



Instructions to Set Up Agency Contact with DMV

DAS Surplus will no longer accept vehicles to be auctioned without titles. Your agency will need to identify and provide the named personnel who will be signing off on title paperwork. Follow the directions below before completing any title paperwork for your surplus vehicles. If you have any questions, please contact us at DAS.SurplusVehicles@ct.gov.

Instructions

1. Identify your authorized personnel(s) who will complete and sign DMV's titling paperwork.
2. Create on your agency's letterhead a letter stating the authorized personnel(s) with their contact information.
3. Scan a copy of the authorized personnel's State ID.
4. Send the letter and proof of State ID to dmvbusinessunit@ct.gov and CC DAS.SurplusVehicles@ct.gov with subject line: "Designated Contact to Title for Agency Name".
5. DMV will confirm receipt.
6. Your agency can now move forward to complete title paperwork for your vehicles.

NOTES:

- When your agency receives vehicles (including trailers, small and large vehicular type automobiles), it should be titled in agency's name. At time of transfers, surplus, and sales made by your agency of the vehicles, titles can be completed to show transfer of ownership making it easier for all parties to show the transfer **and** to be able to retitle without issues.
- Any vehicles and trailers under 5,000 GVWR will not need to be titled. A completed Q-1 form aka Supplemental Assignment of Ownership / Bill of Sale should be completed to show the transfer of ownership.
- ATV vehicles are not titled in CT.
- Boats older than 2017 are not titled.



How To Title Vehicles Ready for Surplus

DAS Surplus will no longer accept vehicles to be auctioned without titles. Please use the below instructions after DMV has confirmed receipt of your agency's authorized personnel for titling vehicles. If you have any questions, please contact us at DAS.SurplusVehicles@ct.gov.

SECTION 1

1. Is there a Title in your agency's name for the vehicle? If Yes, continue. If No, skip to section 2.
2. On the back of the title, complete the First Re-Assignment By Owner section as the SELLER.
 - a. Name of Seller: State of CT (Agency Name)
 - b. Printed Name of Seller: Name of Authorized Personnel Handling Surplus Vehicle
 - c. Signature of Seller: Authorized Personnel Handling Surplus Vehicle's Signature
3. Scan front and back of the Title. Submit with DPS-29 form to DAS Surplus at 450 Columbus Boulevard Ste 1202, Hartford, CT 06103.

SECTION 2

1. Is there a Certificate of Origin (CO) for the vehicle? If Yes, continue. If No, skip to section 3.
2. Complete DMV's title registration form, H-13B:

Section 1:	Owner's Name:	State of CT – Agency Name
	Mailing Address:	Agency Mailing Address
Section 2:	Vehicle ID Number	
	Year	
	Make	
	Model Name or No.	
	Body Style	
	Fuel Type	
	Cylinders	
	No. of Wheels	
	Color	
	Odometer Reading	
	New or Used	
Section 5:	Code No. from Back of Form:	2
	Exemption Status:	Agency Acronym
Section 6:	Signature:	Authorized Personnel
	Date Signed	
3. Print H-13B. Note: Electronic signature on the printed form is accepted by DMV.
4. Staple/Paperclip the H-13B form and Certificate of Origin together.
5. Make appointment with DMV Business to Business Unit at dmvbusinessunit@ct.gov for drop off/pickup or mail to DMV Business to Business Unit at 60 Wethersfield Avenue, Wethersfield, CT.

SECTION 3

1. Is the vehicle seized/turned over to your agency by the court? If Yes, continue. If no, skip to section 4.
2. Copy all pertinent court documents.
3. Complete DMV's title registration form, H-13B:

Section 1:	Owner's Name:	State of CT – Agency Name
	Mailing Address:	Agency Mailing Address
Section 2:	Vehicle ID Number	
	Year	
	Make	
	Model Name or No.	
	Body Style	
	Fuel Type	
	Cylinders	
	No. of Wheels	
	Color	
	Odometer Reading	
	New or Used	
Section 5:	Code No. from Back of Form:	2
	Exemption Status:	Agency Acronym
Section 6:	Signature:	Authorized Personnel
	Date Signed	
4. Print H-13B. Note: Electronic signature on the printed form is accepted by DMV.
5. Complete DMV's Supplemental Assignment of Ownership And/Or Bill of Sale, Q-1 form:

Section 1:	Issued By the State of	CT
	Make	
	Year	
	Vehicle ID Number	
	Odometer Reading	
	Check box accordingly for Odometer Certification	
Section 3:	Name of Seller:	State of CT – Agency Name
	Address of Seller:	Agency Address
Signature and Certification by Seller:		
	Signature of Seller:	Authorized Personnel
	Printed Name of Seller: Authorized Personnel	
	Date Signed	
6. Staple/Paperclip the H-13B form, Q-1 form, and copy of court documents together.
7. Make appointment with DMV Business to Business Unit at dmvbusinessunit@ct.gov for drop off/pickup or mail to DMV Business to Business Unit at 60 Wethersfield Avenue, Wethersfield, CT.

SECTION 4

1. There is none of the above on hand. If Yes, continue.
2. Copy the letter template named Lost CO/Title onto your agency letterhead.
3. Complete the vehicle information sign the letter. Print Letter. Note: Electronic signature on the printed form is accepted by DMV.
4. Complete DMV's title registration form, H-13B:

Section 1: Owner's Name: State of CT – Agency Name
 Mailing Address: Agency Mailing Address

Section 2: Vehicle ID Number
 Year
 Make
 Model Name or No.
 Body Style
 Fuel Type
 Cylinders
 No. of Wheels
 Color
 Odometer Reading
 New or Used

Section 5: Code No. from Back of Form: 2
 Exemption Status: Agency Acronym

Section 6: Signature: Authorized Personnel
 Date Signed

5. Print H-13B. Note: Electronic signature on the printed form is accepted by DMV.
6. Complete DMV's Supplemental Assignment of Ownership And/Or Bill of Sale, Q-1 form:

Section 1: Issued By the State of CT
 Make
 Year
 Vehicle ID Number
 Odometer Reading
 Check box accordingly for Odometer Certification

Section 3: Name of Seller: State of CT – Agency Name
 Address of Seller: Agency Address

Signature and Certification by Seller:
 Signature of Seller: Authorized Personnel
 Printed Name of Seller: Authorized Personnel
 Date Signed

7. Staple/Paperclip the H-13B form, Q-1 form, and Lost CO/Title Letter together.
8. Make appointment with DMV Business to Business Unit at dmvbusinessunit@ct.gov for drop off/pickup or mail to DMV Business to Business Unit at 60 Wethersfield Avenue, Wethersfield, CT.



How To Request a Duplicate Title

All vehicles should be titled in agency's name. If your agency misplaced the title or you receive a request for a duplicate title, follow the instructions below. If you have any questions, please contact us at

DAS.SurplusVehicles@ct.gov.

SECTION 1

1. Was the vehicle titled in your agency's name, is missing, and your agency needs it for a transaction? If Yes, continue. If No, skip to section 2.

2. Complete DMV's Application for Replacement Certificate of Title, H-6B form:

Section 1:	Check Replacement Title	
	Check Reason for Replacement Title	
	Name of Owner on Title	State of CT – Agency Name
	and Address:	Agency Mailing Address
	Title Number if available	
	Vehicle ID Number	
	Make	
	Year	
	Leinholder on Title:	None
Section 2:	Check Yes	
Section 3:	Printed Name	Authorized Personnel
	Signature	Authorized Personnel
	Date Signed	
	Customer Email Address	Authorized Personnel Email Address

3. Print H-6B. Note: Electronic signature on the printed form is accepted by DMV.
4. Staple/Paperclip the H-6B form and copy of title if available.
5. Make appointment with DMV Business to Business Unit at dmvbusinessunit@ct.gov for drop off/pickup or mail to DMV Business to Business Unit at 60 Wethersfield Avenue, Wethersfield, CT.
6. On the back of the title, complete the First Re-Assignment By Owner section as the SELLER.
 - a. Name of Seller: State of CT (Agency Name)
 - b. Printed Name of Seller: Name of Authorized Personnel Handling Surplus Vehicle
 - c. Signature of Seller: Authorized Personnel Handling Surplus Vehicle's Signature
7. Scan front and back of the Title. Submit with DPS-29 form to DAS Surplus at 450 Columbus Boulevard Ste 1202, Hartford, CT 06103.

SECTION 2

1. The agency received a request for a duplicate title from a buyer. If Yes, continue.
 - a. \$25.00 check to State of CT Treasurer
 - b. Copy of the Bill of Sale
 - c. Self-addressed stamped envelope
2. Process the check for \$25.00 Administrative Fee with your Agency Business Office.
3. Hold onto the copy of the Bill of Sale and self-addressed stamped envelope until Title is on hand.
4. Complete DMV's Application for Replacement Certificate of Title, H-6B form:

Section 1:

Check Replacement Title	
Check Reason for Replacement Title	
Name of Owner on Title	State of CT – Agency Name
and Address:	Agency Mailing Address
Title Number if available	
Vehicle ID Number	
Make	
Year	
Leinholder on Title:	None

Section 2: Check Yes

Section 3:

Printed Name	Authorized Personnel
Signature	Authorized Personnel
Date Signed	
Customer Email Address	Authorized Personnel Email Address

5. Print H-6B. Note: Electronic signature on the printed form is accepted by DMV.
6. Staple/Paperclip the H-6B form and copy of title if available.
7. Make appointment with DMV Business to Business Unit at dmvbusinessunit@ct.gov for drop off/pickup or mail to DMV Business to Business Unit at 60 Wethersfield Avenue, Wethersfield, CT.
8. When title is received, on the back of the title, complete the First Re-Assignment By Owner section:
 - a. BUYER Information:
 - i. Name of Buyer on Bill of Sale
 - ii. Address of Buyer on Bill of Sale
 - iii. Leinholder is None
 - iv. Printed Buyer Name on Bill of Sale
 - v. Signature of Buyer is left Blank – Highlight
 - b. SELLER information:
 - i. Name of Seller: State of CT (Agency Name)
 - ii. Printed Name of Seller: Name of Authorized Personnel Handling Surplus Vehicle
 - iii. Signature of Seller: Authorized Personnel Handling Surplus Vehicle's Signature

NOTE: Title must be completed with Bill of Sale information as legally the vehicle was sold to the buyer listed on the Bill of Sale. Cannot write title as sold to anyone else even if requested by buyer as retitling is buyer's responsibility.

9. Scan front and back of the Title and the self-addressed envelope. Save for your record.
10. Send out completed Title to Requestor.