

**INSTRUCTIONS FOR REQUESTING AN ORDER REQUIRING THE INDIANA  
BUREAU OF MOTOR VEHICLES TO ISSUE A TITLE**

**Step One**

Schedule an appointment to have the vehicle inspected and certified as not reported as stolen. The certification will need to be completed on State Form 39530.

**Step Two**

Complete the two (2) page Verified Request for an Order Requiring the Indiana Bureau of Motor Vehicles to Issue a Title (“Petition”) and file the documents listed below with the Vanderburgh County Clerk’s Office. You must also pay the filing fee at this time. The following documents should be filed with the Clerk at this Step:

- Petition
- Affidavit of Police Officer Physical Inspection (State Form 39530)
- Valid bill of sale, if available
- Any other documents or correspondence demonstrating the transfer of ownership if no bill of sale is available
- Documentation regarding the estimated value of the vehicle such as a printout from Kelley Blue Book, Edmunds, or similar documentation. If the bill of sale includes the sale price, you do not need to provide additional documentation regarding value.

If the vehicle is valued at \$10,000.00 or less, the case will be filed in small claims court. The Clerk’s office will set a hearing date in small claims court.

If the vehicle is valued at more than \$10,000.00, the case will be assigned a MI cause number and assigned to one of the Vanderburgh Superior Court judges. The judge’s office will provide a hearing date.

**Step Three**

If you purchased the vehicle in Indiana or from an Indiana resident, fill out Indiana State Form 53789 as completely as possible. On the form, you will select “Certified Vehicle/Watercraft Title Inquiry” for the current owner and “Pending litigation” on the checkboxes in steps 2 and 3. You will need to provide the cause number for the case you filed in Step One. You may do this by including a copy of the Petition with the form. Mail the completed form, Petition, and required fee to:

Indiana Bureau of Motor Vehicles  
Attn: Records Request  
100 N. Senate Avenue, Room N412  
Indianapolis, IN 46204

You should receive your report back from the BMV in approximately two to four weeks. This report will provide you with the identity and contact information for the current title owner of the vehicle. **You must bring a copy of this report to the scheduled hearing.**

NOTE: If you purchased the vehicle in another state, you should file your request in that state or request information from that state's bureau or department of motor vehicles to determine the current title owner and provide that information to the Court.

**Step Four**

**If you have a valid bill of sale showing the current title owner sold you the vehicle, you may skip this step.** Otherwise, you must serve a copy of the Petition and a Summons and Notice of Hearing to the current title owner as identified on the BMV report via Certified Mail or Sheriff's Service. Service should be attempted at least six weeks prior to the scheduled hearing date.

**Step Five**

Bring all relevant documents to your Court hearing. **Failure to follow all steps and provide all documentation by the date of your hearing and/or failure to appear for your hearing may result in your case being dismissed.**

**Step Six:**

If the Court grants your petition, you will receive an order at either the physical address or email address you provided at the time of filing. If you do not receive an order within two weeks, you may obtain a copy of the Court order from the Clerk's Office or online at [mycase.in.gov](http://mycase.in.gov). Complete the BMV's title application checklist, and include the order with the packet of documentation you provide to the BMV. Contact the BMV at (888) 692-6841 with any questions.



# PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R8 / 6-21)  
INDIANA BUREAU OF MOTOR VEHICLES

BUREAU OF MOTOR VEHICLES  
100 N. Senate Avenue, Room N440  
Indianapolis, IN 46204  
(888) 692-6841  
[www.bmv.in.gov](http://www.bmv.in.gov)

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
  2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
  3. Inspections may be performed by an employee of a dealer licensed under IC 9-32, a military policeman assigned to a military post in Indiana, a police officer, a designated employee of the BMV, an employee of a qualified person operating under a contract with the commission, or an employee of a dealer that is licensed as a motor vehicle dealer in a state other than Indiana and approved by the bureau.
  4. Police officers completing this form may charge a fee of not more than \$5.00 for this inspection under IC 9-17-2-12.

## OWNER INFORMATION

Name (last, first, middle initial or company name)

Address (number and street)

City	State	ZIP Code
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## VEHICLE OR WATERCRAFT INFORMATION

Identification Number  NONE (Select if no identification number found.)

Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable							

For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other (specify):

**\*IDACS / NCIC Check (Required if form is completed by a police officer)**

Date Check Performed (mm/dd/yyyy)	Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge/ Branch/ Dealer Number	Police Department / Branch / Dealership	City	State ZIP Code
Telephone Number (     )	E-mail		

STATE OF INDIANA                    )  
   )  
 COUNTY OF VANDERBURGH        )

IN THE VANDERBURGH SUPERIOR COURT

IN RE: THE MATTER OF                )  
 A VEHICLE TITLE REQUEST        )  
 By \_\_\_\_\_,                    )  
   )  
   )  
   )  
   )  
   )

CASE NO. \_\_\_\_\_  
 (MI if value of vehicle exceeds \$10,000)  
 (SC for \$10,000 or less)

**VERIFIED REQUEST FOR AN ORDER REQUIRING THE INDIANA BUREAU OF  
 MOTOR VEHICLES TO ISSUE A TITLE**

The Petitioner requests that the Court issue an order to the Indiana Bureau of Motor Vehicles directing the BMV to issue a certificate of title for the following vehicle. In support of this request, the Petitioner states under the penalties for perjury as follows:

1. Petitioner's Information:

Petitioner's Full Name: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

County of Residence: \_\_\_\_\_

2. Vehicle Description:

Year of Vehicle: \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_

Model of Vehicle: \_\_\_\_\_

VIN: \_\_\_\_\_

Estimated Value (based on Bill of Sale, Kelley Blue Book, or other competent evidence):  
 \_\_\_\_\_

Present Location of Vehicle: \_\_\_\_\_

3. Previous Owner Information (if known):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

4. I certify that I am the lawful owner of the above-described vehicle.

5. I have had possession of the above-described vehicle since \_\_\_\_\_.

6. If you do not have a bill of sale, describe the circumstances how you acquired or came into possession of the vehicle and why you do not have a bill of sale.

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7. Describe the efforts you have made to obtain a title and why you cannot obtain a title for the vehicle:

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8. I am not aware of any liens against the above-described vehicle.

WHEREFORE, I respectfully request that the Court issue an order directing the Indiana Bureau of Motor vehicles to issue a certificate of title for the above-named vehicle and for all other just and proper relief.

**I SWEAR OR AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING REPRESENTATIONS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THE FOREGOING PLEADING COMPLIES WITH THE REQUIREMENTS OF TRIAL RULE 5(G) WITH REGARD TO INFORMATION EXCLUDED FROM THE PUBLIC RECORD UNDER RULE 7 OF THE RULES ON ACCESS TO COURT RECORDS.**

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

STATE OF INDIANA ) IN THE VANDERBURGH SUPERIOR COURT  
 )  
COUNTY OF VANDERBURGH )

IN RE: THE MATTER OF ) CASE NO. \_\_\_\_\_  
A VEHICLE TITLE REQUEST ) (MI if value of vehicle exceeds \$10,000)  
By \_\_\_\_\_, ) (SC for \$10,000 or less)  
Petitioner, )  
 )

NOTICE OF HEARING FOR PETITIONER  
ON VERIFIED REQUEST FOR AN ORDER REQUIRING THE  
INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A TITLE  
*(if filed in Small Claims Court)*

A hearing on the the verified request for an order requiring the Indiana Bureau of Motor Vehicle has been scheduled in the Vanderburgh Superior Court, Courts Building, 825 Sycamore Street, Room 223, Evansville, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_M.

You may represent yourself at this hearing or have an attorney represent you. If either party is a business entity (*i.e.*, corporation, LLC, LLP, partnership, or sole proprietorship) or trust, the business entity or trust must be represented by an attorney if the alleged value of the vehicle is greater than \$6,000.00. If the value of the vehicle is \$6,000.00 or less, a business entity may designate a full-time employee to appear on its behalf. If the value of the vehicle is \$6,000.00 or less, a trust may designate its trustee to appear on its behalf. The designation must be in writing and granted in accordance with the Indiana Small Claims Rule 8(C).

**If you fail to appear for the hearing, your petition will most likely be dismissed and you will have to refile the matter to obtain an order.**

You should bring to the hearing all documents in your possession or under your control concerning the claim. You may subpoena witnesses to appear for the hearing. You have a right to a jury trial, but you waive this right by filing the case in small claims court.

You may visit <https://www.in.gov/courts/publications/small-claims-manual/> to view the Indiana Small Claims Manual and Indiana Small Claims Rules.

Carla Hayden, Clerk

By: \_\_\_\_\_  
Deputy Clerk, Small Claims Division

STATE OF INDIANA )  
 )  
COUNTY OF VANDERBURGH ) IN THE VANDERBURGH SUPERIOR COURT

IN RE: THE MATTER OF ) CASE NO. \_\_\_\_\_  
A VEHICLE TITLE REQUEST ) (MI if value of vehicle exceeds \$10,000)  
By \_\_\_\_\_ ) (SC for \$10,000 or less)  
Petitioner, )  
 )

SUMMONS AND NOTICE OF HEARING  
ON VERIFIED REQUEST FOR AN ORDER REQUIRING THE  
INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A TITLE  
(if filed in Small Claims Court)

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have been sued by the Petitioner for clear title of the vehicle named herein. An initial hearing on the Petitioner's request has been scheduled in the Vanderburgh Superior Court, Courts Building, 825 Sycamore Street, Room 223, Evansville, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .M.

You may represent yourself at this hearing or have an attorney represent you. If either party is a business entity (*i.e.*, corporation, LLC, LLP, partnership, or sole proprietorship) or trust, the business entity or trust must be represented by an attorney if the alleged value of the vehicle is greater than \$6,000.00. If the value of the vehicle is \$6,000.00 or less, a business entity may designate a full-time employee to appear on its behalf. If the value of the vehicle is \$6,000.00 or less, a trust may designate its trustee to appear on its behalf. The designation must be in writing and granted in accordance with the Indiana Small Claims Rule 8(C).

**If you fail to appear for the hearing, you will be defaulted and the Court may grant the Petitioner's request for relief in your absence.** If you wish to attend the hearing but are unable to do so, you may file a motion with the Court to request a continuance. A motion to continue should be filed at the earliest opportunity so that it may be served on any other parties.

If you wish to file a counterclaim, you must do so by filing it with the Clerk's office within such time as it will allow the Court to mail a copy to the Petitioner at least seven (7) days prior to the hearing.

If the case is set for trial, you should bring to the trial all documents in your possession or under your control concerning the claim. You may subpoena witnesses to appear for the trial.

You have a right to a jury trial. Your right to a jury trial is waived unless a jury trial is requested within ten (10) days after receipt of the notice of claim. Once a jury trial request has been granted, it may not be withdrawn without the consent of the other party or parties. If a

request for a jury trial is granted, the party requesting the jury trial shall pay the clerk the additional amount required by statute to transfer the claim to the plenary docket; otherwise, the party requesting the jury trial shall be deemed to have waived the request.

You may visit <https://www.in.gov/courts/publications/small-claims-manual/> to view the Indiana Small Claims Manual and Indiana Small Claims Rules.

PLEASE SERVE:

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Serve by: \_\_\_\_\_ Sheriff \_\_\_\_\_ Certified Mail





## REQUEST FOR CERTIFIED RECORDS

State Form 53789 (R12/0-16)  
 Approved by State Board of Accounts, 2017  
 Bureau of Motor Vehicles

**BUREAU OF MOTOR VEHICLES**

Attn: Records Request  
 100 N. Senate Ave., Rm N412  
 Indianapolis, IN 46204

**INSTRUCTIONS:**

1. Complete in blue or black ink or type.
2. Complete all five (5) steps when requesting records. If any of the steps are not completed, the request will be returned.
  - STEP 1 - Complete applicable information
  - STEP 2 - Complete as many identifiers as possible.
  - STEP 3 - Check **ONE** box unless requesting a juvenile history. Attach one form for each record requested
  - STEP 4 - Indicate which exception authorizes you to receive protected information, as well as your intended use
  - STEP 5 - Calculate the total payment amount, sign and date the form
3. Include payment with completed form, by money order, cashier's check, or business check. Individuals who have an INDIANA BMV record may write a personal check payable to the Bureau of Motor Vehicles
4. Mail the completed form to the address indicated above.
5. Please allow two (2) to four (4) weeks to process this request.

The Indiana Bureau of Motor Vehicles (BMV) maintains driver, vehicle and other records available to the public unless protected by statute. Ind. Code § 5-14-3-1 et seq. Certain information contained in a BMV record may not be disclosed except as authorized by Ind. Code. Recipients of BMV records containing personal or highly restricted personal information must follow state and federal privacy laws regarding document usage, distribution, and retention. Juvenile records cannot be disclosed unless a person is requesting his or her own records, or the records are requested by the minor's parent, legal guardian or financially responsible party. Many BMV public records are immediately available through subscription at [ih.gov](http://ih.gov). Individuals can access their own driver and vehicle records online at [myBMV.com](http://myBMV.com).

<b>STEP 1: Complete your information.</b>											
Name of Person or Business ( <i>first name, middle name, last name</i> )						Telephone Number			E-mail Address		
Mailing Address ( <i>number and street, city, state and ZIP code</i> )											
Last 4 Digits of Social Security Number XXX-XX-_____				Last 4 Digits of I-94 Admission # if applicable XXXXXXX_____				Federal Identification Number of Business (Used for security purposes only.) _____			
<b>STEP 2: Complete the information you are requesting. (Please include as many identifiers as possible.)</b>											
Name of Driver ( <i>first name, middle name, last name</i> )						Driver's License Number, if known					
Last 4 Digits of Driver's Social Security Number, if known xxx-xx-_____				Last 4 Digits of Record of Admission number (I-94), if applicable xxxxxxx_____				Driver's Date of Birth (mm:dd-yyyy), if known			
Last Known Indiana Mailing Address ( <i>number and street, city, state and ZIP code</i> )											
Vehicle/Watercraft Year			Vehicle/Watercraft Make			Vehicle/Watercraft Model			Title Number		
Vehicle/Watercraft Identification Number											
Name of Registrant ( <i>first name, middle name, last name</i> )						Vehicle Plate or Watercraft Registration Number					
Registrant's Last Known Indiana Mailing Address ( <i>number and street, city, state and ZIP code</i> )											
<b>STEP 3: Check the type of record you are requesting.</b>											
<input type="checkbox"/> Certified Driver Record (\$4.00 fee) <input type="checkbox"/> Certified Driver History (\$8.00 fee) (includes document copies of court order, conviction, citation, application, etc.) Documents requested: _____ <input type="checkbox"/> Proof of Insurance ( <i>Specify vehicle make and date of accident.</i> ) _____ <input checked="" type="checkbox"/> Certified Vehicle/Watercraft Title Inquiry (\$4.00 fee) - Information regarding CURRENT owner including any liens, year, make, model, and VIN/HIN, odometer reading and vehicle/watercraft purchase date. <input type="checkbox"/> Certified Vehicle/Watercraft Title History (\$8.00 fee) - Information regarding ALL previous Indiana vehicle owners for the past ten (10) years, or the previous five (5) years if no changes were made to the title during that five (5) year period. <input type="checkbox"/> Certified Vehicle/Watercraft Registration Inquiry (\$4.00 fee) - Information regarding CURRENT registrant, county and township of registration, registration fees and taxes paid, purchase date, year, make, model, VIN/HIN, insurance information, type, color and plate or watercraft registration number or license type with expiration date. <input type="checkbox"/> Certified Vehicle/Watercraft Registration History (\$4.00 fee) - Information regarding a PREVIOUS REGISTRATION within the last four (4) years.											

**STEP 4: I am requesting records containing personal information for the intended use listed in the statutory exception below:**

I am requesting my personal information. *(Include a copy of your photo identification.)*

I am a legal guardian or have power of attorney for the person whose record is requested. *(Authorizing guardianship or power-of-attorney documents and photo identification must be submitted with this form.)*

I am a law enforcement officer requesting:  records or  a photograph for an investigation (Ind. Code § 9-14-13-2).  
 Badge number: \_\_\_\_\_ Law enforcement agency: \_\_\_\_\_  
 Name and title of the agency's chief officer (e.g. John Smith, Sheriff) \_\_\_\_\_

I am requesting for use by a government agency in carrying out its functions (Ind. Code § 9-14-13-7(1)).  
 Government entity: \_\_\_\_\_ Government function(s): \_\_\_\_\_

Matters concerning vehicle safety, emissions, recalls, performance, dealers, parts, market research, manufacturer record owner amendment, or fuel theft (Ind. Code § 9-14-13-6 or §9-14-13-7(2)).

In the normal course of business to verify information received (Ind. Code § 9-13-14-7(3)).

Pending litigation: civil, criminal, administrative, or arbitration proceeding (Ind. Code § 9-14-13-7(4)).

Research activities (Ind. Code § 9-14-13-7(5)).

Insurance claims investigations or underwriting (Ind. Code § 9-14-13-7(6)).

Notice to owners of towed or impounded vehicles (Ind. Code § 9-14-13-7(7)).

Licensed private investigative agency or security service (Ind. Code § 9-14-13-7(8)).

Employer or its agent to verify commercial driver's license information (Ind. Code § 9-14-13-7(9)).

Private Toll Operation (Ind. Code § 9-14-13-7(10)).

The BMV has obtained written consent of the subject and the information can be used for any purpose under Ind. Code § 9-14-13-7(11).

Surveys, marketing or solicitations and the BMV has obtained written consent of the subject (Ind. Code § 9-14-13-7(12)).

The person whose information I am seeking to use under Ind. Code § 9-14-13-7-(13) and -8 provides written consent below.  
 \_\_\_\_\_ I consent to the release of my restricted information (defined above) to the requestor. (to be signed by record owner)

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**STEP 5: Calculate the amount owed, sign and date form**

Total amount owed: \$ 4.00

I swear and affirm under the penalties for perjury the information on this form is true and accurate. I will limit disclosure of all information received to the permissible use authorized by the Ind. Code selected above and the Driver Privacy Protection Act (18 USC § 2721).

Printed name	Date (mm/dd/yyyy)
Signature: _____	

BMV USE ONLY: Records provided by (name) \_\_\_\_\_ on (mm/dd/yyyy) \_\_\_\_\_