



**INSTRUCTIONS**  
**How to complete the T-16 Form**

**COMPLETING THIS AFFIDAVIT**

This affidavit must be completed in its entirety, legibly printed in blue or black ink or typed. **Any correction or alteration will void this affidavit.**

**Section A:** Complete the owner(s)' information. The mailing address block should contain the physical address of the owner(s).

**Section B:** Record the Lienholder or Security Interest Holder information.

**Section C:** Record the vehicle's information.

**Section D:** Certify before a Notary Public that all statements are true and accurate.

**REQUIRED DOCUMENT(S)**

The following document is required:

- Current Georgia title

**WHAT TO DO IF THE...**

Georgia title is <b>not available</b> :	The reposessor must obtain a Georgia title in their name first, unless the vehicle is "exempt" from the odometer disclosure requirements of the Federal Truth in Mileage Act.  <b>Important:</b> If the vehicle is "exempt" from the odometer disclosure requirements but is still required to be titled in Georgia, the reposessor is not required to obtain a title in their name. In this situation, the reposessor may give the purchaser(s) a bill of sale and a completed and signed Affidavit for Repossession (Form T-16). This exception only applies when there is a Georgia title on record.
Georgia title is <b>not issued</b> in the person's name from whom the vehicle was repossessed:	The title must be submitted properly assigned to that person.
Current title is an out-of-state title:	The title must be submitted or the reposessor must secure a title in their name first from the state where the vehicle is currently titled.
Reposessor is not recorded on the face of the title or in the title assignment as the lienholder or security interest holder:	A copy of the contract between the reposessor and the party from whom the vehicle was repossessed must be submitted.
Reposessor has sold the vehicle:	The reposessor should complete the first title assignment transferring the ownership of the vehicle to the purchasing parties using the purchaser(s)' full legal name(s). A natural person's full legal name is his or her complete name as it appears on his or her valid Georgia driver's license or Georgia identification card.

**FEE**

The following fees may apply:

- \$18.00 Title Fee
- Any Penalty Fee
- Title Ad Valorem Tax (TAVT), if applicable

**SUBMITTING THIS AFFIDAVIT**

This affidavit must be submitted along with all required document(s) and fee(s) to the county tag office in the county where you reside. Please refer to <http://dor.georgia.gov> to locate the county tag office in your county of residence.

