

# NAVIGATE

## Request a Title

### STEP BY STEP GUIDE

#### STEP 1 Log in to your **Navigate for Business** account.



#### STEP 2 On the main menu, click "**More...**".

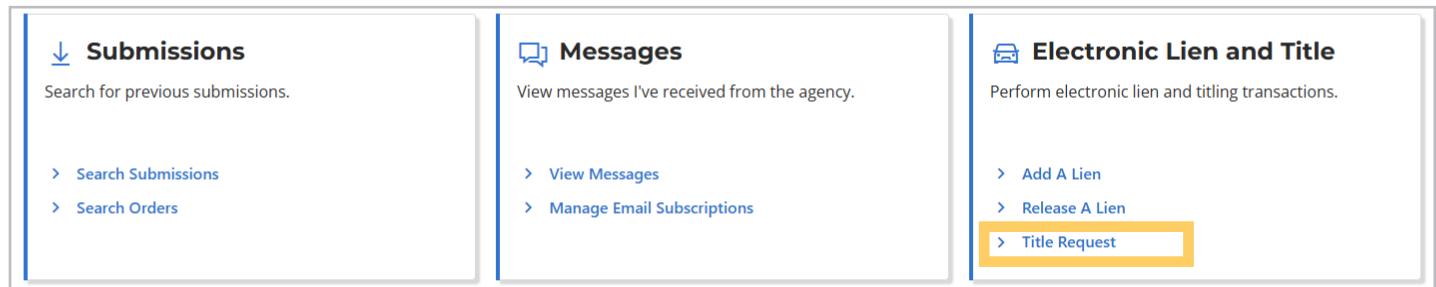


Jane Doe

Welcome, Jane Doe  
You last logged in on Tuesday, Jan 13, 2026 3:37:37 PM  
Manage My Profile

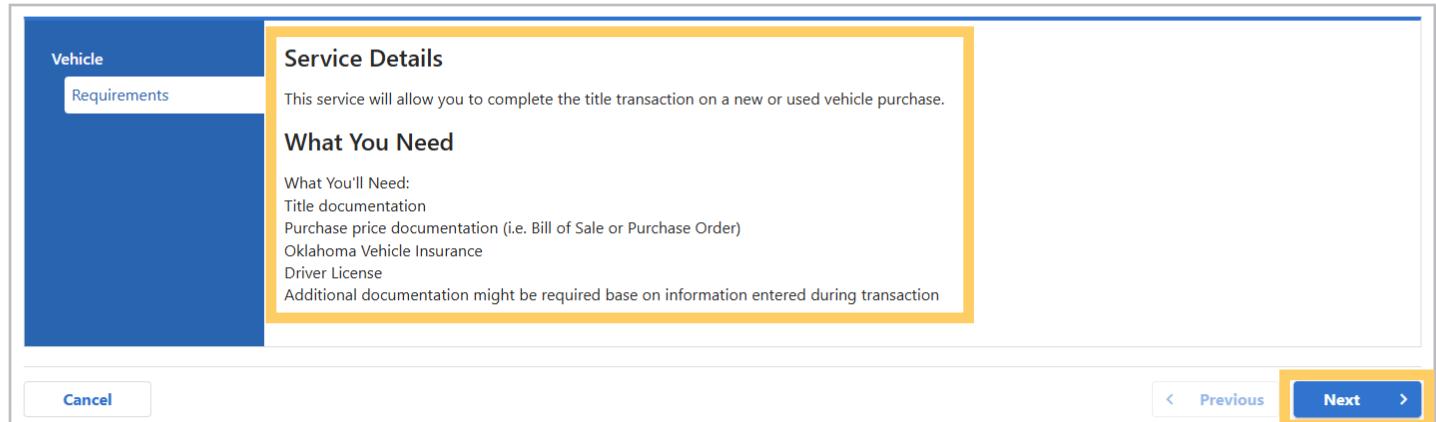
Summary Action Center Settings **More...**

#### STEP 3 Under "**Electronic Title & Registration Request**", click "**Title Request**".



<b>Submissions</b> Search for previous submissions.  » Search Submissions » Search Orders	<b>Messages</b> View messages I've received from the agency.  » View Messages » Manage Email Subscriptions	<b>Electronic Lien and Title</b> Perform electronic lien and titling transactions.  » Add A Lien » Release A Lien <b>» Title Request</b>
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#### STEP 4 Review the "**Service Details**" to ensure you have everything before you begin. Click "**Next**".



**Vehicle**

Requirements

**Service Details**  
This service will allow you to complete the title transaction on a new or used vehicle purchase.

**What You Need**

What You'll Need:  
Title documentation  
Purchase price documentation (i.e. Bill of Sale or Purchase Order)  
Oklahoma Vehicle Insurance  
Driver License  
Additional documentation might be required base on information entered during transaction

Cancel

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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

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**STEP 6** Enter the **Street Number or PO Box Number** on record. Click “Next”.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Vehicle Identifiers

Enter your current street address number or PO Box number on record (the address shown on your renewal notice or most recent receipt). If applicable, entering a unit number may also be required.

Street Number or PO Box Number \*

Required

Example

Below are examples of addresses. The address number(s) to be entered are bolded.

123 Main Street Oklahoma City, OK

PO Box 1234 Oklahoma City, OK

123 Main Street Unit #456 Oklahoma City, OK

Cancel

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**STEP 7** Confirm the vehicle details are correct. If not, please contact Service Oklahoma. **Enter the email address twice** to confirm. Click the **checkbox** to confirm. Click “Next”.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Confirmation

Vehicle Detail

Record shows an active lien; title will be mailed to the lienholder.

VIN : [REDACTED]

Vehicle Classification : Automobile

Year/Make/Model : 20 [REDACTED] NISS [REDACTED]

Vehicle Color : Gray

Plate Number : [REDACTED]

Title Type : Electronic Standard Title

Title Number : [REDACTED]

Registration Expiration : 31-Mar-2026

Additional Information

Enter Email \*

Required

Confirm Email

By checking this box, I hereby affirm that I am the owner, or legal representative of the owner, and authorized to complete this request. \*

Cancel

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## STEP 8 Enter the mailing address. Click “Verify Address”. Click “Next”.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Confirmation

Address

Mailing Address

Please provide your address.

Street \*

Required

Unit Type

Unit

City \*

Required

State \*

Required

Zip Code \*

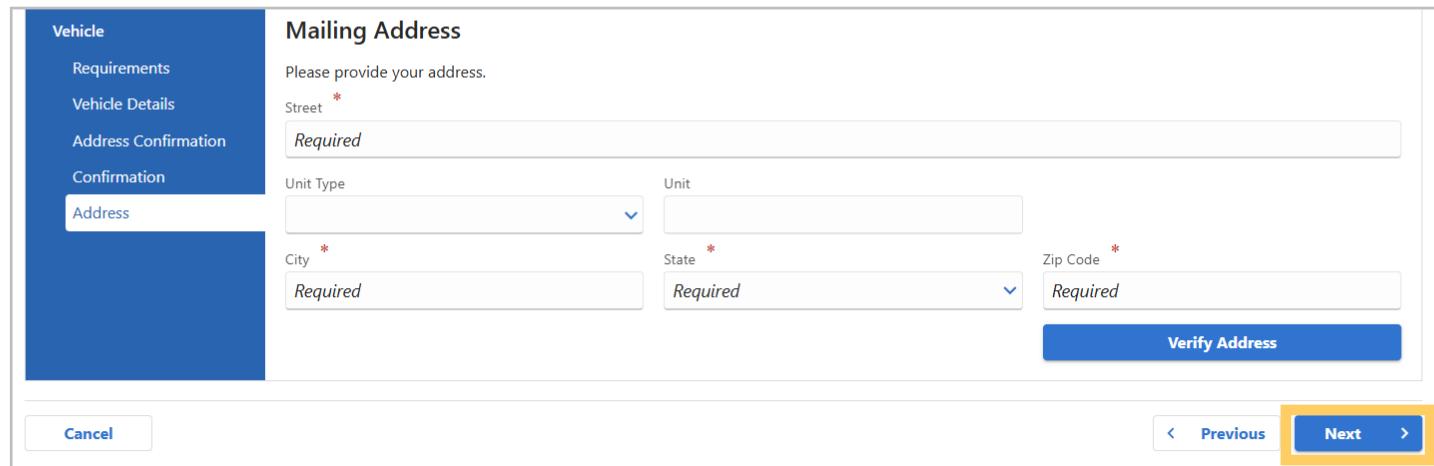
Required

Verify Address

Cancel

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Next



## STEP 9 Upload the completed Form 701-7, Application for Replacement Certificate for Title. Click “Next”.

Vehicle

Requirements

Vehicle Details

Address Confirmation

Confirmation

Address

Attachments

Attachments

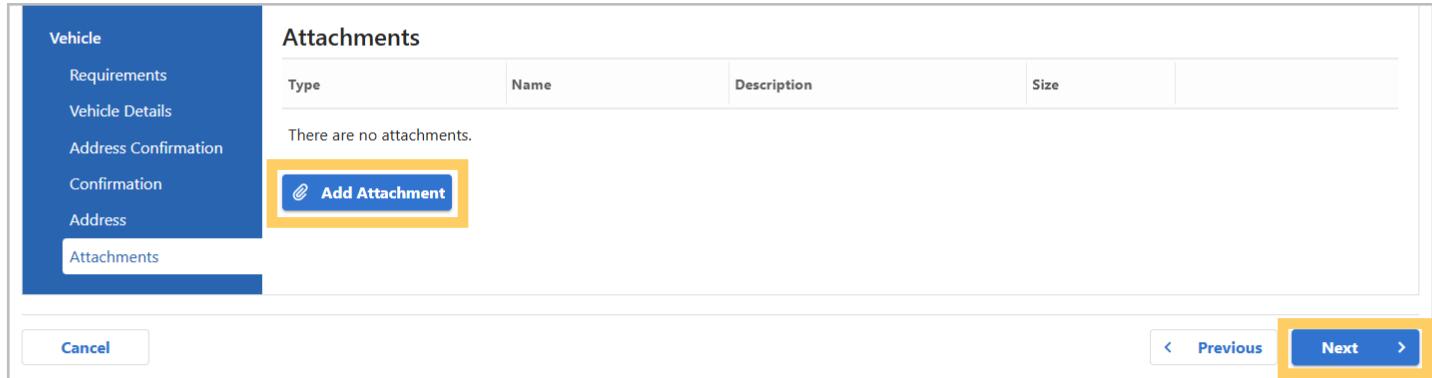
Add Attachment

There are no attachments.

Cancel

Previous

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## STEP 10 Select the Licensed Operator of your choice and use the “County” filter drop-down menu if needed. Click “Next”.

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

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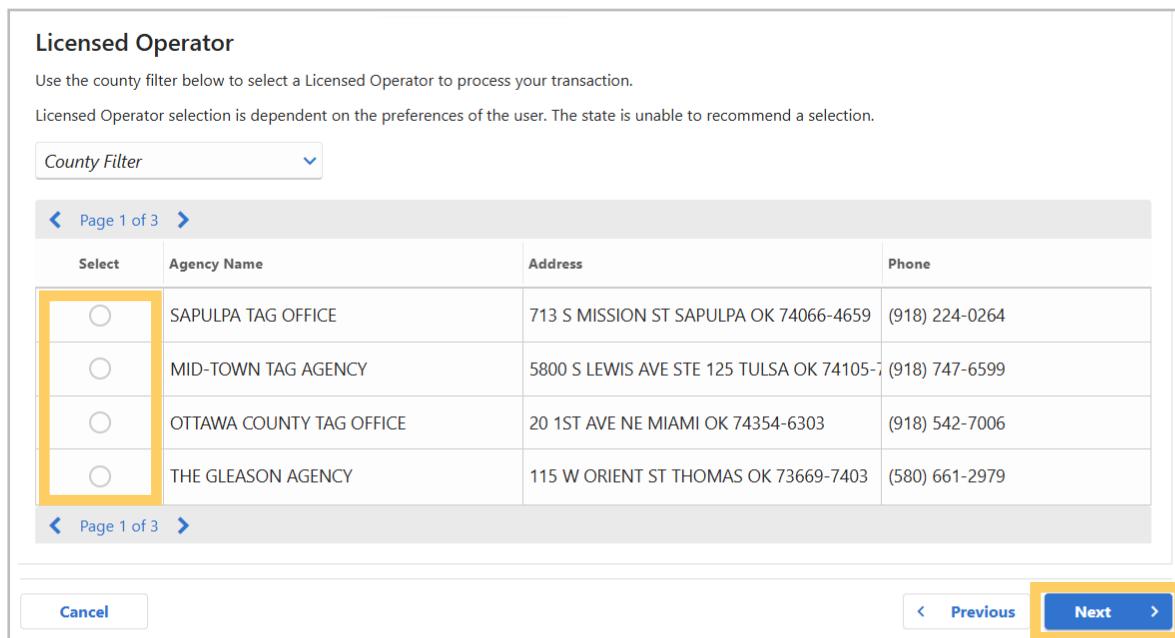
Select	Agency Name	Address	Phone
<input type="radio"/>	SAPULPA TAG OFFICE	713 S MISSION ST SAPULPA OK 74066-4659	(918) 224-0264
<input type="radio"/>	MID-TOWN TAG AGENCY	5800 S LEWIS AVE STE 125 TULSA OK 74105-7	(918) 747-6599
<input type="radio"/>	OTTAWA COUNTY TAG OFFICE	20 1ST AVE NE MIAMI OK 74354-6303	(918) 542-7006
<input type="radio"/>	THE GLEASON AGENCY	115 W ORIENT ST THOMAS OK 73669-7403	(580) 661-2979

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Cancel

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Next



## STEP 11 Review the Fee Breakdown. Click “Next”.

**Fee Breakdown**

<b>Title</b>		
Title Fee		\$11.00
<b>Total</b>		\$11.00

**Cancel** **Previous** **Next**

## STEP 12 Review the summary. Click “Submit”.

**Summary**

**Attention: Record shows an active lien; title will be mailed to the lienholder.**

Lienholder : [REDACTED]  
Vehicle ID : [REDACTED]  
Email : [REDACTED]

**Fee Total : 11.00**

**Cancel** **Previous** **Submit**

## STEP 13 Click “Checkout”.

**Cart**  
1 item **Amount Due  
\$11.00**

**Items**

Paper Title Request:	[REDACTED]	\$11.00
Delete		

**I have more to do before I checkout**

**Checkout**

## STEP 14 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 15 Fill in the billing information. Click “Next”.

**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 16 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 17 Click “Printable View” for a receipt. Click “OK” to return to the menu.

Thank you for using Navigate!

We have received the following submissions:

Paper Title Request: [REDACTED]

Confirmation Number: [REDACTED]

Amount: \$11.00

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

[Printable View](#) [OK](#)