

Title Transfer of Ownership (Bill of Sale Initiation)

Note: The transfer of title between Free Miners is handled in two (2) parts. These instructions cover the **Initiation** portion.

1. The seller enters the Initiation, and
2. The purchaser enters the Completion

Before you start:

- The purchaser must have a valid Free Miner Certificate before the Bill of Sale Initiation can be entered.
- You will need to know the Client Number of the person to whom you are planning to transfer the title(s). If you do not know the client number of the purchaser, you will want to do a search in MTO and find that number before starting.
- You will need to know the title number(s) of the title(s) being transferred.
- If you are selling a title on behalf of a recorded holder, you must be authorized as an agent in MTO by the recorded holder.

Warning: *MTO will hold an initiated Bill of Sale for only 30 days from the day it is entered. After 30 days, an uncompleted Bill of Sale will be deleted from MTO and will have no effect.*

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Click on the **Title Management** tab.

Step 3

Depending on type of title (Mineral or Placer), click on the appropriate **Title Transfer of Ownership (Bill of Sale Initiation)** link.

Select Input Method

Step 4

Select from the following two options to select the titles on which you wish to transfer ownership:

- **Using Online Map Selection:** This option allows you to select titles from the online MTO Map Viewer. [More information...](#)
- **Input Title Number(s):** If you choose this option, you need to know the title numbers for your titles. [More information...](#)

Step 5

Click **Next**.



Step 6

Depending how you wish to indicate your title numbers, follow the respective instructions below for [Online Map Selection](#) or [Input Title Numbers](#):


Online Map Selection

The Map Viewer will load after selecting **Using Online Map Selection** from the **Select Title(s) Input Method** page.

Select the title(s) you would like to initiate a bill of sale by:

1. Clicking on the **Find Mineral Titles** link on the right hand frame of the Map Viewer will take you to the geographic location of the found title
2. Navigating to the area of interest using the **Zoom tool** , **Pan tool** , or the

Find Location tool  

- after locating the title(s) of interest, use the **Select tool**  to click on, or draw a box over, the title(s)
- for multiple selections, use the **Select tool** to click on, or draw a box over, the title(s)
- after selecting the last title, click on the **Click here to continue** link that

appears after making a selection

Selection Set

Layer:
Title (current)

Selection:

1 features selected

515307

[Click here to continue](#)

[Back](#)

- o review the selection, click **Next** if you wish to continue or **Back** if you need to make a change.

Input Title Number

1. **Select number of titles** using the drop-down menu to indicate the number of titles to which you are transferring ownership, and click on the **refresh** button.
2. Enter the title numbers in the appropriate text fields.
3. **Generate Sequence:** If you are transferring multiple titles that are in numeric order, enter the first title number, and then click on **Generate Sequence**; this will automatically fill in the remaining title numbers.
4. Click **Next**.

Input Titles

To add more titles: Click drop-down arrow, select the number of titles, click the **refresh** button.

Select Number of Titles: **1.**

Title Number 1: [Generate Sequence](#) **2.**

Title Number 2: [Generate Sequence](#) **3.**

Title Number 3:

Mineral Title Bill of Sale Initiation

Step 7

Client number of **seller**.

- If your client number is already shown as the **seller**, go to step 9.
- If the **seller** client number field is blank, you are an agent for other Free Miners. Enter the client number of the title owner who is the seller.

Step 8

Enter client number of **buyer**.

Step 9

Review title(s) listed to ensure the correct information has been entered. Completion of this event transaction is irreversible! If incorrect information is listed, click the **Back** button once to amend the seller or buyer information, or click the **back** button twice to amend the input title numbers.

Step 10

Click **Next**.

Step 11

Enter the **percentage** being sold for each title.

- You cannot enter a percentage that is greater than what is indicated in the Current % column.

Note: You will notice that the Seller and Buyers names are now shown along with their client numbers. Review to make sure you entered the correct client numbers.

Step 12

Click **Next** to proceed, or click **Back** to make further changes or corrections.

Review

Step 13

This is the final review page. Check accuracy of **client numbers**, **title number(s)**, and **percentages**!

Warning: Once you go beyond this step, you cannot back up, cancel, or recall the transfer!

Step 14

Click **Next** to proceed, or click **Back** to make further changes or corrections.

Confirmation

Step 15

Confirmation page. The Bill of Sale Initiation event has been successfully saved. An [event number](#) for this entry is shown. If you wish to print this confirmation page for your records, do so before proceeding.

Note: You may wish to advise the purchaser of the titles that the Initiation event has been completed and that the entry of the Completion can now be done. [Bill of Sale Completion Help Page](#)

Step 16

Click **here** link to return to the Main Menu.
