

MSL Processing Guidelines

MSL Title Transactions Processed at the CSC

SECTION	NADA Trade-In Values Processed at a CSC	MSL Applicant Requirements	Documents Required to Title	CSR
1	<p>\$12,500 or less¹</p> <p>(Vehicle is 6 model years or older than the current model year)²</p>	<ul style="list-style-type: none"> • Apply at CSC for MSL transcript or Extranet (for users with Use Agreement). • Notify VA vehicle owner(s) and lienholder(s) by certified/registered mail (return receipt requested) of intent to sell vehicle at least 10 days prior to auction. • Hold the vehicle in MSL applicant possession a minimum of 30 days. • <<<<<<REVISION Advertise the date, time and place of auction³ along with the terms of the auction in public places⁴ or newspapers of general circulation in the county or city where located, or on websites operated by the Commonwealth in the city, county or political subdivision where located following guidelines in VLIC-3.345 at least 10 days prior to the auction date. END REVISION>>>>>> • Once sold, provide purchaser with documentary evidence of compliance with all MSL requirements for titling, as listed on VSA 41. 	<ul style="list-style-type: none"> • MSL Transcript issued by DMV • NADA Trade-In Value screen print if found online at NADA website • VSA 41 (pg. 1 & 3) • VSA17A or VSA 17B with fees, or VSA 57 (no fee) • Bill of sale from mechanic/storage lienholder holding auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less • Copy of posted public auction³ notice(s) and location of auction as required in VLIC-3.345 • Copy of original repair bill/invoice or storage bill/invoice • Proof MSL applicant held vehicle in continuous custody for at least 30 days • Copy of actual letter sent, and certified/registered mail return receipt⁵ (if delivered), or certified/registered letter (unopened) with return receipt⁵ attached (not delivered) OR • For non-resident owners, or for No Record Found submit printouts of newspaper or web page postings, or list of public places where posted (refer to Verification of Vehicle Owner Notification table in VLIC-3.345) 	<p>Process transaction following VLIC-3.345</p> <p>“Front Counter Process”</p>
Section 1 Exception (Public auction not required)				
1	<p>\$3,000 or less</p> <p style="text-align: center;">With</p> <ul style="list-style-type: none"> • No Record Found • Vehicle is 6 years old or older² 	<ul style="list-style-type: none"> • Apply at CSC for MSL transcript or Extranet (for users with Use Agreement). • Show proof vehicle was in MSL applicant's possession a minimum of 30 days. • Submit application and for title or nonrepairable certificate and required documents, or sell to a 3rd party. <p>NOTE: Owner/lienholder notification or sale at public auction are NOT required for titling when no record is found provided ALL of the following is true:</p> <ul style="list-style-type: none"> ○ Vehicle Trade-In Value is \$3,000 or less, and ○ No owner and/or lienholder is found on DMV's record, and ○ The vehicle is at least 6 years or older than the current model year <p>EXCEPTION: For MSL applicants, who submit an independent appraisal to help establish that a vehicle's value is \$3,000 or less, see guidelines in row 7 below.</p>	<ul style="list-style-type: none"> • MSL transcript issued by DMV showing no record of owner/lienholder • VSA 41 (pg. 1 & 3) • VSA17A or VSA 17B with fee, or VSA 57 (no fee required) • Bill of sale from mechanic/storage lienholder holding auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less • Proof MSL applicant held vehicle in continuous custody for at least 30 days 	<p>Process transaction following VLIC-3.345</p> <p>“Front Counter Process”</p>
2	<p>\$12,501 To \$25,000¹</p> <p>(Vehicle is 6 model years or older than the current model year)²</p>	<ul style="list-style-type: none"> • Apply at CSC for MSL transcript or Extranet (for users with Use Agreement). • Notify Virginia vehicle owner(s) and lienholder(s) by certified/registered mail (return receipt requested) of intent to sell vehicle at least 10 days prior to auction. • Hold the vehicle in MSL applicant possession a minimum of 30 days. • <<<<<<REVISION Advertise the date, time and place of auction³ along with the terms of the auction in public places⁴ or newspapers of general circulation in the county or city where located, or on websites operated by the Commonwealth in the city, county or political subdivision where located following guidelines in VLIC-3.345 at least 10 days prior to the auction date. END REVISION>>>>>> • Petition the General District Court in the city or county where the vehicle is located to order the vehicle sale, and • Be granted the petition by the court, and • Hold auction through the sheriff of the jurisdiction once the sale is ordered, & • Request sheriff complete an affidavit of compliance (3rd page of the VSA 41) acknowledging vehicle was auctioned/sold in compliance with the court order. 	<ul style="list-style-type: none"> • MSL Transcript issued by DMV • NADA Trade-In Value screen print if found online at NADA website • VSA 41 (pg. 1 & 3) • VSA17A or VSA 17B with fees, or VSA 57 (no fee required) • Bill of sale from mechanic or storage lienholder who held auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less • Copy of posted public auction³ notice(s) and location of auction as required in VLIC-3.345 • Copy of original repair bill/invoice or storage bill/invoice • Proof that MSL applicant had vehicle in continuous custody at least 30 days • Copy of actual letter sent, and certified/registered mail return receipt⁵ (if delivered), or certified/registered letter (unopened) with certified/registered return receipt⁵ attached (undelivered) OR • For non-resident owners, or for No Record Found submit printouts of newspaper or web page postings, or list of public places where posted (refer to Verification of Vehicle Owner Notification table in VLIC-3.345) • The court order granted by General District Court • Affidavit from sheriff stating sale complied with court order (VSA 41, pg 3) 	<p>Process transaction following VLIC-3.345</p> <p>“Front Counter Process”</p>

¹ If the vehicle owner is listed as active duty military on the vehicle transcript, the MSL applicant must petition a court within his jurisdiction before selling the vehicle at public auction regardless of value.

² If the vehicle is 5 years or newer, the MSL must be scanned or forwarded by mail for processing to Titling Work Center. See page 2 of this table.

³ Ebay is an acceptable auction method, but advertisement must still be posted in a public place following MSL guidelines.

⁴ <<<<<<REVISION MSL vehicles with Record Found or owned by VA resident must post auction notice in 1 location, MSL vehicle with No Record Found, or out-of-state owners must post auction notice in 3 locations. **END REVISION>>>>>>**

⁵ Customers may submit the printed electronic return receipt, the green USPS return notice, or may show the receipt on the screen of their phone that also displays the tracking number. CSR will use the tracking number to obtain and print the receipt and include with the transaction documents.

MSL Processing Guidelines

S E C T I O N	MSL Title Transactions to be Scanned/Mailed to the Titling Work Center for Processing			
	MSL Conditions Processed ONLY by Titling Work Center	MSL Applicant Requirements	Documents Required to Title	CSR Action
3	<p>Vehicle Trade-In Value Exceeds \$25,000^{6,7}</p> <p>(Regardless of model year)</p>	<ul style="list-style-type: none"> Apply at CSC for MSL transcript or Extranet (for users with Use Agreement). Notify VA vehicle owner(s) and lienholder(s) by certified/registered mail (return receipt requested) of intent to sell vehicle at least 10 days prior to auction. Hold the vehicle in MSL applicant possession a minimum of 30 days. <<<<<<REVISION Advertise the date, time and place of auction³ along with the terms of the auction in public places⁴ or newspapers of general circulation in the county or city where located, or on websites operated by the Commonwealth in the city, county or political subdivision where located following guidelines in VLIC-3.345 at least 10 days prior to the auction date. END REVISION>>>>>> Petition the Circuit Court in the city or county where the vehicle is located, to order the sale of the vehicle, and Be granted the petition by the court, and Hold auction through the sheriff of the jurisdiction once the sale is ordered, Request sheriff complete an affidavit of compliance (3rd page of VSA 41) acknowledging vehicle was auctioned/sold in compliance with court order. 	<ul style="list-style-type: none"> MSL Transcript NADA Trade-In Value screen print for NADA values found online VSA 41 (pg. 1 & 3) VSA17A or VSA 17B with fees, or VSA 57 (no fee required) Bill of sale from mechanic or storage lienholder who held auction (when purchased by 3rd party) and SUT 1A for vehicles 5 years old or less Copy of posted public auction³ notice(s) and location of auction as required in VLIC-3.345 Copy of original repair bill/invoice or storage bill Proof that vehicle was in his continuous custody at least 30 days Copy of actual letter sent, and certified/registered mail return receipt⁵ (if delivered), or certified/registered letter (unopened) with certified/registered return receipt⁵ attached (undelivered) OR For non-resident owners, or for No Record Found submit printouts of newspaper or web page postings, or list of public places where posted (refer to Verification of Vehicle Owner Notification table in VLIC-3.345) The court order granted by circuit court Affidavit from sheriff stating that the vehicle was sold in compliance with the courts order (VSA 41, pg. 3) 	<ol style="list-style-type: none"> 1. Verify completion and accuracy of all applications. 2. Verify all required MSL documents according to trade-in value are submitted before forwarding to Titling Work Center. 3. Scan all required documents to Titling Work Center for processing 4. Advise applicant he will be contacted by phone for payment and/or for additional requirements.
4	<p>No NADA Trade-In Value Found^{7,8} By DMV</p> <p>(All model years)</p>	<p>No NADA Trade-In Value means the a trade-in value was not returned by the system, and the CSR could not find it following guidelines for the NADA Trade-In Value website</p> <p>NOTE: Vehicle value must be determined by Titling Work Center to determine MSL requirement.</p>		<ol style="list-style-type: none"> 5. Combine all original MSL documents and place in interoffice envelope marked "Titling Work Center" and place with the day's work for sending.
5	<p>Vehicle Model Year Is 5 Years or Less Than Current Year^{7,9}</p> <p>(Regardless of NADA Trade-In)</p>	<p>To determine MSL requirements for vehicles with NADA Trade-In Value:</p> <ul style="list-style-type: none"> For vehicles valued at \$12,500 or less, see MSL Applicant and Document Requirements To Title list in row 1 of this table For vehicles valued \$12,501 to \$25,000, see MSL Applicant and Document Requirements To Title list in row 2 of this table <hr style="border-top: 1px dashed black;"/> <p>When no NADA Trade-In Value is found: Refer to row 4 (above) in this table</p> <p>Vehicle's value must be determined by Titling Work Center to determine MSL requirements.</p>		OR
6	<p>Appraisal Submitted to Establish Vehicle Value is \$3,000 or Less</p> <ul style="list-style-type: none"> No Record Found 6 years old or older 	<p>To determine MSL requirements for vehicles when the MSL applicant submits an independent appraisal to establish the vehicle's value is \$3,000 or less for vehicles that:</p> <ul style="list-style-type: none"> Are 6 years old or older, and Have no record found. <p>Refer to guidelines in row 4 (above) in this table. Vehicle value must be determined by Titling Work Center to determine MSL requirements.</p>		<p>Customers May Mail To:</p> <p>VA Dept. of Motor Vehicles MSL Application Titling Work Center P.O. Box 27412 Richmond, VA 23269</p>
7	<p>Moped/Scooter/Manuf. Home/ATV When VIN Did Not Verify¹⁰</p>	<p>To determine the list of MSL requirements for moped/motor scooter/manufactured home or ATV with NADA Trade-In Value:</p> <ul style="list-style-type: none"> For vehicles valued at \$12,500 or less, see MSL Applicant and Document Requirements To Title list in row 1 of this table For vehicles valued \$12,501 to \$25,000, see MSL Applicant and Document Requirements To Title list in row 2 of this table <hr style="border-top: 1px dashed black;"/> <p>When no NADA Trade-In Value is found for moped/motor scooter/manufactured home/ATV:</p> <p>Vehicle value must be determined by Titling Work Center to determine MSL requirements.</p>		

⁶ MSL vehicles with an NADA trade-in value that exceeds \$25,000 must be scanned to the Titling Work Center for processing.

⁷ Mail MSL title/nonrepairable application & all documents to support vehicle's value to the Titling Work Center or drop at a CSC for scanning to Titling Work Center for review and processing.

⁸ When the NADA trade-in value cannot be determined, CSCs must [scan](#) customer's MSL documents to the Titling Work Center for processing. CSRs must first verify required documents are submitted.

⁹ MSL vehicles with model year 5 years or less from the current year cannot be processed at a CSC. MSL documents for newer motor vehicles must be scanned to Titling Work Center.

¹⁰ Mopeds, manufactured homes, scooters, ATVs with VINS that did not verify are processed by the Titling Work Center.