



# STATE OF MONTANA REGISTRATION AND TITLE PROCESSING

## ALL DOCUMENTS MUST BE SENT TO:

[Name of Your LLC]  
1001 South Main Street STE 49  
Kalispell, MT 59901

Please be sure to include the color, make, and model of the vehicle you wish to register.  
(This is also the your LLC's physical address.)

Thank you for hiring \$49 Montana Registered Agent to complete the registration and title process for your vehicle. Please complete the following steps to finalize your registration. If you have any questions, do not hesitate to contact our customer support team: **(406) 552-0004**.

## 1. Complete Purchasing Requirements and Paperwork

- **ONLY** list the name of your LLC as the buyer.
- **DO NOT** list your human name.
- **DO NOT** cross out or white-out any information on the documents.

### If you are buying a new or used vehicle from a private seller:

- Confirm that all listed owners of the vehicle have signed the document as sellers.
- Some states require that the seller's signature is notarized. Please give us a call if you have questions.

### If you are buying a new or used vehicle from a dealership:

- If the dealership requests your legal, natural signature as the buyer, sign: "[Your Signature], Member". This notates that you are signing as a member of the LLC, not as your natural person.
- If the dealership wants to send documentation directly to Flathead County, ask that they give you the documents instead. Flathead County is currently **NOT** accepting mailed documents. Any documentation received by the county will be sent back to the dealer.

### If you are registering a vehicle that is currently in your human name:

- Sign the title as seller. Use your human name. You are "selling" the vehicle to your LLC.
- Once your LLC name is approved by the state, write the name of your LLC as the buyer and send the title to our office.

## 2. Send ALL Completed Original Documents to Our Office

- **ALWAYS** include all documentation from the purchase (including all dealership documentation). If there are documents that we don't need, we will send them back to you.
- Once we receive all of the required documents, we will submit them to the state.

## 3. Plates, Registration, and a New Title

- Please keep in mind that the turn around time to receive your plates and registration is 8-12 weeks once we have all required documents and your invoice is paid. This includes the time it takes for our office to process your paperwork, send it to the state, and receive it back.
- Once we receive your plates and registration we will overnight them to you.
- Your title will come roughly 40 days after you receive your plates and registration and will be sent with tracking to the mailing address on your account.
- In most cases, we can order a temporary registration, that is good for 40 days. The process to obtain a temp takes 7-10 business days, and we must have all required original documents before we make the request

## \*Some Exceptions

- If you currently have a lien or may have a lien in the future, this process is a little more complicated. In some cases, this process cannot be completed if you have a lien. For more information regarding registration with a lien, please contact us: **(406) 552-0004**.
- Import vehicles have a very different set of requirements. Please contact us if you have an imported vehicle.

**Please be aware that the turnaround time to receive your Montana plates and registration is currently 8-12 weeks. We greatly appreciate your patience and understanding at this time. Thank you!**

# Vehicle Paperwork Cover Sheet

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*Please complete as much of this form as possible.*

*This helps to avoid delays in processing time, and gets you on the road!*

**Company Name:** \_\_\_\_\_

**Vehicle Year:** \_\_\_\_\_ **Vehicle Make:** \_\_\_\_\_

**Vehicle Model:** \_\_\_\_\_ **VIN:** \_\_\_\_\_

**For Motorhomes/Trailers/Boats** (Include required info: Model Number, Length, GVWR, Fuel Type, etc.)

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**For ATVs/Side by Sides/Dirt Bikes (Circle one)**

Off Road Only                      On and Off Road *(Additional document(s) required)*

**Current Mileage:** \_\_\_\_\_

**Color – Please circle the one (or two) that best fit your vehicle:**

Black	White	Grey	Silver	Gold
Brown	Cream	Beige	Tan	Camo
Red	Maroon	Purple	Pink	Burgundy
Orange	Yellow	Green	Blue	

**Do you have a LIEN on this vehicle? (Circle one)**

Yes                                      No

**Do you want to order a 40 day Temporary Registration? (Circle one)**

Yes *(Additional Fees apply)*                      No

**\*\*PLEASE INCLUDE THIS FORM FOR EACH VEHICLE BEING REGISTERED\*\***

**We also offer Vehicle Registration Renewal services!**