



## DIRECTIONS TO SUBMIT CERTIFICATE OF AUTHORITY ELECTRONICALLY

1. If you have a [myBMV account](#), you may sign into your account. If you do not have a [myBMV account](#), you will need to create one.
2. Once you are signed into your myBMV account, you will click on the Vehicle titles section
3. On the far-left side you will click on “Certificate of Authority Application” from the choices.
4. Complete the information upload required documents.
  - Complete the applicant information with your information or if you are with a company then it would be the company name, address information, as well as mailing information
  - Certificate of Authorities can be sent to you electronically, please also complete your email information to have this sent to you once approved
  - In the next section you will complete the vehicle information (such as vehicle identification number, year, make and model)
  - Answer the Reason for request (abandoned vehicle, title is faulty, lost or destroyed)
  - Print your name
  - Select today's date
  - Add your supporting documents by selecting “upload” in each section, we will need Proof of ownership, VIN inspection (if applicable), Proof of delivery of certified mail (if applicable) and proof of lien release (if applicable)
5. Click submit and add payment information.

DRIVEN TO SERVE  
INDIANA BUREAU OF MOTOR VEHICLES