

**INSTRUCTIONS FOR TIPPECANOE COUNTY RESIDENTS
FILING FOR A DUPLICATE CERTIFICATE OF TITLE**

To obtain a replacement of a Certificate of Title from the Indiana Bureau for Motor Vehicles (BMV) and you are the legal owner of the motor vehicle or watercraft and you need an Order from the Court, please do the following:

1. Complete a **Verified Petition to Issue Replacement Certificate of Title** and make 2 copies.
 1. *“Verified” means that by signing and submitting this Petition, you swear or affirm under oath and under penalties for perjury that all the answers and information are true and accurate.*
2. **You must get a physical inspection of the vehicle from the police department**
 1. [Click here for State Form 39530](#) - to be filled out by police department
3. File the Petition at the Clerk’s Office and pay the \$97 filing fee in the form of cash, money order or credit card. (There is a nominal fee to use a credit card).
4. Take the file stamped Petition and the receipt showing payment of the filing fees to the Superior Court 4 office (2nd floor) to schedule a hearing date.
5. Advertise (publish) three (3) times the filing of the Petition in a local newspaper
 1. Email the file stamped Petition to the newspaper (**Journal & Courier’s lobby is currently closed – [please email Petition](#)**)

Journal & Courier

823 Park E Blvd.

Lafayette, IN 47905

(855) 288-4370

Email: publicnotices@jconline.com

2. Schedule public notices with newspaper
 - The first publication must be published promptly after you file the Petition.
 - The second and third times must be at least seven (7) days but not more than fourteen (14) days after the first publication.
3. Pay the publication fees to the newspaper.
 - If scheduled by email, J&C will email a confirmation and a proof back to you.
 - Once you approve the proof for publication, they will email you the fee and a phone number to call to prepay via credit or debit card.
 - You will later receive Proof of Publication
6. **Attend the court hearing and bring the following documents:**
 1. **Proof of Publication**
 2. **[Physical Inspection of a Vehicle or Watercraft \(State Form 39530\)](#) **completed by the police department.****
7. If you receive the order from the judge granting your petition, a copy of the court order, [other necessary documents requested by the BMV](#) and a cashier’s check must be submitted to:

Indiana Bureau of Motor Vehicles (BMV)

100 N. Senate Ave., Room N411

Indianapolis, IN 46204

BMV Court Order Packet and Checklist can be found at https://www.in.gov/bmv/files/Court_Order_Packet.pdf

For more information visit the BMV website at <https://www.in.gov/bmv/titles/duplicate-title-application/>