPPING THE TITLE, SEND IN THE NEW TITLE IN THE DEALERSHIP'S NAME WITH A **COPY** OF PARTS A AND C AND THE **ORIGINAL** PART B TO COMPLETE CUSTOMER B'S MOTOR VEHICLE WORK.



# Dealership Scenarios

- **USED VEHICLE PURCHASE WITH TITLE IN HAND – NO TRADE**
- **USED VEHICLE PURCHASE WITH TITLE AND WITH TRADE – TITLE IN HAND**
- **USED VEHICLE PURCHASE – TITLE LOST OR HELD BY A LIENHOLDER (PAYOFF)**
- **THE ABOVE THREE SCENARIOS FOLLOWS THE ABOVE THREE SCENARIOS FOR NEW VEHICLE PURCHASES.**
- **THE ONLY DIFFERENCE IS IF YOU ARE SELLING A USED VEHICLE AND YOU DO NOT HAVE TITLE IN HAND. IF THE NEW RULES ARE BEING ADHERED TO, YOU WILL HAVE PARTS A AND C OF THE SPOA FILLED OUT. WHEN YOU SELL THE VEHICLE, YOU WILL NEED TO FILL OUT PART B AND FOLLOW THE CHOICES THE DEALERSHIP HAS WHEN THEY GET TITLE.**
- **NOTE: ON LEASE TRANSACTIONS, NJMVC REQUIRES THE LESSEE TO SIGN THE ODOMETER DISCLOSURE STATEMENT. THE CUSTOMER IS LISTED AS BUYER.**

