

**Department of Business & Industry
Nevada Housing Division
Form T4: Title Correction Affidavit**

Serial Number: _____

Applicant Name / Company: _____ / _____

Applicant Email Address: _____

Applicant Phone: _____

Preferred contact method for questions: Mail Phone Email

SECTION 1. RELATED FORM

Forms this request relates to:

 T1 (Title Form 1 – Certificate of Title Transfer)

 Certificate of Ownership

 MCO (Manufacturer's Certificate of Origin)

 DRS (Dealer's Report of Sale)

SECTION 2. STATEMENT OF ERROR:

The undersigned, being duly sworn, states that the error appearing on section # _____ on the _____

Name of Document or Form

The following information should not be part of the record. _____

I request the information to be corrected as follows: _____

SECTION 3. NAME CORRECTION:

A. Statement of One and the Same Person:

I declare that _____ and _____
are one and the same person.

B. Statement to Correct Misspelling Name:

A name is incorrectly spelled on the Division's records. I request the records be corrected to this spelling:

First _____ Middle _____ Last _____

C. Change of Name - Individual Only:

I have legally changed my name without the intent to defraud.

From: _____

To: _____

I/we wish my/our names(s) to appear on the Certificate of Ownership as follows:

The statements and declarations herein contained are for the specific purpose of inducing said Division to issue a Certificate of Ownership; that (I, we) shall and will assume, fully pay, satisfy and discharge any and all liens, claims or encumbrances disclosed herein or any others that may be shown or proved to be upon or against said structure and indemnify and hold harmless said Division and the State of Nevada on account of the issuance of said Certificate of Ownership on said structure as aforesaid.

I certify under penalty of perjury that the foregoing is true and correct. Pursuant to NRS 489.821, it is a gross misdemeanor to submit false information to the Division.

(Do not sign below until in front of a Notary)

SECTION 4. SIGNATURES AND NOTARIZATION OF TITLE OWNER

Signature of Title Owner on Record

Signature of Additional Title Owner on Record

State of _____ County _____

Subscribed and sworn to before me,

Name of Notary Public

on this ____ day of _____, 20____ by

Printed name of party appearing before notary

Notary Public Signature Notary Public Stamp

Form T4 – Form Instructions

Purpose: Use this form to correct errors on a Certificate of Ownership or related documents.

This form must be submitted with one of the following: Title Form 1 (Certificate of Title Transfer), Certificate of Ownership, MCO, or DRS **and** supporting materials. Do not use this form to request updates to existing records. Fees apply and you can visit the Division's website for the current fee schedule ([Nevada Housing](#)). Submit the completed form promptly after the payment is made.

Step 1: Complete the Form

- Enter: Serial Number of the structure, applicant name and company, email address and phone number. Select preferred contact method.

Section 1 – Related Form

- Select which form the request relates to.

Section 2 – Statement of Error

- Identify section and document containing the error.
- Clearly state:
 - Incorrect info to remove.
 - Correct info to add.

Section 3 – Name Correction

- Choose one or more of the following:
 - **One and the Same Person:** Declare both names refer to the same person.
 - **Misspelled Name:** Enter correct spelling (must match valid ID).
 - **Legal Name Change:** List old and new names; state how name should now appear.
- This section includes a legal statement:
 - Affirms truthfulness.
 - Accepts responsibility for existing or future claims.

Section 4 – Signature & Notarization

- All current title holders must:
 - Sign in front of a notary.
 - Print full legal name(s).
 - Notary must complete certification and apply stamp/seal.

Step 2: Submit the Form with Proof of Payment

Email (Preferred): submissions@housing.nv.gov

Mail:

Nevada Housing Division
Attn: Title Processing
1830 E. College Parkway, Suite 200
Carson City, NV 89706