Minute Notary

Selling or buying a used vehicle in Ontario

A private seller or buyer of a used vehicle in Ontario, up to the 6-day registration.

Tick as you go. A number in brackets points to the source of that line, listed at the end.

Seller, before the sale

- [ ] Buy a Used Vehicle Information Package (UVIP). [1]
  The seller is legally required to give it to the buyer. It costs $20. Ordered online, it is sent within 5 business days, with up to 10 days of delivery; ServiceOntario issues it the same day in person.
- [ ] Check that the Vehicle Identification Number (VIN) on the vehicle matches the number on your permit. [2]
- [ ] Check that no money is owing on the vehicle. [2]
  The UVIP shows any lien.

Seller, at the sale

- [ ] Give the buyer the UVIP. [2]
- [ ] Give the buyer a signed Bill of Sale with your name, the buyer's name and address, the date and the purchase price. [2]
- [ ] Give the buyer a completed and signed Application for Transfer. [2]
  It is on the back of the ownership permit, under the vehicle portion.
- [ ] Give the buyer a Safety Standards Certificate, if required. [2]
  From a licensed mechanic. Look for an "Ontario DriveON" sign.
- [ ] Keep your licence plates and the plate portion of your permit. [2]
  The plates travel with a driver, not a vehicle. You can request a refund for any full months left on your plate stickers, if they were required for your vehicle.

Buyer, before you pay

- [ ] Make sure the seller is the legally registered owner. [2]
- [ ] Make sure the VIN on the vehicle matches the one on the owner's permit. [2]

- [ ] Get the UVIP from the seller, or buy your own, and check the lien and debt information. [2]
- [ ] Check the vehicle history, look for damage, have your mechanic inspect it, and test drive it. [2]

The Bill of Sale

- [ ] VIN; make, year and power source; body type, colour and model, if available. [2]
- [ ] Purchase price, with taxes collected and the HST/GST number if applicable. [2]
- [ ] Name, address and signature of the seller; name and address of the buyer; sale date. [2]
  Signed and dated by both the buyer and the seller. It must be an original, but it can be handwritten, and the bottom of the UVIP has a section for it.

Buyer, within 6 days of the purchase

- [ ] Register your name as the new owner at a ServiceOntario centre. [2]
- [ ] Bring proof of insurance and your Ontario driver's licence. [2]
- [ ] Bring the UVIP, the Bill of Sale, and the owner's permit with the Application for Transfer completed on the back. [2]
- [ ] Bring the odometer reading. [2]
- [ ] Bring the Safety Standards Certificate, and the annual or semi-annual emission and safety inspection, if applicable. [2]
- [ ] Be ready to pay the registration fees and the sales tax. [2]
  In most cases the buyer pays 13% RST at registration, on the purchase price or the vehicle's wholesale value, whichever is greater. A vehicle 20 years old or older requires an appraisal.

If it is not an ordinary sale

- [ ] A vehicle from a spouse or former spouse, as part of a settlement under the Family Law Act: bring a supporting document. [3]
  A completed Sworn Statement for the Transfer of a Used Motor Vehicle in the Province of Ontario (Form 1155E), a separation agreement, a divorce agreement, or a similar court document. It may be exempt from RST.
- [ ] A gift to a close family member: use the family gift checklist instead. [3]

Before you rely on this

ServiceOntario decides what it accepts at the counter. Registration fees vary by location and vehicle class.

What we do

An ordinary sale on this list has no sworn document. We commission the sworn statement (Form 1155E) by video when your transfer calls for one.

Sources, read November 5, 2026

1. Ontario, Used vehicle information package.
   ontario.ca/page/used-vehicle-information-package
2. Ontario, Buy or sell a used vehicle in Ontario. Updated June 18, 2026.
   ontario.ca/page/buy-or-sell-used-vehicle-ontario
3. Ontario, Transfer ownership of a vehicle to a family member. Updated July 9, 2026.
   ontario.ca/page/transfer-ownership-vehicle-family-member

The current version of this checklist is at minutenotary.ca/checklists/used-vehicle-sale.