



Utah Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in Utah. Confirm the latest requirements with the Utah Division of Motor Vehicles before completing your transaction.

KEY FACTS

State	Utah
Agency	Utah Division of Motor Vehicles
Process	See official source
Notary required	No
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	60 days
Last reviewed	May 13, 2026

QUICK REFERENCE

NOTARY No	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Conditional
---------------------	------------------------------------	------------------------	----------------------------------

IMPORTANT DEADLINES

Within 60 days

Buyer must apply for title and registration within 60 days of purchase (Utah Code § 41-1a-703). The seller must provide the title to the buyer within 48 hours of the transaction.

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 — Utah does not require notarization of the seller's signature on the title. The Utah DMV explicitly states no notary is needed.

Bill of sale: Conditional — A bill of sale is strongly recommended and effectively required for sales tax documentation purposes. The Utah DMV provides Form TC-843. It documents the purchase price used for tax calculations.



Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old. Utah uses Form TC-891 (Odometer Disclosure Statement), required for vehicles under 20 years old.

Inspection: Conditional — Emissions testing is required in Salt Lake, Davis, Utah, Weber, and Cache counties. Vehicles registered in those counties need a current emissions certificate. The seller is expected to provide a current certificate if one exists.

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

Utah DMV — Buying and Selling

<https://dmv.utah.gov/other-services-overview/buying-selling/responsibilities/>

Utah DMV

<https://dmv.utah.gov>