



CHANGE IN VEHICLE OWNERSHIP

IMPORTANT: Before applying for a change in ownership of the vehicle you will need to:

- **Cancel** any restriction on the vehicle use that might be recorded in the Registry of Personal Property, unless the Finance Company gives its express consent.
- **Pay** the sanctions imposed by traffic infringements recorded in the Registry of Vehicles.
- **Pay the Circulation Tax** for the previous year.
- **Please note you must book an appointment** to conduct any formalities at any Provincial Traffic Department. Only for citizens and their representatives. Companies and groups obliged to interact electronically with the Administration, as well as their representatives, must make the request by electronic means.

■ **Official application form.** (*Available on www.dgt.es*).

■ **Fee** of € 55.15, except mopeds € 27.57 (payment in cash is not accepted).

■ **Identification of the applicants:**

- Natural persons; the purchaser shall provide an official document, original, accrediting his/her identity and address (ID card, Spanish driving licence, residence card, passport plus Foreigner Identification Number).
- Legal persons: tax identification card of the company accrediting the representation and identity of the person who signs the application. (*Model available on www.dgt.es*).
- Minors or disabled persons: data and signature of the father, mother or guardian, his/her ID card and document accrediting their relationship.
- In order to identify the seller, a photocopy of any of the required documents will suffice. This identification requirement of the seller will not be necessary if a notification of the sale has been previously submitted.

■ **Vehicle documentation:**

- registration certificate if there has been no notification of previous sale.

■ **Taxes:**

- Proof of payment/exemption/ non-liability to the Tax on Capital Transfers paid in the Autonomous Community where the acquirer resides, unless the seller is an entrepreneur performing their activity, in which case an invoice shall be provided. *In the A.C. of Catalonia and the C.C. of Navarre this proof must be presented in all cases, except for mopeds and certain vehicles over 10 years of age, for which submission of the self-settlement form is not required (non historic vehicles and with a value below €40,000).*
In the A.C. of Aragon this proof must be presented in all cases, except for motor vehicles over 10 years of age and under 1,000 cc.

In addition to the above documents:

- **Document certifying the transfer:** In cases of separation, divorce or breakdown of the relationship with the holder of the vehicle: decision of the court, marital settlement agreement.

- **Agricultural vehicles:** document proving its registration in the Official Register of Agricultural Machinery of the Autonomous Community, unless done electronically on DGT's Motor Vehicle Registry..

- **Certificate of transport:** in case of a bus or a vehicle for transporting goods with a MAM above 6 tonnes and a load capacity exceeding 3.5 tonnes, unless proved electronically on DGT's Motor Vehicle Registry.

- **In case of vehicles from the Canary Islands, Ceuta and Melilla:** customs clearance certificate stating compliance with tax obligations. A fee of € 8.50 will be charged for recording the import.

- In the case of **transfer due to death**, an affidavit of the vehicle **purchase** must be submitted (*form available on www.dgt.es*), **accompanied by proof of payment of the inheritance tax.**

- In the event of a vehicle allotted at an **auction** by the *Government Delegation for the National Action Plan on Drugs*, the certificate of sale shall be provided.

□ Proof of payment/exemption from the **Vehicle Registration Tax**, in those cases in which the change in ownership of driving school vehicles, rental vehicles without a driver, taxis, change in residence, enrolled in the name of people with disabilities or other cases that were exempted from payment at the moment of registration, is carried out within the time limits laid down in law.

- The existence of an **administrative immobilisation** of the vehicle shall prevent the issuance of the registration certificate.

Once the administrative procedure has been completed, a new registration certificate will be issued which will only be valid if the vehicle has passed the roadworthiness test.

NOTE: If the purchaser does not submit the documents, it will be necessary to also submit a written authorization signed by him/her, together with his/her original ID card, specifying that this representation is free of charge (model available on www.dgt.es). If any of the data required above cannot be clearly proven, additional documentation could be requested.

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