



## SCHOOL AND SPECIAL PURPOSE BUS Title and Registration Application Checklist

All new title and registration applications for a school bus or special purpose bus are processed by BMV Central Office. Prior to submitting each application, verify the required information is included. Contact (888) 692-6841 with any questions.

When submitting paperwork, include the following:

### Title Application Requirements

- [Application for Certificate of Title for a Vehicle – State Form 205](#)
- Proof of Ownership: manufacturer's certificate of origin or certificate of title
- Odometer statement completed on the ownership document or on an [Odometer Disclosure Statement – State Form 43230](#). All motor vehicles over 16,000 pounds are exempt.
- [Collection of Payment Information- State Form 56163](#). Submit payment for the following vehicle title application fees and taxes. Payable by MasterCard or Visa, check, electronic check, or money order.
  - \$15 title application fee
  - \$30 additional administrative penalty will be assessed on a title application packet received 45 days after the purchase date.
  - \$25 speed title fee. This optional fee is in addition to the \$15 title application fee. Paying the optional speed title fee ensures that the title is processed in a period of time that is substantially shorter than the normal processing period.
  - If the vehicle is transferring ownership, include 7% sales tax of the purchase price or provide proof of sales tax paid on an [ST108 - Certificate of Gross Retail or Use Tax Paid – State Form 48842](#). If exempt from sales tax, include an [ST108E - Certificate of Gross Retail or Use Tax Exemption –State Form 48841](#).
- Vehicle color: \_\_\_\_\_(List color on line)
- Vehicle fuel type (select one):
  - Gasoline
  - Diesel
  - Hybrid
  - Electric
  - Other

### Registration Application Requirements

- Color of the bus and gross vehicle weight
- Insurance company name and policy number
- Proof of an approved [Report of Bus Inspection](#) completed by the Indiana State Police
- \$16.35 registration fee
- \$15.00 Transportation Infrastructure Fee

For your convenience, the required forms are hyperlinked in this checklist. The forms are also available at <https://www.in.gov/bmv/titles/title-forms/>. Mail this checklist and all completed forms to:

**Indiana Bureau of Motor Vehicles  
Central Office Title Processing  
100 North Senate Avenue, Room N411  
Indianapolis, IN 46204**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title/registration will be issued. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

**Please include this checklist with your application.**