

SF 97s - Frequently Asked Questions (for SASPs)

(revised 04/30/2025)

1. What is an SF 97?

- The Form SF 97 is the *United States Government Certificate to Obtain Title to a Vehicle*. The form can be used to obtain a title for a vehicle. This form can be taken to your local titling agency for processing.

2. Is an SF 97 required?

Per §[102-34.305](#), an SF 97 is required if:

- a. the motor vehicle will be retitled by a State, Commonwealth, territory or possession of the United States or the District of Columbia; and
- b. the purchaser intends to operate the motor vehicle on highways.

3. Who issues SF 97s?

- When appropriate, the GSA allocating office (Region 4 or Region 9) issues SF 97s for all civilian agencies (as a courtesy) **IF** the State Agency for Surplus Property (SASP) requests it. To look up your allocating region, please see the chart below or the [GSA regions map](#).

Point of Contact (POC)	Contact Information	Allocating Region(s)
Tara Caldwell	taraa.caldwell@gsa.gov	Eastern US (Regions 1-5 and 11)
Trey Dyer (CC the allocator Stephon Jackson)	trey.dyer@gsa.gov stephon.jackson@gsa.gov	Western US (Regions 6-10)

- Defense Logistics Agency (DLA) issues their own SF 97s (except for HUMVEES).

4. Under what circumstance does GSA issue SF 97s?

- SF 97s are issued, **ONLY IF** the SASP requests it, for road worthy vehicles and other appropriate equipment (e.g., certain boats, outboard motors, trailers, generators, etc)

5. Under what circumstance does GSA NOT issue SF 97s?

GSA does not issue SF97s for:

- Property transferred at the federal level (including tribes)
- Overseas property
- Property transferred, donated, or sold by entities other than GSA

6. Can a SASP sign the SF 97?

- The SASP **CANNOT** sign an SF 97 when facilitating the donation of a vehicle to an eligible recipient - a Federal employee must do so.

7. How long does the SASP have to request an SF 97?

- Generally, GSA will issue SF 97s up to two years from the date of transfer (this accounts for the one year to find a donee, and the additional one year for the donee to put the property into use). Requests after 2 years will be handled on a case-by-case basis.

8. Who is the SF 97 mailed to?

- SF 97s are only mailed to the SASP. GSA will not mail an SF 97 directly to the donee; however, exceptions may be made for SASPs with extenuating circumstances (additional documentation may be required).

9. Can the SF 97 be mailed to the Donee?

- SF 97s will **NOT** be mailed to the donee directly; they will be mailed to the SASP. The SASP may keep a copy and provide a copy to the donee. The SASP should keep a copy with the file.
- NOTE: The zonal office may be willing to make exceptions on a case by case basis when there are compelling reasons to do so. Please contact your Allocating Office to see if your SASP qualifies.

10. Can the SASP be listed or sign as the transferee on the SF 97?

- Per [Subpart I—Transfer of Vehicle Title to a Donee](#) (and the relevant regulations from this subpart that are included below), the SASP can only be listed as the transferee **if they are receiving the vehicle or item for SASP use**, pursuant to a cooperative agreement with GSA.

§ 102-37.590 In transferring donated surplus vehicles, what is the responsibility of the SASP?

The SASP is responsible for facilitating the transfer of the surplus vehicle to the donee in accordance with this part. The SASP should not sign the SF 97 as “transferee” unless the SASP is the donee.

§ 102-37.595 When transferring donated surplus vehicles, what is the responsibility of the donee?

The donee is responsible for processing the SF 97 in accordance with state licensing and titling authorities. The donee signs the SF 97 as “transferee” upon

receipt of the surplus motor vehicle. The donee is responsible for notifying the SASP if a SF 97 is not provided by the Government.

§ 102-37.600 When does title to a surplus donated vehicle change hands?

Title to the vehicle rests with the holding agency until the SF 97 is signed by the donee upon receipt of the surplus motor vehicle. (If applicable under the terms of the donation, the title will be conditional until the end of the period of restriction).

11. How does a SASP request an SF 97?

To request an SF 97, a SASP **MUST**:

- a. Fill out the SF 97 request form (see attachment 1)
- b. Provide a copy of the completed SF-123 and all of the information needed for the SF 97

NOTE: SF 97 must be typed or written clearly - illegible submissions will **NOT** be accepted.

12. What information will GSA put on the SF 97?

- GSA will only type what the SASP submits on the SF 97 request form.

13. How is an SF 97 corrected?

- If SASP requests to have an SF 97 corrected due to an error made by GSA or the SASP, please mail the original back to GSA, these are controlled documents. If the SASP would like GSA to send the corrected document back via FedEx or UPS, the SASP is required to send the appropriate label along with the documents to be corrected.

14. Can I obtain a blank SF 97?

- No. Per [§102-37.585](#), the SF 97 is a controlled form. GSA is unable to provide electronic versions or copies of the form.

15. Can States issue their own certificate to obtain title?

- No. This is not permissible since the SASP does not hold title to the property being donated - the Federal Government does. When donating a vehicle, the SASP **MUST** use an SF 97 issued from the Federal Government.

16. Can SASPs have compliance liens on vehicles?

- No. Per guidance from GSA General Counsel on July 26, 2022; a SASP does not have authority to place a lien on a vehicle since they do not hold title.

17. Can GSA provide a title for salvage or scrap vehicles?

- Per the note to §[102-34.305](#)(a)(2), the SF 97 should not be used for “motor vehicles that are damaged beyond repair in crashes and intended to be sold as salvage only.” Accordingly, GSA will NOT issue SF 97s for scrap or salvage vehicles. In the event that a donee repairs a scrap or salvage vehicle to the point of being road worthy, the following actions can be taken:
 - Once the donee makes all of the needed repairs to make the vehicle road worthy, then they can go to the appropriate body within their state (e.g., the Department of Motor Vehicles) to have the vehicle inspected and certified as being road worthy.
 - Once the donee has certification from the appropriate body, then the SASP can come back to us on behalf of the donee (if needed) and we may issue the SF-97.

SF 97 Request Form

Transfer Order Number:

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(Listed as the certificate number. Please add a suffix if there are multiple SF 97 requests coming from the same Transfer Order. The last 4 digits of the VIN are currently being added as a distinguishing suffix. If no transfer order exists, please provide a number to be listed as the certificate number.)

Vehicle Information:

Year		Mileage			
Make		Fuel			
Model		# of Cylinders			
Body Style		Weight			
VIN		GVWR			
Condition Code	New or Unused	Usable	Repairable	Salvage	Scrap

Purchase Price (If applicable)	
Transferor: (Complete address)	
Transferee: (Complete address)	
Mail to (Complete address & ATTN To)	