



Vermont Used Car Buyer's Paperwork Checklist

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

KEY FACTS

State	Vermont
Agency	Vermont Department of Motor Vehicles
Process	See official source
Notary required	No
Bill of sale	Yes
Odometer disclosure	Yes
Filing deadline	30 days
Last reviewed	May 13, 2026

QUICK REFERENCE

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

Within 30 days

Vermont requires prompt title application upon purchase; vehicles must be registered to be legally operated. Apply immediately after purchase to avoid penalties for unregistered operation.

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 — Vermont does not require notarization of the title assignment or bill of sale for standard private-party vehicle transfers.



Bill of sale: Yes — Vermont requires a bill of sale for all private vehicle purchases. As of July 1, 2024 (Act 165), a title is required upon change of ownership for all vehicles regardless of age. The bill of sale must include make, year, VIN, purchase price, mileage, seller's signature, and date of sale.

Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old. Vermont requires an Odometer Disclosure Statement for model year 2011 and newer.

Inspection: No — Vermont does not require a seller-provided inspection certificate prior to sale. The buyer must have the vehicle inspected within 15 days of registration if it does not display a valid Vermont inspection sticker.

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

Vermont DMV — Vehicle Title<https://dmv.vermont.gov/tax-title/vehicle-title>**Vermont DMV**<https://dmv.vermont.gov>