



## INSTRUCTIONS

### What to Do if You Get a Traffic Citation on a Vehicle that You Sold or Transferred

#### **STEP 1: Notify MN Driver & Vehicle Services about the sale or transfer**

If you received a citation (ticket) in Hennepin County for a vehicle that you had sold or transferred in the past, you should contact the [MN Dept. of Vehicle Services \(DVS\)](http://www.dps.state.mn.us/dvs) ([www.dps.state.mn.us/dvs](http://www.dps.state.mn.us/dvs)) right away to make sure that the sale or transfer was recorded at that agency.

DVS offers two ways of reporting the sale or transfer of a vehicle:

##### **1. Online** (recommended):

Go to [www.mndriveinfo.org](http://www.mndriveinfo.org). Click on “**Vehicle Services**”, and then click on “**Report of Sale**” and follow the instructions.

##### **2. By phone:**

Call DVS at **(651) 297-2559**. You can give the vehicle sale/transfer information to an automated attendant any time, or you may speak with an agent from 8:00a - 4:30p Monday - Friday.

You will need the following information when you call or go online:

- Drivers License number for seller
- Date of sale
- Drivers license number, name and address for new owner
- License plate number of the vehicle
- Last four numbers of the Vehicle Identification Number (VIN)

**NOTE:** Filing a “Report of Sale” does NOT transfer title of the vehicle. This must be done in person by the buyer at a Deputy Registrar’s Office. If the buyer does not transfer the title after you have submitted a Report of Sale, the plates will eventually be suspended and the car may be impounded.

#### **STEP 2: Notify the Court about the “Report of Sale” made to DVS**

Call the Hennepin County Court - Violations Bureau at **(612) 348-2040** two business days AFTER you have completed the “Report of Sale” with DVS. Follow the message prompts to speak to a court staff member. Have the license plate number and date of sale ready to give to the court. The staff person will then confirm the “Report of Sale” in the DVS system and assign the ticket to the new owner.

**NOTE:** This process only deals tickets issued in Hennepin County. For questions about tickets issued in other counties, contact the District Court that handles citations for that county. You can find information on MN District Courts at [www.mncourts.gov](http://www.mncourts.gov).