

# Missing Vehicle Ownership or Bill of Sale Affidavit

Version 1.0 | Reviewed September 2026

Record vehicle, acquisition and ownership facts when a permit, ownership document or bill of sale is missing or incomplete.

**General information only.** This self help template is not legal advice and does not replace a form prescribed by law or required by a recipient.

**Recipient verification.** Contact ServiceOntario or the receiving authority before using this template. Ask which transaction applies, whether an affidavit is accepted, what facts and documents are required, and whether a prescribed form, tax document, appraisal, vehicle record or police report is needed.

**DO NOT SIGN.** Sign only while the commissioner or notary is administering the oath, affirmation, or declaration. For remote commissioning, follow the commissioner's instructions.

**No transfer of title.** This affidavit does not transfer ownership, recreate a vehicle permit or bill of sale, clear a lien, or guarantee registration. Use it only if the recipient confirms that a sworn statement is acceptable.

## Vehicle details

|              |                                           |          |                                 |
|--------------|-------------------------------------------|----------|---------------------------------|
| VIN          | [TYPE FULL VEHICLE IDENTIFICATION NUMBER] | Year     | [TYPE MODEL YEAR]               |
| Make         | [TYPE MAKE]                               | Model    | [TYPE MODEL]                    |
| Body type    | [TYPE BODY TYPE]                          | Colour   | [TYPE COLOUR]                   |
| Power source | [TYPE GAS DIESEL ELECTRIC OR OTHER]       | Plate    | [TYPE PLATE NUMBER OR NONE]     |
| Permit       | [TYPE PERMIT NUMBER IF KNOWN]             | Odometer | [TYPE READING ONLY IF REQUIRED] |

## Acquisition and parties

|                      |                                                                           |
|----------------------|---------------------------------------------------------------------------|
| Current claimant     | [TYPE FULL LEGAL NAME ADDRESS AND CONTACT INFORMATION]                    |
| Seller or transferor | [TYPE FULL LEGAL NAME ADDRESS AND CONTACT INFORMATION IF KNOWN]           |
| Transaction          | [TYPE PURCHASE TRANSFER GIFT OR OTHER ARRANGEMENT]                        |
| Date and place       | [TYPE DATE AND MUNICIPALITY PROVINCE OR COUNTRY]                          |
| Price and tax        | [TYPE PURCHASE PRICE CURRENCY PAYMENT METHOD AND TAX DETAILS IF REQUIRED] |

## Missing or incomplete document

Document ☐ Vehicle permit or ownership ☐ Bill of sale ☐ Registration or title ☐ Other

|                  |                                                                |
|------------------|----------------------------------------------------------------|
| What happened    | [TYPE LOST DESTROYED NEVER RECEIVED INCOMPLETE OR OTHER FACTS] |
| Recovery efforts | [TYPE STEPS TAKEN TO LOCATE REPLACE OR CONFIRM THE DOCUMENT]   |



# Draft Affidavit

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**Transaction specific.** This generic draft may not satisfy the requirements for every vehicle type, ownership history, tax treatment or transaction. Use the facts and wording confirmed by the recipient.

**DO NOT SIGN.** Sign only while the commissioner or notary administers the oath or affirmation.

I, [TYPE AFFIANT FULL LEGAL NAME], of [TYPE MUNICIPALITY AND JURISDICTION], MAKE OATH AND SAY or SOLEMNLY AFFIRM THAT:

1. [TYPE STATE THE AFFIANT'S RELATIONSHIP TO THE VEHICLE AND BASIS OF KNOWLEDGE]
2. [TYPE IDENTIFY THE VEHICLE BY VIN YEAR MAKE MODEL BODY TYPE COLOUR AND PLATE]
3. [TYPE IDENTIFY THE SELLER OR TRANSFEROR AND THE BUYER OR TRANSFEREE]
4. [TYPE STATE THE DATE PLACE NATURE OF TRANSFER PURCHASE PRICE AND PAYMENT FACTS]
5. [TYPE DESCRIBE THE MISSING OR INCOMPLETE OWNERSHIP DOCUMENT OR BILL OF SALE]
6. [TYPE EXPLAIN WHAT HAPPENED AND THE STEPS TAKEN TO LOCATE OR REPLACE IT]
7. [TYPE STATE THE CURRENT POSSESSION USE AND ANY KNOWN LIEN OR OWNERSHIP ISSUE]
8. [TYPE IDENTIFY EACH ATTACHED RECORD AND THE PURPOSE FOR WHICH THIS AFFIDAVIT IS MADE]

**SWORN OR AFFIRMED before me at** [TYPE MUNICIPALITY], in [TYPE PROVINCE TERRITORY OR COUNTRY], on [TYPE DATE].

\_\_\_\_\_  
Commissioner or notary signature

*Print name, authority, appointment details, expiry and affix stamp or seal if required*

\_\_\_\_\_  
Deponent or declarant signature

*Sign only when directed*

## Final check

- ☐ The VIN is copied directly from the vehicle and matches every available record.
- ☐ The buyer, seller, date and purchase price match any available bill of sale or payment record.
- ☐ ServiceOntario or the recipient has confirmed the required affidavit facts and supporting documents.
- ☐ Any tax, appraisal, lien, police-report or vehicle-history requirement has been addressed.