



## Arkansas Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in Arkansas. Confirm the latest requirements with the Arkansas Department of Finance and Administration — Revenue Division before completing your transaction.

### KEY FACTS

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| State               | Arkansas                                                             |
| Agency              | Arkansas Department of Finance and Administration — Revenue Division |
| Process             | See official source                                                  |
| Notary required     | No                                                                   |
| Bill of sale        | Yes                                                                  |
| Odometer disclosure | Yes                                                                  |
| Filing deadline     | 60 days                                                              |
| Last reviewed       | May 13, 2026                                                         |

### QUICK REFERENCE

|                     |                            |                        |                         |
|---------------------|----------------------------|------------------------|-------------------------|
| NOTARY<br><b>No</b> | BILL OF SALE<br><b>Yes</b> | ODOMETER<br><b>Yes</b> | INSPECTION<br><b>No</b> |
|---------------------|----------------------------|------------------------|-------------------------|

### IMPORTANT DEADLINES

#### Within 60 days

Buyer has 60 days from purchase to register. Missing the deadline results in a 10% sales tax penalty plus a \$3.00 fee for each 10-day period unregistered.

### 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 — Arkansas does not require notarization of the title assignment for a standard private-party sale.

**Bill of sale:** Yes — A bill of sale is required for registration in Arkansas. It must include the VIN, year, make, date of sale, purchase price, and signatures of both buyer and seller.



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

**Inspection:** No — Arkansas does not require a seller-provided safety or emissions inspection certificate for private-party sales.

### STEP-BY-STEP PROCESS

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- 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

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- 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

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**Arkansas DFA — Motor Vehicle**

<https://www.dfa.arkansas.gov/office/motor-vehicle/>

**Arkansas DFA Motor Vehicle Services**

<https://www.dfa.arkansas.gov/revenues/motor-vehicle-services>