

### Private Party Transaction

You must have the original Out of State Certificate of Title (purchaser & seller sections must be completed), an original signed lien release issued by the previous financial institution, the purchaser completed "Application for Certificate of Title" which is attached, proof of insurance (copy or digital copy), and a valid driver's license.

Hand carry completed documentation to your local Department of Motor Vehicle Service Center for processing.

***Please note, only the Borrower(s) who signed the loan contract can be a “Purchaser” on the Title.***

Secured Party Name and Address to be added along with the Lienholder Code:

[illegible]

If you have any questions, please feel free to contact us.

**email:** [titleservices@dfcufinancial.com](mailto:titleservices@dfcufinancial.com)

**phone:** 313.216.3449

**fax:** 313.322.8435

For detailed information or to schedule an appointment, please visit them online at [flhsmv.gov](http://flhsmv.gov)