

DEBBIE
DONNELLY
HARDIN COUNTY CLERK



Address: 150 N. Provident Way
Elizabethtown, KY 42701
Website: WWW.HCCOKY.ORG
Phone: 270-765-4115

INSTRUCTIONS FOR A DUPLICATE KENTUCKY TITLE

- In order to obtain a duplicate Kentucky title, the attached application must be filled in, signed by the registered owner(s), and notarized. If the vehicle is in joint ownership using the conjunction “AND” or has no conjunction, both must sign for the duplicate. No one can sign for the duplicate other than the registered owner unless they have a power of attorney or in case of a death they have appointed an executor/executrix or an administrator/administratrix. In these cases we would need documentation.
- The title application address must reflect the address you want this mailed to.
- The mileage is required on the application, with the appropriate box marked, if applicable.
- The fee for a duplicate title is \$6.00 and may take up to one week to receive once it is processed. This fee along with the application must be mailed back to our office at one of the addresses below.

Regular Mail

Hardin County Clerks Office
Attn: Vehicle Registration
P.O. Box 1030
Elizabethtown, KY 42702

Over-Night Mail

Hardin County Clerks Office
Attn: Vehicle Registration
150 N. Provident Way
Elizabethtown, KY 42701

If you have any questions please call us at (270) 765-4115

The following form on the NEXT page is in PDF format, which will allow you to fill out everything highlighted before you print. Make sure the form is signed and notarized in the appropriate spot.

**PLEASE INPUT THE FOLLOWING INFORMATION
BEFORE PRINTING**

OWNER INFORMATION

Owner	
Co-owner (if applicable)	
Owner Birthdate	
Co-owner Birthdate (if applicable)	
Owner SS#	
Co-Owner SS# (if applicable)	
Mailing Street Address	
City	
State	
Zip	
Phone Number	

VEHICLE INFORMATION

VIN	
Year	
Make	
Model	
Color	
Mileage	
Check mark box only if this applies	*Mileage Exceeds Limits
Check mark box only if this applies	*Mileage Not Actual

APPLICATION FOR KENTUCKY CERTIFICATE OF TITLE/REGISTRATION

Check the type of application desired If Duplicate is checked, the original Certificate Title is:	<input type="checkbox"/> Duplicate <input type="checkbox"/> Lost	<input type="checkbox"/> Title Only <input type="checkbox"/> Destroyed	<input type="checkbox"/> Transfer <input type="checkbox"/> Damaged	<input type="checkbox"/> First Time <input type="checkbox"/> Illegible	<input type="checkbox"/> Salvage <input type="checkbox"/> Other	<input type="checkbox"/> Other
Vehicle Identification Section VIN _____ Make _____ Year _____ Body Style _____ Model _____ Model No. _____ Color _____ Motor No. _____ Cylinders _____ Truck Weight _____ (If motorcycle)		CERTIFIED INSPECTOR SECTION I, (Certified Inspector) _____ Of _____ County Phone No. (_____) _____ Do certify under penalties that I have physically inspected the vehicle described herein and that the supporting documents are consistent with the vehicle description. THE VEHICLE HAS AN ODOMETER READING OF _____ NO TENTHS THE VEHICLE IDENTIFICATION NUMBER IS: _____ INSPECTION REQUESTED BY _____ OWNER DRIVER LICENSE NO. & STATE _____ CERTIFIED INSPECTOR'S SIGNATURE _____ INSPECTOR NO. _____ DATE _____				
TITLE BRAND DISCLOSURE Check appropriate block if: Rebuilt Vehicle _____ Water Damage _____ When block is checked and title does not include brand, provide jurisdiction _____ and title number _____ where previous brand was issued.						

ODOMETER DISCLOSURE **CAUTION READ CAREFULLY BEFORE YOU CHECK A BLOCK******

Federal law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonments. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

- _____ (no tenths) Odometer Reading
1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. **WARNING -- ODOMETER DISCREPANCY**

TOTAL CONSIDERATION AND TRADE-IN INFORMATION

Giving a false statement as to the total consideration paid is a Class D Felony with a minimum fine of \$2,000.

Sale Price \$ _____	Trade In \$ _____	Net Cost \$ _____	Tax \$ _____
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(Credit allowed only on vehicles registered in KY and applicant has paid tax.)

Date of Sale _____ Trade In {	Make _____	Year _____	VIN No. _____	Title No. _____
	Make _____	Year _____	VIN No. _____	Title No. _____

Seller and buyer further certify subject to penalties of forgery in the second degree, that each has supplied true and correct information to the best of his knowledge and belief, in this document, including the above affidavit.

JOINT OWNERSHIP: OR AND **NOTE: If neither block is checked the Title Transfer will require both signatures**

NAME OF SELLER _____ DEALER NO. _____
 STREET ADDRESS _____ PHONE NO. _____
 CITY _____ COUNTY _____ STATE _____ ZIP _____

NAME OF OWNER/BUYER _____ SS# _____ BIRTH MO. _____
 NAME OF OWNER/BUYER _____ SS# _____ BIRTH MO. _____
 ADDRESS _____
 CITY _____ COUNTY _____ STATE _____ ZIP _____

I (have)(have not) applied for a loan in connection with the vehicle described therein and if not, I (will)(will not) apply for a loan within 30 days of this application.

LESSEE NAME OR OTHER _____
 LESSEE ADDRESS _____
 CITY _____ COUNTY _____ STATE _____ ZIP _____

FIRST LIENHOLDER _____
 ADDRESS _____
 COUNTY LIEN TO BE FILED IN _____

SELLER'S SIGNATURE _____
 SELLER'S SIGNATURE _____
 Date of Transfer _____

OWNER/BUYER(S) SIGNATURE(S) _____
 OWNER/BUYER(S) SIGNATURE(S) _____

Attesting Official _____ Title _____
 Subscribed and sworn to before me this _____ day of _____ 20 _____
 My commission expires _____

Attesting Official _____ Title _____
 Subscribed and sworn to before me this _____ day of _____ 20 _____
 My commission expires _____

COUNTY CLERK USE ONLY

TYPE APPLICATION	DATE OF ISSUANCE	TITLE NO.	PLATE NO.
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I certify under above described penalty that I have reviewed this application and the documents supporting it and that the same are present and consistent with this application; that I received the application on the date and time indicated hereon and that fees were collected as indicated. I further certify that the required information has been entered into the automated vehicle identification system (AVIS)

SIGNATURE & TITLE OF ISSUER _____ COUNTY _____ DATE _____

I certify that the lien indicated to be filed has been noted into the automated system and that a title will be withheld for 30 days, or until financing statement and fees required are received, whichever occurs first.

SIGNATURE _____ DATE _____

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATION, OR MUTILATIONS. MUST BE COMPLETED IN BLUE OR BLACK INK.