



Arizona Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in Arizona. Confirm the latest requirements with the Arizona Motor Vehicle Division (MVD) before completing your transaction.

QUICK ANSWER

Buying a used car in Arizona? Get the signed title from the seller (no notarization needed unless a Power of Attorney is used) and an odometer disclosure for vehicles under 10 years old. You have 15 days to apply for the title with the Arizona MVD. Arizona charges a low \$4 title fee, an annual Vehicle License Tax (VLT) based on the vehicle's value, and 5.6% state transaction privilege (sales) tax. If you live in the Phoenix (Maricopa) or Tucson (Pima) area, an emissions test is generally required before registration. Verify current requirements with the Arizona MVD.

KEY FACTS

State	Arizona
Agency	Arizona Motor Vehicle Division (MVD)
Process	See official source
Notary required	No
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	15 days
Last reviewed	May 13, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Conditional
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IMPORTANT DEADLINES

Within 15 days

Arizona requires the buyer to apply for a title within 15 days of purchase (A.R.S. § 28-2058). A penalty may be assessed for late applications.

PRINTABLE CHECKLIST

Buyer checklist

- ☐ **Signed title from seller** **REQUIRED**
The seller must have signed the title over to you. Check that the odometer reading is noted.
- ☐ **Bill of sale** **RECOMMENDED**
Proof of purchase with VIN, price, and both parties' information.
- ☐ **Government-issued photo ID** **REQUIRED**
Required when submitting title transfer paperwork.
- ☐ **Payment for title transfer fees** **REQUIRED**
Fees vary by state. Check your state's official DMV fee schedule.
- ☐ **Proof of insurance** **REQUIRED**
Most states require proof of minimum liability insurance before issuing plates.
- ☐ **Sales tax payment** **CONDITIONAL**
Sales or use tax is typically due when registering the vehicle. Rate and basis vary by state.

Required forms

- ☐ **Signed title from seller** **REQUIRED**
The seller must sign the title over to you. Verify the VIN and odometer reading.



☐ Title transfer application **REQUIRED**

Form required to apply for a new title in your name. Requirements vary by state.

SPECIAL REQUIREMENTS

Notary: No — Notarization is not required for a standard private-party title transfer; it is only required when someone signs via Power of Attorney.

Bill of sale: Conditional — A Title Transfer Bill of Sale (Form 38-1306) is required only when the original title is unavailable or when using the eTitle Transfer system; otherwise the signed title suffices.

Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old.

Inspection: Conditional — Emissions testing is required before registration for vehicles in Maricopa and Pima counties that are outside the new-car exemption window; this is a buyer responsibility at registration, not a seller pre-sale requirement.

STEP-BY-STEP PROCESS

- 1 Run a vehicle history report (e.g., CARFAX or NMVTIS) before purchase.
- 2 Verify the seller's name matches the name on the title.
- 3 Ensure the title is free of liens or confirm the lien will be resolved.
- 4 Have the seller sign the title over to you and complete odometer disclosure.
- 5 Obtain a bill of sale from the seller.
- 6 Submit the signed title, application, fees, and proof of insurance to your state DMV.
- 7 Pay any applicable sales tax.

COMMON MISTAKES

- Not verifying that the seller is the titled owner.
- Failing to check for outstanding liens before purchase.
- Missing the deadline to register the vehicle after purchase.
- Not getting a bill of sale.

OFFICIAL SOURCES

Arizona MVD — Buying a Vehicle

<https://azdot.gov/mvd/services/registration-plates-title/buying-vehicle>

Arizona MVD

<https://azdot.gov/motor-vehicles>