The ownership of a vehicle and the ownership of the license plates on that vehicle must be the same unless the vehicle is leased. Therefore, both the title and the identification card must be corrected at the same time, except in the case of an address change. The application submitted should contain all information that will be indicated on the new, corrected title.

PLEASE FOLLOW THE DIRECTIONS BELOW FOR THE CIRCUMSTANCE WHICH DESCRIBES YOUR SITUATION.

**ADDING AN OWNER’S NAME OR CHANGING AN OWNER’S NAME**

- COMPLETE AN APPLICATION FOR CORRECTED TITLE IN FULL
  - Essential Information:
    - Each owner must sign the application.
    - The current odometer must be indicated, as well as a notation of whether that reading is actual, not actual or in excess of mechanical limits.
    - Line #27 must state the reasons(s) for correction.

- SUBMIT THE ORIGINAL TITLE FOR CORRECTION
  - If the title is in the possession of a lienholder (i.e. financial institution), request that the lienholder mail the title along with the application and all required items. The lienholder’s complete name and address must be indicated on the application.

- COMPLETE AN APPLICATION FOR CORRECTED IDENTIFICATION CARD
  - Essential Information:
    - Enter the current Illinois license plate on line #2 and its expiration date on line #4.
    - Submit a copy of the identification card.
    - Enter each owner’s driver’s license number on line #5.

- SUBMIT THE $68 FEE PAYABLE TO THE SECRETARY OF STATE.

**REMOVING AN OWNER’S NAME**

- COMPLETE AN APPLICATION FOR CORRECTED TITLE IN FULL
  - Essential Information:
    - Each remaining owner must sign the application.
    - The current odometer must be indicated, as well as a notation of whether that reading is actual, not actual or in excess of mechanical limits.
    - Line #27 must state the reason(s) for correction.

- SUBMIT THE ORIGINAL TITLE TO BE CORRECTED
  - If the title is in the possession of a lienholder, request that the lienholder mail the title along with the application. The lienholder’s complete name and address must be indicated on the application.
  - The signature of the individual whose name is being removed is required on the assignment on the back of the original title or on a statement clearly indicating he/she is releasing all interest in the vehicle (stating the year, make and vehicle identification number.) If the person whose name is being removed is deceased, a copy of the death certificate must be submitted.
• COMPLETE AN APPLICATION FOR CORRECTED IDENTIFICATION CARD IN FULL
  - Enter the current Illinois license plate on line #2 and its expiration date on line #4.
  - Submit a copy of the identification card.
  - Enter each owner's driver's license number on line #5.
  - The signature of the individual whose name is being removed must submit a statement clearly indicating he/she is releasing interest in the license plates. If the person whose name is being removed is deceased, the copy of the death certificate submitted to correct the title will establish that fact.

• SUBMIT THE $68 FEE PAYABLE TO THE SECRETARY OF STATE

REMOVING YOUR OWN NAME

Instructions for removing an owner's name must be followed. The owner whose name is being removed must either correctly assign the title or submit a statement clearly indicating he/she is releasing all interest in the vehicle and in the license plates. The remaining owner must complete and sign the applications. In some cases, civil action between the parties may be necessary to effect these changes.

REMOVING THE NAME OF THE ONLY OWNER OR ALL OWNERS

A. In the case of a business which is not incorporated, and the individual(s) who is sole owner of the company, the ownership may be corrected from and to either party. Follow instructions for adding a name and removing a name. In addition, a statement indicating sole ownership of the business must be submitted. The statement must be signed by each owner of the business.

A business which is incorporated may not change the ownership by means of a corrected title and corrected registration. Please call the Mail-In Title Audit Section at (217) 782-6306 for instructions.

B. In the case of the death of the only owner or all owners, the title cannot be corrected. Application for a new title must be submitted. Please call the Mail-In Title Audit Section at (217) 782-6306 for instructions.

Upon the death of the only owner of a vehicle, only the surviving spouse can retain the title and license plates with repurchasing the plates. A copy of the death certificate is required. If the death certificate does not indicate the marital relationship, a statement signed by the surviving spouse is also required. The fee is $3.00 for a corrected identification card if the plates will be used on the same vehicle, or $15.00 for transfer if the plates will be used on a different vehicle.

CHANGING THE ADDRESS OF THE OWNER

Notify the Secretary of State of the correct address, in writing, at least 90 days before the expiration of your registration so your renewal notice can be mailed to that address, or specify the correct address on the renewal notice so your new sticker can be mailed to that address. CORRECTING THE TITLE IS NOT REQUIRED.