

Department of Motor Vehicles

dmv.ny.gov

To use the Secure Power of Attorney (form MV-93) to transfer vehicle ownership and record odometer/damage disclosure, follow these instructions:

1. SELLER APPOINTS DEALER AS ATTORNEY-IN-FACT

- a) The seller must complete the entire SELLER section, and sign the form in the presence of a notary.
- b) Leave the NYS DEALER section blank.

2. REQUEST A DUPLICATE TITLE FROM DMV

- a) The vehicle owner must fill out form MV-902 "Application for Duplicate Title".
- b) Attach Copy 4 (DMV Copy of MV-93) to the MV-902.
- c) Complete and attach "Authorization for Dealer to Receive Certificate of Title on Behalf of Owner" to these documents.
- d) Submit "Application for Duplicate Title" (MV-902), Copy 4 of MV-93, dealer authorization, copy of owner's proof of identity, and proper payment (as indicated on the MV-902) to:

Title Bureau PO Box 2750 Albany, NY 12220-0750

3. DEALERSHIP TRANSFERS OWNERSHIP AFTER TITLE IS RECEIVED

- a) The dealership employee must sign in the "Seller's Signature" block on the title, followed by the notation "as POA for" and then enter the seller's name, exactly as it appears on the front of the duplicate title.
- b) On the title, enter the seller's complete address, exactly as it appears on the SPOA form, then fill out the remainder of the transfer section.

4. DEALERSHIP COMPLETES THE NYS DEALER SECTION OF THE SPOA

a) The same dealership employee who completes the transfer section on the title (#3 above) **MUST** complete the NYS Dealer Section of the SPOA.

5. DISTRIBUTION OF REMAINING COPIES OF THE FULLY COMPLETED SPOA

- a) Copy 1 (DUPLICATE TITLE COPY) should be stapled to the duplicate title.
- b) Copy 2 (DEALER COPY) should be retained by the dealer for five years.
- c) Copy 3 (SELLER COPY) should be mailed to the seller.

6. SELL THE VEHICLE

- a) The vehicle can now be wholesaled or retailed in accordance with standard regulations and procedures.
- b) Vehicle and Traffic Law does not require that the dealership assume the cost of the MV-93 SPOA. If the dealership elects to pass the \$5 charge along to the consumer who is trading in a vehicle OR to the consumer buying the trade-in, the \$5 charge must be reflected as a separate line item on the appropriate invoice, with the disclaimer "THIS IS NOT A DMV FEE".

