

Shelby County Alabama License Office
Moving from Another State - Checklist

| What Do I Need to Bring If I OWN My Vehicle? | |
|---|--|
| <input type="checkbox"/> | Out of state title in your name. |
| <input type="checkbox"/> | Proof of Insurance (Insurance provider must be licensed to do business in Alabama) |
| <input type="checkbox"/> | Proof of Residency in Shelby County |
| <input type="checkbox"/> | Current registration from the state your vehicle was last registered in |
| <input type="checkbox"/> | The vehicle must be present at our office for VIN inspection OR an inspection form completed and signed by an Alabama law enforcement officer. |
| <input type="checkbox"/> | A valid (non-expired) Driver's License or State issued ID for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN) |
| What Do I Need to Bring if FINANCED or LEASED with a Lienholder Recorded | |
| <input type="checkbox"/> | A faxed copy of the existing title from lienholder. |
| <input type="checkbox"/> | Proof of residency in Shelby County. |
| <input type="checkbox"/> | Proof of Insurance (Insurance provider must be licensed to do business in Alabama) |
| <input type="checkbox"/> | Current Registration from the state your vehicle was last registered. |
| <input type="checkbox"/> | A valid (non-expired) Driver's License or State issued ID for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN) |
| <input type="checkbox"/> | The vehicle must be present at our office for a VIN inspection OR an inspection form must be completed and signed by an Alabama law enforcement officer. |
| <input type="checkbox"/> | If your previous state of residence was a "non-title-holding" state , you must have the original title. |
| What Do I Need to Bring if LEASED without a Lienholder Recorded | |
| <input type="checkbox"/> | Original title from the leasing company |
| <input type="checkbox"/> | Original , Power of Attorney from leasing company appointing the individual registering the vehicle. |
| <input type="checkbox"/> | Proof of residency in Shelby County. |
| <input type="checkbox"/> | Proof of Insurance (Insurance provider must be licensed to do business in Alabama) |
| <input type="checkbox"/> | Current Registration from the state your vehicle was last registered. |
| <input type="checkbox"/> | A valid (non-expired) Driver's License or State issued ID for each owner. (The names on the driver's license/ID must match the names on the paperwork and must be the owner's current legal name) (Note: Company owned vehicles require an FEIN) |
| <input type="checkbox"/> | The vehicle must be present at our office for a VIN inspection OR an inspection form must be completed and signed by an Alabama law enforcement officer. |

Note: An alteration of any kind on a title voids the assignment. Liquid paper voids the entire title and a replacement title must be issued. Any alteration on a notarized document voids that document.

Disclaimer: This information provided by the Shelby County License Department is the most current and thorough information available to help expedite your transaction. The license department regards every transaction as unique however we have only addressed the most common types of transactions and provided you the basic information to assist you with the documents needed before your visit to our license offices. Since every situation cannot be foreseen we encourage you to include any additional documentation you may deem pertinent to your transaction. For your convenience we also encourage you to use the printable checklists that are available within the text.