
FOR MORE INFORMATION

For more information on buying or selling a used vehicle, please call the Secretary of State Vehicle Services Department at 800-252-8980 or 217-785-3000.

If you have problems with a title or registration on a vehicle you purchased, or suspect improper activity by someone trying to sell you a vehicle, please contact the Secretary of State Police in your area.

Secretary of State Police District #1
103 W. Roosevelt Rd. • Villa Park, IL 60181
630-693-0551

Secretary of State Police District #2
4615 E. State St., Ste. 101 • Rockford, IL 61108
815-484-8100

Secretary of State Police District #3
3650 Winchester Rd. • Springfield, IL 62707
217-785-5486

Secretary of State Police District #4
220 S. 12th St. • Mt. Vernon, IL 62864
618-244-8343

Secretary of State Police District #4A
400 W. Main St. • Belleville, IL 62220
618-236-8765



Buying

or selling

A USED VEHICLE



Jesse White
Secretary of State

WWW.CYBERDRIVEILLINOIS.COM



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Buying or selling a used vehicle requires attention to detail in order to avoid problems down the road. If you are buying or selling a vehicle, follow these guidelines to ensure you are following the necessary procedures.

Buying a Used Vehicle

- Make sure the vehicle's title is provided and that it is signed and dated by the seller.
- Never purchase a vehicle with an altered title. Alterations and erasure marks invalidate a title. Confirm the name on the title matches the name of the seller, and the VIN matches the VIN on the vehicle. Also make sure all previous liens have been released.
- Be aware of notations on the title such as Flood, Rebuilt, Specially Constructed, Not Actual Mileage, Mileage Exceeds Mechanical Limits, Inoperable Odometer, etc. If a Salvage Title has been issued on a vehicle, the seller must provide the buyer with a Disclosure of Rebuilt Vehicle form. Salvage vehicles cannot be registered in the State of Illinois.
- Confirm the VIN on the vehicle. The VIN on the driver's side dash and the sticker on the driver's door frame should match.
- Ask where the vehicle came from. Using the VIN, you may access an online nationwide database to look up a vehicle history report.
- Obtain the seller's contact information in case there is a problem with the title or the vehicle.
- Remove the previous owner's license plates. It is illegal to operate a vehicle with someone else's license plates.
- By law, a dealer has 20 days to send your title, transfer and sales tax to the Secretary of State's office. If purchasing a vehicle from a private individual, it is the buyer's responsibility to have the title put in his/her name within 20 days.

Selling a Used Vehicle

- Remove the license plates on the vehicle before delivering it to the buyer. The license plates belong to the registered owner of the vehicle, not the vehicle itself.
- Give the buyer a valid title at the time of delivery. The seller must sign and date the title when the sale is final. A dealer must send the title, transfer and sales tax to the Secretary of State's office to be transferred to the buyer.
- Complete and mail the Notice of Sale form (attached to the bottom of the title) to the Secretary of State's office. If the title does not contain a Notice of Sale form, it may be downloaded at www.cyberdriveillinois.com.
- Request the buyer's name and address in case there are title or registration problems after the sale.
- Prepare a bill of sale for the buyer. Include the date of sale and the price paid. Keep a copy for your files.
- Remove all vehicle registration and insurance cards from the vehicle.