

Clerk: _____

Effective Date: _____

Steps to Complete for a Bonded Title

Steps to complete for a customer who says they have no title to a vehicle using the Fremont County Affidavit of Ownership Form. If you need a title for a watercraft, snowmobile, ATV or light trailer due to the change in WY statutes as of January 1, 2010, please contact the Fremont County Clerk before completing the following steps.

Step	Instructions	Form/Fee Required	Completed
1	Obtain a vehicle or hull identification inspection from a Wyoming Law Enforcement officer to determine if the vehicle has been reported stolen. Most officers have access to the required forms.	Application for Certificate of Title (VIN inspection form) (MV300A) \$10.00 fee	
2	Request a Title Search from the Fremont County Clerk at no cost or you may request the information from the Wyoming Department of Transportation, Motor Vehicle Services to identify the former owner and any liens or encumbrances. You must attach a copy of the completed VIN/HIN inspection form with the Vehicle Record and Privacy Disclosure Release Form. The contact information for WYDOT is shown below.	MV Vehicle Record and Privacy Disclosure Release Form County Fee – None State Fee - \$5.00	
3	Contact any lien holders identified via CERTIFIED MAIL to request liens be released using BONDED TITLE NOTIFICATION FORM #FC30-13. If there is an active lien, it must be released by the lien holder, who will provide the necessary documentation.	Lien release from the lien holder, if applicable.	
4	Contact the previous owner and owner of record via CERTIFIED LETTER to request a title be established and properly executed (under the laws of the state where the title was issued), transferring ownership to you. Please use BONDED TITLE NOTIFICATION FORM #FC28-13.	Attach a copy of the letter and return receipt information when submitting the affidavit of ownership.	
5	Establish the retail value of the vehicle/watercraft using any of the following resources: <ul style="list-style-type: none"> • A current national appraisal guide (i.e. N.A.D.A. or Kelley) • A current or past registration if it shows the value • Written certification from a licensed Wyoming dealer 	Proof of the value of the vehicle/watercraft must be submitted with this affidavit of ownership. County Fee - .50 cents	
6	If the value is less than \$600 no surety bond is required. You cannot get a bonded title – contact the County Clerk. If the value is \$600 or more (from step 5 above), purchase a surety bond for twice the retail value. You obtain the surety bond and proof of the bond directly from your insurance provider. See Sample.	A bond form from the insurance provider must be submitted with this affidavit of ownership, if required.	
7	Having followed steps 1-6 above, you may complete the Fremont County Affidavit of Ownership. Copies of all required documents noted under Form/Fee Required must be attached to this affidavit. The affidavit must be signed, under penalty of perjury, in the presence of a Notary Public.	Wyoming title fee is \$15.00 and \$10.00 for VIN Inspection payable to the Fremont County Clerk.	

All paperwork listed above shall be submitted to the Fremont County Clerk where application for title is made.

Contact Information

Fremont County Clerk
450 N. 2nd St. Rm 220
Lander, Wy 82520
307-332-2405
307-332-1122
800-786-2844

<http://fremontcountywy.org>

Wyoming Department of Transportation (WYDOT)
Motor Vehicle Services
5300 Bishop Boulevard
Cheyenne, WY 82009
307-777-4825
307-777-4850

www.dot.state.wy.us