

Bonded Title Requirements – New Title Request Procedures

Step 1 – Obtain The Required Documents

___ **Vehicle Inspection** – Tell the inspector that you are applying for a Bonded Title

___ **Emissions Test** – If you live in or commute into the Phoenix or Tucson metropolitan areas and the vehicle registration has expired, you will need an emissions inspection.

For locations and hours visit www.azdeq.gov or call 800-284-7748

___ **Bond Affidavit** – Complete a Bonded Title Affidavit. (Available on the forms section of www.gingerstitles.com) Form must be notarized unless signed before an MVD agent.

___ **Title and Lien Searches** – Obtain a motor vehicle record search to verify the name and address of the last titled owners and lien holders (if any). The record must be searched on the Vehicle Identification Number (VIN) not the plate number. Ginger’s Auto Title Service can assist you with this search. A fee will be charged.

___ **Lien Releases** – Obtain a lien release for all liens appearing on any title and lien search, either Arizona or out-of-state.

___ Each release must contain:

- Vehicle Year
- Make
- Vehicle Identification Number (VIN)

___ For Arizona searches, the lien release must be:

- Signed and Notarized
- Include Date and Amount of Lien

___ **Certified Letters** – Send a certified letter (Return Receipt Requested) to each of the names and addresses shown on the record searches, and to all other persons involved in the sale of the vehicle.

The letters should request that the person take one of the following actions:

1. Apply for the title in his or her name, sign it off and send it to you
2. Provide a notarized statement refusing to apply for a title.

Statement should include:

- Vehicle Year
- Make
- Vehicle Identification Number (VIN)

Certified Letter Results

Response to Letter

1. Title – If you receive a title, a bond may no longer be required. Contact Ginger’s Auto Title Service to transfer the title into your name.
2. Notarized Statement – If you receive a notarized statement, you do not have to wait for the Return Receipt card.

No Response to Letter

1. Return Receipt – If you receive the Return Receipt card from a certified letter, you must wait 15 business days after the date the receipt card was signed (to allow time for response), before returning to Ginger’s Auto Title Service.
2. Unclaimed Letter – If the certified letter is returned to you by the post office as unclaimed, bring the letter unopened.

Step 2 – Bring All Documents To Ginger’s Auto Title Service

Bring the results of all the certified letters, and any documents you have related to this matter. If all is in order, the approved documents will be listed for you on an Additional Requirements form, and the bond amount will be set.

Step 3 – Purchase The Bond

Obtain a motor vehicle surety bond in the previously determined amount. The bond is available at most Arizona insurance companies.

- The bond must contain:
- Full Names of all applicants
(as they appear on title application)
 - Vehicle Year
 - Make
 - Vehicle Identification Number (VIN)

Step 4 – Bring The Bond And All Documents To Ginger’s Auto Title Service

Bring the bond and all documents, including the Additional Requirements form. If the vehicle inspection form indicates that an Arizona Serial Number is to be issued, bring the vehicle.

Ginger’s Auto Title Service will review all documents. If all is in order, a new title will be issued to you.

For Additional Information About This Process

- Contact Ginger's Auto Title Service

Phone: 520-459-2434

Website: www.gingerstitles.com

Email: gingerstitles@msn.com

Address: Vista Business Park
999 East Fry Boulevard, Suite 202
Sierra Vista, AZ 85635