



## Washington Private Car Sale Checklist

Use this checklist to prepare for a private vehicle sale in Washington. Requirements can vary by vehicle type, lien status, and situation, so always confirm with the Washington State Department of Licensing (DOL) before completing the transaction.

### QUICK ANSWER

To sell a car in Washington, sign the title over to the buyer and complete a Vehicle/Vessel Bill of Sale (Form 420-065) together. The most important Washington-specific step: file a Report of Sale with the Washington DOL within 5 business days of the sale — this releases you from liability for the vehicle. You can file it online. Verify current requirements with the Washington DOL.

### KEY FACTS

|                     |                                                |
|---------------------|------------------------------------------------|
| State               | Washington                                     |
| Agency              | Washington State Department of Licensing (DOL) |
| Process             | See official source                            |
| Notary required     | Conditional                                    |
| Bill of sale        | Yes                                            |
| Odometer disclosure | Yes                                            |
| Filing deadline     | 5 days                                         |
| Last reviewed       | July 6, 2026                                   |

### QUICK REFERENCE

|                              |                            |                        |                                    |
|------------------------------|----------------------------|------------------------|------------------------------------|
| NOTARY<br><b>Conditional</b> | BILL OF SALE<br><b>Yes</b> | ODOMETER<br><b>Yes</b> | INSPECTION<br><b>Not specified</b> |
|------------------------------|----------------------------|------------------------|------------------------------------|

### IMPORTANT DEADLINES

#### Within 5 days

The seller should file a Report of Sale with the Washington DOL within 5 business days of the sale to release liability.

### PRINTABLE CHECKLIST

#### Seller checklist

- ☐ **Signed vehicle title** **REQUIRED**  
The seller must sign the title over to the buyer. Sign exactly as your name appears on the title.
- ☐ **Odometer disclosure statement** **REQUIRED**  
Required by federal law for vehicles less than 10 years old under 16,000 lbs. Usually completed on the title itself.
- ☐ **Bill of sale** **RECOMMENDED**  
A written record of the sale including VIN, price, date, buyer and seller information. Requirements vary by state.
- ☐ **Vehicle history report (recommended)** **RECOMMENDED**  
Not required but strongly recommended. Helps buyer verify ownership and history.
- ☐ **Release of liability / notice of sale filed with state** **CONDITIONAL**  
Protects the seller from liability after the vehicle is sold. Requirements and process vary by state.
- ☐ **Lien release (if vehicle had a loan)** **CONDITIONAL**  
If there is an outstanding loan on the vehicle, the lienholder must release the lien before or at the time of sale.

#### Required forms

- ☐ **Signed vehicle title** **REQUIRED**  
The certificate of title signed over to the buyer.
- ☐ **Odometer Disclosure Statement** **CONDITIONAL**  
May be on the title itself or a separate form for older titles.



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## SPECIAL REQUIREMENTS

**Notary:** Conditional — The seller's title signature does not generally need notarization; notarization can apply to certain title applications signed away from a licensing office. Confirm your situation with the Washington DOL.

**Bill of sale:** Yes — Washington uses the Vehicle/Vessel Bill of Sale (Form 420-065); the sale price on it is used to calculate the buyer's use tax.

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

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## STEP-BY-STEP PROCESS

- 1 Verify the title is clear of liens before selling.
- 2 Sign the title over to the buyer in the designated section.
- 3 Complete the odometer disclosure on the title.
- 4 Provide the buyer with the signed title and any other required documents.
- 5 Notify the state motor vehicle agency of the sale if required.
- 6 Remove your license plates if required by your state.
- 7 Cancel your insurance or transfer it to your new vehicle.

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## COMMON MISTAKES

- Not filing a Report of Sale within 5 business days — until you do, you can remain liable for tickets, tolls, or incidents involving the vehicle.
- Skipping the Vehicle/Vessel Bill of Sale (Form 420-065), which the buyer needs for use-tax calculation.
- Expecting an emissions certificate — Washington ended its emissions program in 2020.
- Forgetting the odometer disclosure for a vehicle under 10 years old.

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## OFFICIAL SOURCES

### Washington DOL — Buy and Sell a Vehicle

<https://dol.wa.gov/vehicles-and-boats/vehicles/buying-and-selling-vehicle/buy-and-register-vehicle>

### Washington DOL

<https://www.dol.wa.gov>