

How To Complete The VIN Application:

1. The State Assigned VIN Application has **7 STEPS**. Make sure every step is complete or we cannot issue the VIN.
2. Complete **STEP 7** first: Contact Law Enforcement to inspect the VIN(s) on your vehicle. The officer must write "NO VIN FOUND" if there is no VIN on your vehicle; the officer must write down every VIN found on your vehicle if there are multiple VINs on the vehicle. The officer must sign and date and provide his agency name and badge number. (No VIN inspection is needed for trailers made from a pick-up bed).
3. Complete your personal information in **STEP 1** (name, address, phone, email, etc.).
4. Check the box for the type of application in **STEP 2** (Trailer VIN or Other Vehicle VIN).
5. Describe the vehicle in **STEP 3**:
 - a. Make
 - i. "Homemade" = a trailer that is homemade and not factory made
 - ii. "Assembled" = a motor vehicle with multiple parts from various vehicles (ie: Ford Body, GMC chassis, homemade parts, etc.)
 - iii. Factory Make such as "Ford"/"GMC"/"Chevy"/"Lakota"/etc = factory made vehicle with modifications (ie: 1975 Ford chassis with 1983 Ford Body) **or** factory made vehicle with missing VIN (ie: 2006 Boat Trailer when the VIN is faded or has fallen off) Please note that the factory "make" will only be used if it is proven that only 1 "make" was used in the construction of the vehicle.
 - b. Provide the body style of the vehicle:
 - i. Do not just write "Trailer" - describe the type of trailer (ie: Boat Trailer, Box Trailer, Flatbed Trailer, etc.)
 - ii. Other options - Motorcycle, Pick-up, 4-door Car, Van, etc.
 - c. Provide the year of the vehicle:
 - i. "Unknown" is not acceptable
 - ii. Homemade Trailer year = the year the trailer was completed/street legal
 - iii. Factory made Trailer year = the year listed on prior title or registration **or** provide a picture of a similar trailer from the internet/catalog/etc. to determine the year. For a boat trailer that was purchased with a boat, you may show proof of boat year.
 - iv. Assembled Motor Vehicle year = the year of the oldest major component (ie: frame, axle, engine, cab, etc.)
 - v. Factory Made Motor Vehicle year = the year listed on prior title or registration **or** provide a picture of a similar vehicle from the internet/catalog/etc to determine the year
 - vi. Factory Made Motor Vehicle year when **also** applying for "**Custom**" license plates (the vehicle must be over 25 years old and altered from the original design) = the year the vehicle resembles
6. Read **STEP 4**. This explains what documentation is needed to process your request. **Requests with incomplete documentation cannot be processed.**
 - a. Include a Picture of the completed vehicle.
 - b. Provide \$20.00 payment (DO NOT SEND CASH PLEASE).

- c. **Prove that you own the vehicle and that the person you purchased the vehicle from owned the vehicle.** (Statements regarding ownership can be made when answering the questions in STEP 5.)
 - i. **Factory Made Trailers:**
 - 1. Provide **original Title** (properly assigned to you with all liens released - the person who is selling the vehicle should sign the back of the title, have it notarized, and your name should be listed as the buyer)
 - 2. If there is no title:
 - a. **Copy** of the bill of sale **plus** prior registration or tax data etc from prior owner; or
 - b. Signed and dated statement as to why there is no title and why the prior owner does not have proof of ownership. Please include name and address of prior owner. (ie: some states do not require titles for various sized trailers).
 - ii. **Homemade Trailers:**
 - 1. **Copy** of the bill of sale for all major components used in the construction of the trailer; or
 - 2. Receipts from products used to construct the trailer; or
 - 3. **Copy** of the bill of sale from prior trailer owner **plus** prior registration or tax data from prior owner; or
 - 4. Signed and dated statement specifically describing how you became the owner of the homemade trailer and why (if applicable) the prior owner does not have proof of ownership. Please include name and address of prior owner.
 - iii. **Motor Vehicles:** (If you are constructing the vehicle using two vehicles, please provide proof of ownership for both vehicles. This may include 2 titles).
 - 1. Provide **original Title** (properly assigned to you with all liens released - the person who is selling the vehicle should sign the back of the title, have it notarized, and your name should be listed as the buyer)
 - 2. If there is no title:
 - a. **Copy** of the bill of sale from prior owner **plus** prior registration or tax data etc from prior owner; or
 - b. **Copy** of the bills of sale for all major components used in the construction of the vehicle; or
 - c. Receipts from products used to construct the vehicle; or
 - d. Signed and dated statement specifically describing how you became the owner of the motor vehicle and why the prior owner does not have proof of ownership. Please include name and address of prior owner.
- 7. Describe the following scenarios in **STEP 5**. (If the prior owner did not have documentation proving that he had a right to sell the property to you, please explain when completing this step.)
 - a. Explain why the VIN is missing or why there are multiple VIN's on the vehicle. (ie: the VIN number washed off the back of the boat trailer; two vehicles were used in the construction of this vehicle; etc.)
 - b. If you constructed the vehicle, indicate where, when, and from whom the major components were obtained or purchased. (ie: I bought the frame at a garage sale back in

2001 and I bought the engine from ABC salvage yard in 2002 - see attached receipt. I bought the body from my brother - see attached bill of sale).

- c. If the person or business that you purchased or obtained the vehicle from never had it titled or registered; explain why. (ie: In Utah small trailers are not required to be titled or registered. The prior owner was not required to have ownership documentation for this trailer.)
8. Sign your application in **STEP 6**. You are swearing that all the information on this application is true and that no stolen parts were used in the construction of the vehicle.
9. Mail your application and all required documentation to:

WYDOT - MVS
5300 Bishop Blvd
Cheyenne, WY 82009.

10. Call **307-777-4709** if you have any questions.