

NAVIGATE

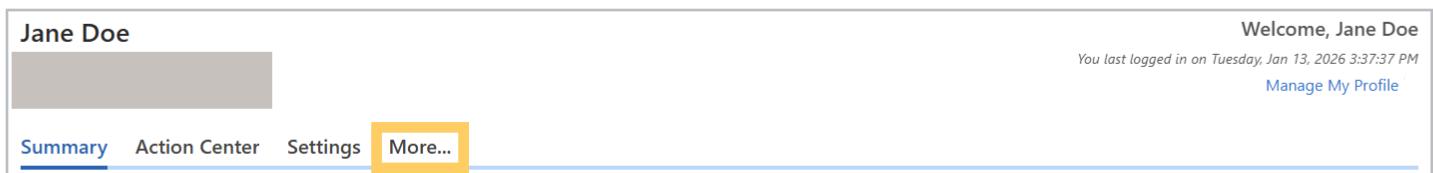
Request a Title

STEP BY STEP GUIDE

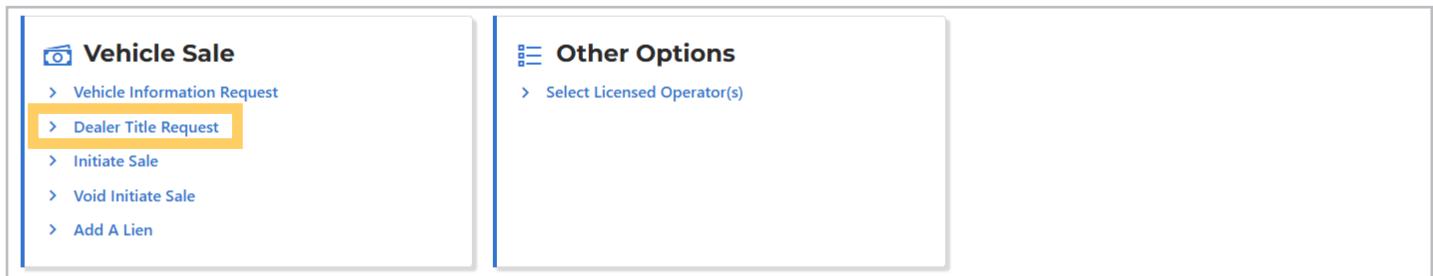
STEP 1 Log in to your **Navigate for Business** profile.



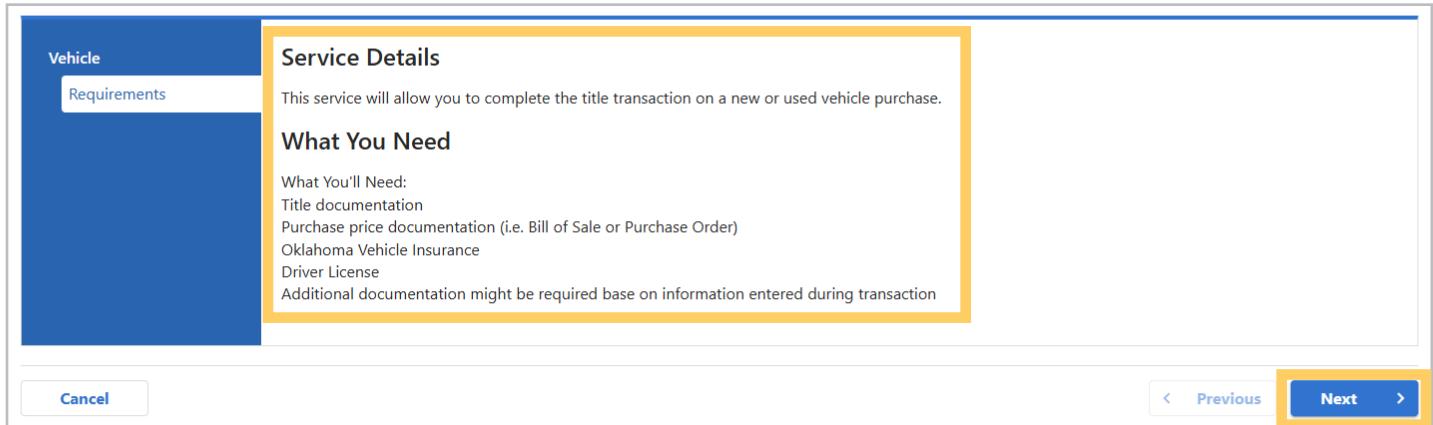
STEP 2 Next to "Account", click "More...".



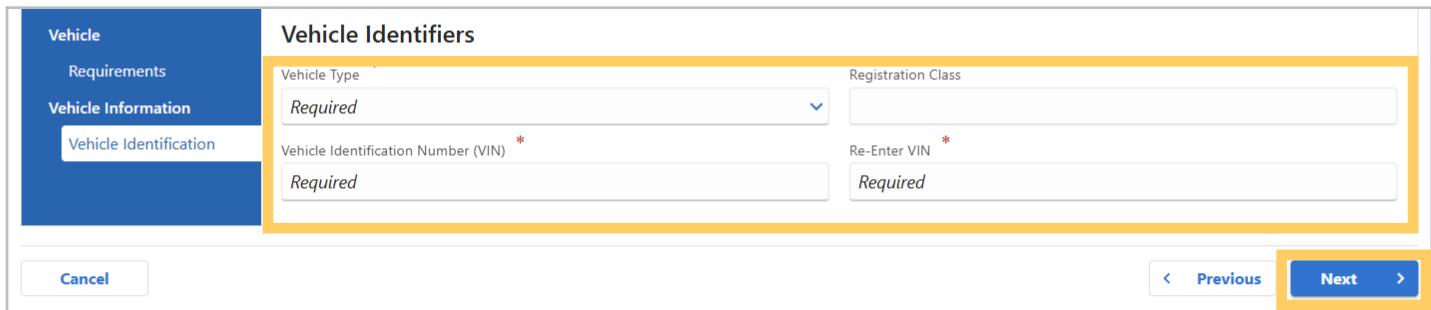
STEP 3 Click "Dealer Title Request".



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

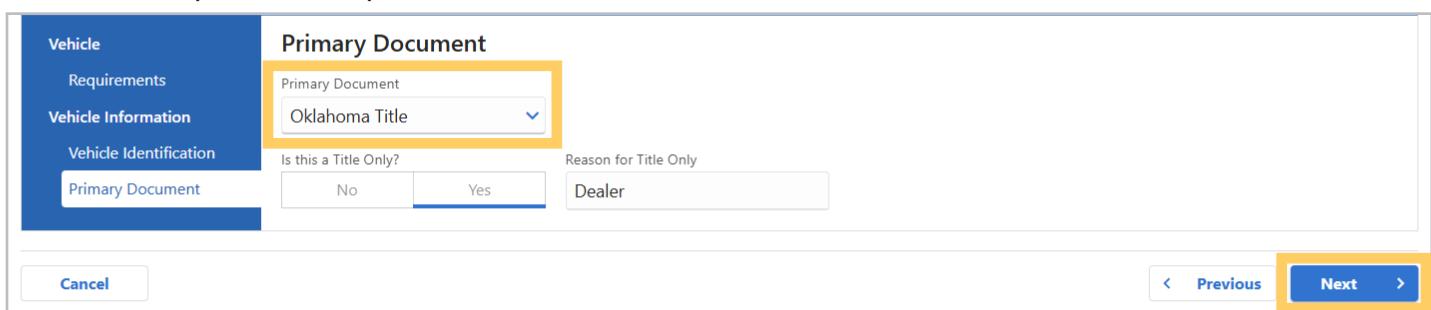
Vehicle Identification Number (VIN) *
Required

Registration Class

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

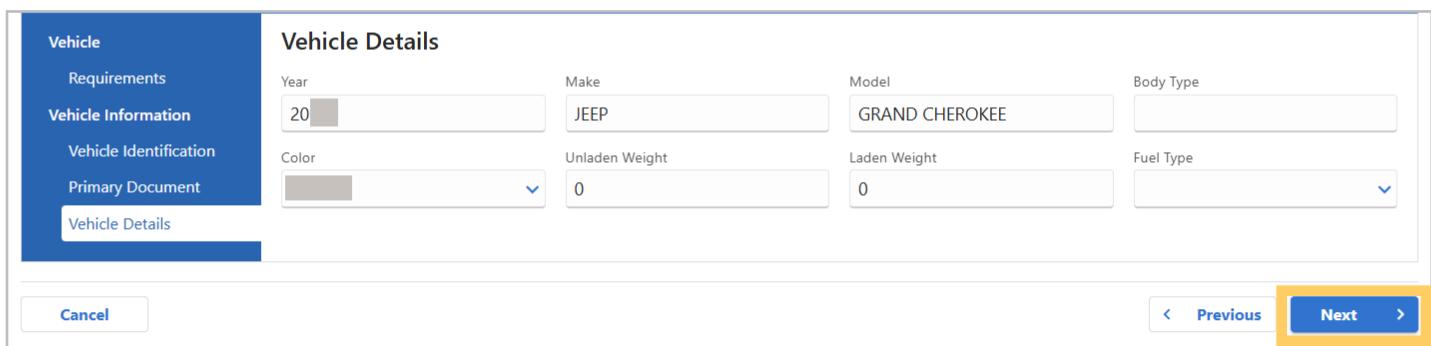
Primary Document
Oklahoma Title

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

Vehicle Details

Year
20

Make
JEEP

Model
GRAND CHEROKEE

Body Type

Color

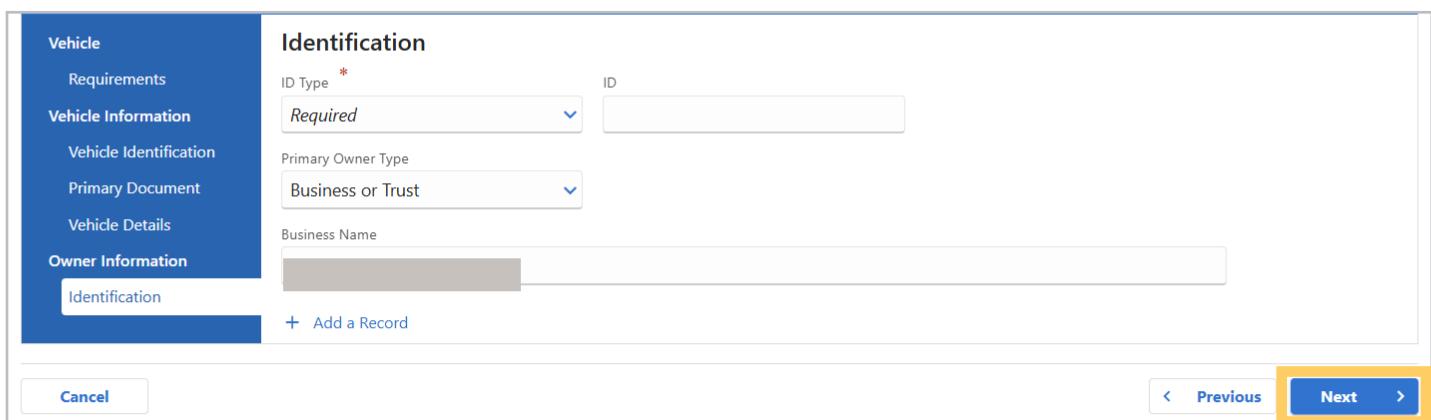
Unladen Weight
0

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

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* Confirm Email Address

serviceoktraining@gmail.com serviceoktraining@gmail.com

Phone Type Area Code Phone Number Extension

Business Phone

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 State Zip

OKLAHOMA CITY OKLAHOMA

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 Action Title Type Electronic Title?

Transfer Title Standard 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?

Odometer Code * **Required**

Odometer * **Required**

Vehicle has GVWR Greater Than 16,000 lbs.

Previous Odo. Discrepancy

Previous Odometer Code

Previous Odometer 0

Odometer

Cancel < Previous **Next** >

STEP 13 Select the **Assignment Date**. Click “**Next**”.

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Purchase

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

| 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 74105-7403 | (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 74014-7403 | (918) 357-3800 |

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 74105-7403 | (918) 747-6599 |
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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

Cancel < Previous **Next** >

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

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

| Fee Breakdown | | |
|---------------|-----------|---------|
| Purchase Fee | | |
| | Title Fee | \$11.00 |
| Total | | |
| | | \$11.00 |

[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

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Owner Email

Address

Title Information

Title Type

Odometer

Purchase Information

| Supporting Documentation | | | |
|---|--------------------------|-------------|------|
| The Primary Document expected to be attached is the following: Oklahoma Title | | | |
| Required | | | |
| Primary Document Back | Primary Document Back | | |
| Primary Document Front | Primary Document Front | | |
| Optional | | | |
| Additional Documentation | Additional Documentation | | |
| Attachments | | | |
| Type | Name | Description | Size |
| There are no attachments. | | | |

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

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

Vehicle

Requirements

Vehicle Information

Vehicle Identification

Primary Document

Vehicle Details

Owner Information

Identification

Owner Email

Address

Title Information

Title Type

Odometer

Purchase Information

| Vehicle Details | | |
|-------------------|---|----------------------------------|
| VIN | : | [REDACTED] |
| Classification | : | Automobile |
| Year/Make/Model | : | 20[REDACTED] JEEP GRAND CHEROKEE |
| Owner Information | | |
| Mailing Address | : | [REDACTED] |
| Email Address | : | serviceoktraining@gmail.com |
| Fee Details | | |
| Total Amount | : | \$11.00 |

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

STEP 18 Click "Checkout".

Cart

1 item

Amount Due
\$11.00

Items

| | |
|------------------------|---------|
| Dealer Title Request | \$11.00 |
| 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** [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 | <input type="text"/> | Unit | <input type="text"/> | City | OKLAHOMA CITY |
| State | OKLAHOMA | Zip | 73104-2407 | County | OKLAHOMA |
| Attention | | | | | |

Address has been verified

[Cancel](#) [Previous](#) **Next** [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: 

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