Vehicle Bill of Sale

Use this form to gather necessary information when you sell your vehicle or vessel. **Completing this form does not transfer the title or act as a Report of Sale.** To complete the transaction, the buyer and seller have the following responsibilities:

Seller

Submit a completed Report of Sale **within 5 days** from the date of sale. The Report of Sale releases your liability from the vehicle or vessel. You can report the sale:

* In person at any vehicle licensing office
* Online (vehicle only)
* Mail a Vehicle Report of Sale or Vessel Report of Sale to any vehicle licensing office. Include required fee

in a check or money order, made payable to Department of Licensing.

Buyer

To apply for a new title, take the Certificate of Title and this Bill of Sale to any vehicle licensing office and pay all fees and taxes. You must apply **within 15 days** of acquiring the vehicle/ vessel or you will pay a late fee. Late transfer fees start at $50 and increase to a maximum of $125.

**NOTE:** Depending on your specific situation, other forms may be necessary. For more information, contact customer service at 360.902.3770. Forms are available online at [dol.wa.gov](https://www.dol.wa.gov/) or at any vehicle licensing office.

Vehicle/Vessel information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sale of *(choose one)*  Vehicle Vessel | | License plate/ Registration number | | Vehicle identification number (VIN)/Hull identification number (HIN) | | |
| Model year | Make | | Model | | Date of sale | Sale price |

Seller information

|  |  |  |
| --- | --- | --- |
| Seller names | | |
| Seller address | | |
| City | State | ZIP code |

Buyer information

|  |  |  |
| --- | --- | --- |
| Buyer names | | |
| Buyer address | | |
| City | State | ZIP code |
| Relationship  Are you an immediate family member receiving this vehicle as a gift? . . . . . . . . . . . . . . . . . . . . . Yes No  If “Yes,” what is your relationship to the seller? | | |

# X X

Buyer signature Seller signature

# X X

Buyer signature Seller signature