

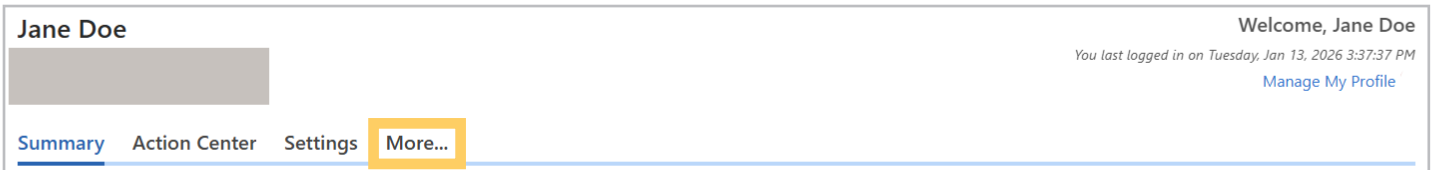
NAVIGATE Request a Title

STEP BY STEP GUIDE

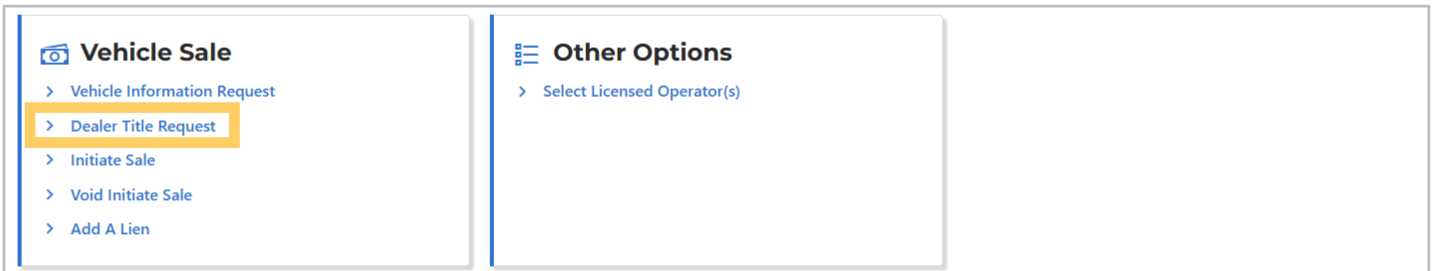
STEP 1 Log in to your **Navigate for Business** profile.



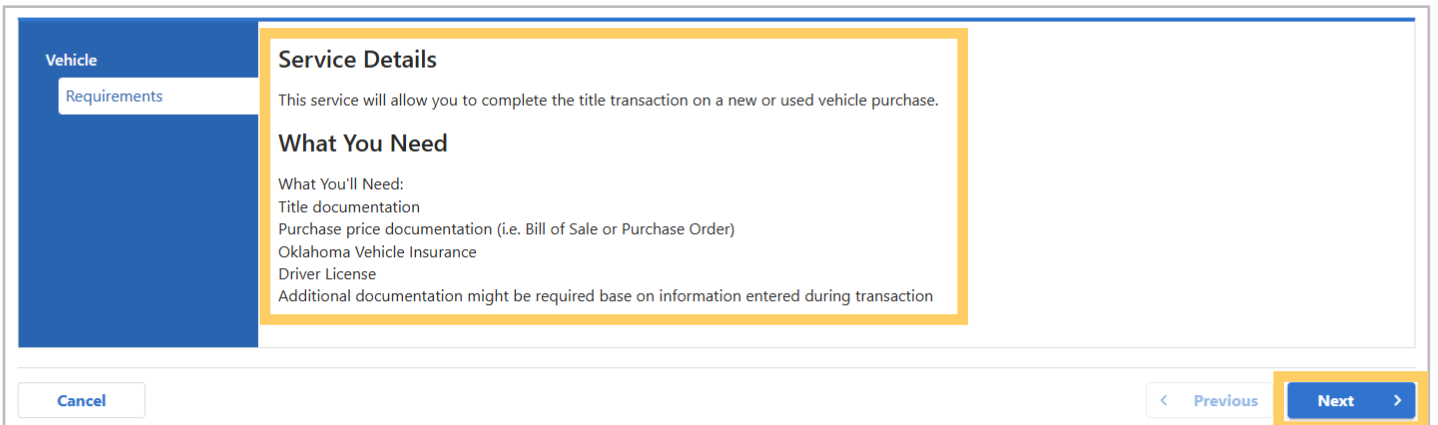
STEP 2 Next to “Account”, click “More...”.



STEP 3 Click “Dealer Title Request”.



STEP 4 Review the “Service Details” to ensure you have everything before you begin. Click “Next”.



STEP 5 Use the dropdown menu to select the **“Vehicle Type”** and **“Registration Class”**. Input the **VIN** and re-enter it to confirm. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Vehicle Identifiers

Vehicle Type
Required

Registration Class

Vehicle Identification Number (VIN) *
Required

Re-Enter VIN *
Required

Cancel

Previous Next

STEP 6 Select the **“Primary Document”** from the dropdown menu. The other options are pre-selected. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Primary Document

Oklahoma Title

Is this a Title Only?

No Yes

Reason for Title Only

Dealer

Cancel

Previous Next

STEP 7 Confirm that the vehicle’s details are correct. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Vehicle Details

Year

20

Make

JEEP

Model

GRAND CHEROKEE

Body Type

Color

Unladen Weight

0

Laden Weight

0

Fuel Type

Cancel

Previous Next

STEP 8 Select the **ID type** with the drop-down menu. Input the **ID number**. Confirm the information is correct. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Identification

ID Type *

Required

ID

Primary Owner Type

Business or Trust

Business Name

+ Add a Record

Cancel

Previous Next

STEP 9 Confirm the email address and phone number. **Click the check box** acknowledging that all future communication for this transaction will be via email. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Owner Email

Email Address

Email Address*
serviceoktraining@gmail.com

Confirm Email Address
serviceoktraining@gmail.com

Phone Type
Business Phone

Area Code

Phone Number

Extension

☐ I acknowledge that all future communication for this transaction will be with the email address provided.

Cancel

< Previous

Next >

STEP 10 Review the address and make any necessary changes. Click **“Verify Address”**. This will compare the address against the USPS database. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Owner Email

Address

Mailing Address

Street

Unit Type

Unit

City
OKLAHOMA CITY

State
OKLAHOMA

Zip

Verify Address

Please attempt to verify your address.

Cancel

< Previous

Next >

STEP 11 Review the information. Add the **“Previous Title Number”**. If the **“Existing Liens”** section is incorrect, please notify a local Licensed Operator (LO) or Service Oklahoma. Click **“Next”**.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Owner Email

Address

Title Information

Title Type

Title Type

Title Action
Transfer Title

Title Type
Standard Title

Electronic Title?
No Yes

Modify

Loss/Salvage Date

Previous Title Number
Required

Prev. Title Jurisdiction
Oklahoma

Existing Liens

Debtor Name	Lienholder Name	Execution Date	Delivery Date

Cancel

< Previous

Next >

STEP 12 This section is pre-set to no odometer discrepancy. Select **"Yes"** if there is one. Use the drop-down menu to select the **Odometer Code**. Input the **Odometer**.

Vehicle
Requirements
Vehicle Information
Vehicle Identification
Primary Document
Vehicle Details
Owner Information

Odometer

Odometer Discrepancy?
☐ No ☐ Yes

☐ Vehicle has GVWR Greater Than 16,000 lbs.

Previous Odo. Discrepancy
☐ No ☐ Yes

Previous Odometer Code

Previous Odometer

Odometer Code *
Required

Odometer *
Required

☐ Zero Odometer

Odometer

Cancel

[< Previous](#)

[Next >](#)

STEP 13 Select the **Assignment Date**. Click **"Next"**.

Vehicle
Requirements
Vehicle Information
Vehicle Identification

Purchase Information

Assignment Date *
Required

Date First Sold

Entry Date

Purchase

Cancel

[< Previous](#)

[Next >](#)

STEP 14 Select the **Licensed Operator** of your choice and use the **"County"** filter drop-down menu if needed. Click **"Next"**.

Vehicle
Requirements
Vehicle Information
Vehicle Identification
Primary Document
Vehicle Details
Owner Information
Identification
Owner Email
Address
Title Information
Title Type
Odometer
Purchase Information
Purchase
Fee Information
Licensed Operator

Licensed Operator

Use the county filter below to select a Licensed Operator to process your transaction.

Licensed Operator selection is dependent on the preferences of the user. The state is unable to recommend a selection.

County Filter

[<](#) Page 1 of 3 [>](#)

Select	Agency Name	Address	Phone
<input type="radio"/>	SAPULPA TAG OFFICE	713 S MISSION ST SAPULPA OK 74066-4659	(918) 224-0264
<input type="radio"/>	MID-TOWN TAG AGENCY	5800 S LEWIS AVE STE 125 TULSA OK 74105-7	(918) 747-6599
<input type="radio"/>	OTTAWA COUNTY TAG OFFICE	20 1ST AVE NE MIAMI OK 74354-6303	(918) 542-7006
<input type="radio"/>	THE GLEASON AGENCY	115 W ORIENT ST THOMAS OK 73669-7403	(580) 661-2979
<input type="radio"/>	MOORELAND TAG AGENCY	124 S MAIN ST MOORELAND OK 73852-9001	(580) 994-5453
<input type="radio"/>	ADMIRAL TAG OFFICE	6704 E ADMIRAL PL TULSA OK 74115-8706	(918) 835-6957
<input type="radio"/>	FOREST RIDGE TAG AGENCY	1158 N 38TH ST BROKEN ARROW OK 74014-	(918) 357-3800

[<](#) Page 1 of 3 [>](#)

Cancel

[< Previous](#)

[Next >](#)

STEP 15 Review the Fee Breakdown. Click “Next”.

Vehicle	Fee Breakdown
Requirements	Purchase Fee
Vehicle Information	
Vehicle Identification	Title Fee \$11.00
Primary Document	Total \$11.00
Vehicle Details	

[Cancel](#)[< Previous](#)[Next >](#)

STEP 16 Scan in the front and back of the primary document. In this example, we are using the Oklahoma title. Upload the required documents and any other documentation. Click “Next”.

Vehicle	Supporting Documentation								
Requirements	The Primary Document expected to be attached is the following: Oklahoma Title								
Vehicle Information									
Vehicle Identification	Required								
Primary Document	Primary Document Back Primary Document Back								
Vehicle Details	Primary Document Front Primary Document Front								
Owner Information									
Identification	Optional								
Owner Email	Additional Documentation Additional Documentation								
Address									
Title Information	Attachments								
Title Type	<table><thead><tr><th>Type</th><th>Name</th><th>Description</th><th>Size</th></tr></thead><tbody><tr><td colspan="4">There are no attachments.</td></tr></tbody></table>	Type	Name	Description	Size	There are no attachments.			
Type	Name	Description	Size						
There are no attachments.									
Odometer									
Purchase Information									

[Cancel](#)[< Previous](#)[Next >](#)

STEP 17 Review the information to confirm it is correct. Click “Submit”.

Vehicle	Vehicle Details
Requirements	VIN : [REDACTED]
Vehicle Information	Classification : Automobile
Vehicle Identification	Year/Make/Model : 20[REDACTED] JEEP GRAND CHEROKEE
Primary Document	
Vehicle Details	
Owner Information	Owner Information
Identification	Mailing Address : [REDACTED]
Owner Email	Email Address : serviceoktraining@gmail.com
Address	
Title Information	Fee Details
Title Type	Total Amount : \$11.00
Odometer	
Purchase Information	

[Cancel](#)[< Previous](#)[Submit](#)

STEP 18 Click “Checkout”.

Cart

1 item

Items

Amount Due

\$11.00

Dealer Title Request

HUGO'S AUTO SALES LLC

Delete

I have more to do before I checkout

Checkout

STEP 19 Select ACH Payment or Credit Card. Click “Next”.

Payment Options

How do you want to pay? *

ACH Payment

Use your bank Account to Pay/Pay with a Check

Credit Card

Use your credit card to make a payment

Cancel

Previous

Next

STEP 20 Fill in payment information. Click “Next”.

Bank Account Type

Checking

Savings

Save for future use

Yes

No

Billing Information

Name

FAKE COMPANY

Country

USA

Street

123 E MAIN ST

Street 2

Unit Type

Unit

City

OKLAHOMA CITY

State

OKLAHOMA

Zip

73104-2407

County

OKLAHOMA

Attention

Address has been verified

Cancel

Previous

Next

STEP 21 Confirm the amount due. Click **“Submit”**.

Cart

1 item

Amount Due

\$11.00

Confirm Order

Are you sure you want to submit this payment for **\$11.00**?

Cancel

< Previous

Submit

STEP 22 Click **“Printable View”** for a receipt, or click **“OK”** to return to the menu.

Thank you for using Navigate!

We have received the following submissions:

Dealer Title Request

Confirmation Number: [redacted]

Amount: \$11.00

If you have any questions, please contact [Service Oklahoma](#) regarding your submission.

Printable View

OK

If you have any questions on this process,
reach out to **dealersupport@service.ok.gov**