

Vehicle Licensing Guide

**Titling a Motor Vehicle
VLIC-3.000**

Original Date: 02/01/1995
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- [Definitions](#)
- [Customer Requirements](#)
- [Front Counter CSR](#)
- [Points to Remember](#)
- [DMV Contact Center Actions](#)
- [Related Links](#)
- [Contact](#)

POLICY	
Title: Titling a Motor Vehicle	
Effective Date: February 1, 1995	Revision Date: July 1, 2016
Authority: Code of Virginia §§ 46.2-100 , 46.2-600 , 46.2-619 , 46.2-621 , 46.2-622 , 46.2-623 , 46.2-628 , 46.2-633.2 , 46.2-702.2 , 46.2-1500 , 46.2-1530 , 46.2-1530.2 , 58.1-2403	
Policy: Every person who owns a motor vehicle, autocycle, moped, motorcycle, trailer or semitrailer, before it is operated on any highway in the Commonwealth, must obtain a certificate of title and registration for the vehicle. Any person, within 30 days of purchase or moving into Virginia, shall apply for a certificate of ownership. All security interests (liens) held against the vehicle must be recorded on the newly issued Virginia title.	
Exception: <ul style="list-style-type: none">• Licensed dealers who acquire a motor vehicle, trailer, or semitrailer and hold it for resale and operate it only for sales purposes under a dealer's license plate, are not required to title and register the vehicle in their name,• Demolishers or scrap metal processors who acquire vehicles for wrecking, dismantling, or demolition only, are not required to title and register the vehicle in their name.• Farm tractors or special construction forestry equipment, as defined in Va. Code § 46.2-100, are not required to be titled in Virginia,• Vehicles registered to non-Virginia residents and full-time students enrolled in accredited schools in Virginia who are not employed (as defined in Va. Code § 46.2-100), active duty military service members, active reserve or national guard, mobilized reserve or national guard members living in the Commonwealth, or persons serving a full-time church service or proselyting mission of not more than 36 months and who are not gainfully employed, are not required to be titled in Virginia, provided the vehicle is registered and titled elsewhere in the United States.	

[Return to top of page](#)

DEFINITIONS

AUTOCYCLES – A three-wheeled motor vehicle that has a steering wheel and seating that does not require the operator to straddle or sit astride and is manufactured to comply with federal safety requirements for motorcycles. An autocycle is not a motorcycle.

NOTE: When unsure if the vehicle being titled is an autocycle or three-wheeled motorcycle, CSR will refer to the Vehicle Type Reference Guide ([DMV 275](#)) to assist. The customer is responsible to determine the correct vehicle type.

DEMONSTRATOR VEHICLE- Any new motor vehicle that has more than 750 miles accumulated on its odometer that has been driven by dealer personnel or by prospective purchasers during the course of selling, displaying, demonstrating, showing, or exhibiting it. It may be sold as a new motor vehicle, provided the dealer complies with the provisions of subsection D of § [46.2-1530](#) (does not apply to tractor trucks or trucks with a gross vehicle weight rating (GVWR) of 16,000 pounds or more).

MANUFACTURED HOME – A structure subject to federal regulation, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or

without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein.

MOPED – A vehicle that travels on not more than three wheels in contact with the ground that (i) has a seat that is no less than 24 inches in height, measured from the middle of the seat perpendicular to the ground; (ii) has a gasoline, electric, or hybrid motor that (a) displaces 50 cubic centimeters or less or (b) has an input of 1500 watts or less; (iii) is power-driven, with or without pedals that allow propulsion by human power; and (iv) is not operated at speeds in excess of 35 miles per hour. For purposes of this title, a moped shall be a motorcycle when operated at speeds in excess of 35 miles per hour. For purposes of Chapter 8 (§ 46.2-800 et seq.), a moped shall be a vehicle while operated on a highway.

MOTORCYCLE – Every motor vehicle designed to travel on not more than three wheels in contact with the ground and capable of traveling at speeds in excess of 35 miles per hour. Motorcycle does not include any auticycle, electric personal assistive mobility device, electric power-assisted bicycle, farm tractor, go cart, moped, motorized skateboard or foot-scooter, utility vehicle, wheelchair, or wheelchair conveyance as defined in Va. Code § [46.2-100](#).

NOTE: An off-road motorcycle that is converted for on-road use may be titled and registered as a motorcycle by the Titling Work Center at Headquarters provided the manufacturer or builder certifies the converted vehicle is compliant with the Federal Motor Vehicle Safety Standards (FMVSS) by completing the Converted Off-Road Motorcycle Certification ([VSA 130](#)), to be submitted at time of titling (refer to [VLIC-3.205](#)).

MOTOR VEHICLE – Every vehicle as defined in Va. Code § [46.2-100](#) that is self-propelled or designed for self-propulsion except as otherwise provided. Any structure designed, used, or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office, or commercial space shall be considered a part of a motor vehicle. Except as otherwise provided, for in Va. Code § [46.2-100](#), any device defined as a bicycle, electric personal assistive mobility device, electric power-assisted bicycle, or moped shall be deemed not to be a motor vehicle.

NEW MOTOR VEHICLE - Any vehicle that is in the possession of the manufacturer, factory branch, distributor, distributor branch, or motor vehicle dealer and for which an original title has not been issued by DMV or by the issuing agency of any other state and has less than 7,500 miles accumulated on its odometer.

NOTE: Pursuant to § [46.2-1530](#), a new motor vehicle, that had accumulated on its odometer at the time of the sale mileage in excess of 750 miles as a demonstrator vehicle, or as the result of delivery to a prospective purchaser who never took title to it but returned it to the dealer untitled, can be resold as a "new" motor vehicle. This information is disclosed by the dealer on the buyer's order for the sale (does not apply to tractor trucks, or trucks with a GVWR of 16,000 pounds or more).

SEMITRAILER – Every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests on or is carried by another vehicle.

TRAILER – Every vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, including manufactured homes.

USED MOTOR VEHICLE - Any vehicle other than a new motor vehicle as defined above.

[Return to top of page](#)

CUSTOMER REQUIREMENTS

1. Submit application for title:
 - Completed and signed Application for Certificate of Title and Registration ([VSA-17A](#)), or Application for Certificate of Title-Manufactured Home ([VSA-17B](#)),
 - OR
 - Completed Virginia Title with the **Assignment of Title by Owner** and **Certification of Buyer** sections completed with printed names and signatures.
 - Seller and buyer complete the **Assignment of Title by Owner** section.
 - Seller must complete the following sections:
 - Sale Price,
 - Date of Sale,
 - Odometer Reading as displayed at the time of the sale.
 - Buyer completes the **Certification of Buyer** section.
 - Proof of purchase price (when applicable) such as when:
 - Sale price of the vehicle is not written on the certificate of title or MCO/MSO, or

- Sale price on a casual sale is determined too low by the system and the seller did not write the sale price on the title ([VLIC-4.625](#)).
- NOTE:** Proof of purchase price can include buyer's order, bill of sale (original or photocopy), or seller's declared sale price on the title, or Vehicle Price Certification ([SUT 1](#)).
- For the scenarios listed in the two bullets above, the [SUT 1](#) must be signed by the seller or purchaser to certify sale price.
 - A handwritten [Bill of Sale](#) must be signed by both the seller and purchaser.
2. Submit Beneficiary Transaction Request ([VSA 18](#)) with the title application when adding a designated beneficiary to the certificate of title (refer to [VLIC-3.506](#)).
 - When processing a title with a designated beneficiary on record, remove the beneficiary's name from the title record in accordance with [VLIC-3.506](#) and the [Beneficiary Titling](#) table before titling:
 - a. Beneficiary applying to title the vehicle in their name upon the death of the vehicle owner.
 - b. Vehicle owner transferred/sold the vehicle to the beneficiary or another person prior to the vehicle owner's death.
 3. Submit proof of address. (Refer to [VLIC-3.530](#).)
 4. Submit required evidence of ownership documents and other affidavits or certifications as required (e.g., Moped Certification ([VSA 31](#)), Assigned Vehicle Identification Number ([VSA 22](#)), etc.) based on the type of vehicle or title being applied for. Customer Service Representatives (CSRs) refer to the appropriate procedure located in the following VLIC Table of Contents chapters:
 - [Title Transactions](#)
 - [Title by Vehicle Body Type](#)
 - [Title Types](#)
 - [Title Requirements](#)
 - [Title Compliance](#)
 - [Title Exceptions](#)
 - [Liens on Titles](#)
 5. Record all security interests (liens) held against the vehicle on the application and as indicated on the certificate of title, MCO/MSO, or other ownership document.
 6. Pay fees.

[Return to top of page](#)

FRONT COUNTER CSR

1. Determine the customer's transaction type(s):

Original Title
Replacement Title
Substitute Title

- Refer to the VLIC chapter [Title Transactions](#) for the type of title transaction being processed (i.e. original, replacement, substitute, etc.).
2. Review the application(s) to ensure all required fields are completed by the customer: If the application is not complete, return it to the customer for completion.
 3. Verify that the customer's address on the application matches the customer address that displays in the system.
 - If no customer record exists in the system for the customer:
 - a. Verify submitted proof of address documents (refer to [VLIC-3.530](#) and [DMV-177](#)) and
 - b. Add the customer to the system.
 - If a customer record exists, but the address on the application does not match the address in the system, request the customer complete the [ISD-01](#).

- a. Key the corrections to the address, and
 - b. Follow the address verification software guidelines in [VLIC-3.530](#).
- If the address on the application does not match the address in the system, but the owner of the vehicle is not present and no completed ISD-01 is submitted with the title work (e.g., for dealer work, etc.):
 - a. DO NOT CHANGE THE ADDRESS,
 - b. Process the title transaction,
 - c. Print a customer information form advising the customer that the vehicle owner should update the address with DMV if it has changed.
4. Verify acceptability of submitted ownership documents:
- VA title assigned to purchaser,
 - Out-of-state title assigned to purchaser,
 - Out-of-state title in owner's name (follow guidelines in [VLIC-3.105](#)),
 - Unexpired or expired for less than 12 months out-of-state registration card in owner's name (follow guidelines in [VLIC-3.105](#)),
 - Manufacturer's Certificate of Origin (MCO)/Manufacturer's Statement of Origin (MSO).
 - A completed [VSA-17A](#) or [VSA-17B](#) must accompany a MCO or MSO.
 - When all reassignments on the MCO/MSO are used, dealers may use a Reassignment of Title by Licensed Motor Vehicle Dealer ([VAD 20](#)) for 3 additional reassignments. Once the last reassignment is used on the VAD 20, the dealer who is last purchaser must title the vehicle in the dealer's name before reassigning the vehicle to a purchaser.
 - Reassignments made on the VAD 20 are accepted even if open reassignments remain on the MCO/MSO.
- NOTE:** For applicants who are unable to submit sufficient evidence of ownership, refer to [VLIC-3.555](#).
- Proof of purchase (when applicable), such as when:
 - Sale price of the vehicle is not written on the certificate of title or MCO/MSO, or
 - Sale price on a casual sale is determined too low by the system and the seller did not write the sale price on the title ([VLIC-4.625](#)).

NOTE: Proof of purchase price can include buyer's order, bill of sale (original or photocopy), or seller's declared sale price on the title, or Vehicle Price Certification ([SUT 1](#)).

 - For the scenarios listed in the two bullets above, the [SUT 1](#) must be signed by the seller or purchaser to certify sale price.
 - A handwritten [Bill of Sale](#) must be signed by both the seller and purchaser.
5. Identify and verify other required affidavits, forms, or certifications (e.g., Moped Certification ([VSA 31](#)), Assigned Vehicle Identification Number ([VSA 22](#)), etc.) by referring to the appropriate procedure pertaining to the type of vehicle or title being processed from the following list of VLIC chapters:
- [Title Transactions](#)
 - [Title by Vehicle Body Type](#)
 - [Title Types](#)
 - [Title Requirements](#)
 - [Title Compliance](#)
 - [Title Exceptions](#)
 - [Liens on Titles](#)

IMPORTANT: For off-road motorcycles converted to on-road use that are being titled as a motorcycle, follow guidelines in [VLIC-3.205](#) to forward documents and payment to the Titling Work Center at HQ. CSCs DO NOT process converted off-road motorcycles.

6. For documents that are questionable or potentially fraudulent, refer to the guidelines in [VLIC-3.510](#). When question remains, always request assistance from the CSC Manager/designee.
7. To check title authenticity, refer to reference manuals in the CSC as needed.
8. Verify that the odometer reading is disclosed according to the guidelines in [VLIC-3.520](#), is the most current odometer reading, and is consistent and sequential with prior odometer readings displayed on the titling documents.
 - If the odometer reading is blank, advise the customer to return to the seller for completion of the odometer reading.
9. Enter the correct odometer reading as recorded on the odometer disclosure accurately into the system.

IMPORTANT: The system does not accept an odometer reading lower than the last recorded odometer for that vehicle or than that returned from the Nation Motor Vehicle Titling Information Service (NMVTIS).

 - For odometer discrepancies or corrections follow guidelines in [VLIC-3.520](#).
 - For nonconventional vehicles with no odometer, follow guidelines in [VLIC-3.205](#).
10. Key the customer's title transaction in the system.
 - To process a title with more than 2 owner names listed on the application:
 - a. Key the first 2 owner names,
 - b. Place an Administrative HELD on the record to prevent the title from printing,
 - c. Finish processing the title transaction following guidelines in this procedure,
 - d. Inquire on the title record and, when authorized, process a maintain title owner transaction to add the remaining owner name(s) to the title record,
 - Request assistance from CSC management or designee if not authorized to add owner names to the record.
 - e. Release the Administrative HELD once all owners are added to the record. The Administrative HELD must be released to allow the title to print, providing all existing liens, or other conditions, are satisfied.
 - To process a title for a customer with Sun-Shading Medical Authorization:
 - a. Enter the title information,
 - b. Place a customer HELD on the record to prevent the title from printing,
 - c. Finish processing the title transaction, following guidelines in this procedure,
 - d. Upon completion of titling, process the Sun-Shading Medical Authorization Application ([MED 20](#)) in the customer's name, (refer to [DLG-2003](#))
 - e. Release the customer HELD once the authorization is added to the record. The customer HELD must be released to allow the title to print, provided all existing liens, or other conditions, are satisfied.
11. **ENSURE THAT ALL LIENS HAVE BEEN RECORDED.** (Refer to [VLIC-3.625](#)).
12. Process application for registration and license plates, when applicable, using the guidelines in [VLIC-4.000](#).
 - Collect fees. Sales and Use Tax (SUT)
 - For SUT exemption (refer to [VLIC-4.620](#)).
 - For the Non-Warranty SUT exemption (NW), enter the purchase date into the system as written on the titling documents. The system will determine eligibility for the exemption by calculating if it is being retitled within 45 days of original purchase date.
 - SUT is due for off-road motorcycles converted to on-road use based on the sale price. Off-road motorcycles converted for on-road use are titled only by the [Titling Work Center](#) at HQ.
 - For vehicles determined to have a low sales price by the system, refer to [VLIC-4.625](#).
 - Title Fee(s)
 - Registration Fee(s)
13. Notify the customer that the vehicle must comply with the following Virginia requirements before being driven on Virginia roads:
 - [Virginia Motor Vehicle Safety Inspection](#)

- Personal Property Tax/Locality Sticker,
 - Northern Virginia Emissions inspection requirements, unless exempt; refer to [VLIC-4.410](#)
 - Minimum insurance coverage; refer to [VLIC-4.405](#)
14. Ask customer if they would like DMV to maintain an electronic record of the title (no paper title is printed- refer to [VLIC-3.430](#)):
- If yes, complete the transaction and give the customer the registration card that prints.
 - If no, and there is no lien, give the paper title to the customer over-the-counter (titles with liens that are non-electronic print at Headquarters in overnight batch and are mailed to the lienholder).
 - Advise the customer that if they request DMV to maintain an electronic title, they will be required to present identification when requesting a paper title, refer to [VLIC-3.430](#).
15. Make a note on the application of any transaction documents that were required to process the transaction, including any transaction documents that are not retained by DMV (e.g., marriage certificate, divorce decree, death certificates, and/or original power of attorney drafted by a law firm) and return them to the customer.
16. Prepare documents with correct barcode coversheet and place in appropriate area for document preparation.

[Return to top of page](#)

POINTS TO REMEMBER

- CSCs do not process transactions for dealer or title agents working on behalf of the dealer (**customers, title loan companies and financial institutions are permitted to submit their own titling and registration application in a CSC**). Dealer transactions include titling, registration and issuing transport tags. Dealers must submit transaction requests to any one of the following locations and they will be processed within 5 business days of receipt:

Dealer Title Processing Locations			
Manheim Fredericksburg ¹ 120 Auction Drive Fredericksburg, VA 22406	Manheim Harrisonburg ¹ 3560 Early Road Harrisonburg, VA 22801	<<<<<REVISION Adesa Auto Auction ¹ 43375 Old Ox Road Dulles, VA 20166	American Auto Auction ¹ 656 S. Military Highway Virginia Beach, VA 23464 END REVISION>>>>>
1. Locations accept drop off and mailed dealer transactions.			

[Return to top of page](#)

DMV CONTACT CENTER ACTIONS

- Do NOT promise the acceptability of documents to customers.
- Do NOT use phrases like:
 - "You have everything you need, just go to a CSC and they will issue your document."
 - Use phrasing such as:
"The documents you have listed sound like they may be acceptable: The CSC will make the final determination of your eligibility to receive your Virginia title and/or registration card."

[Return to top of page](#)

RELATED LINKS

[Virginia Motor Vehicle Safety Inspection](#)
Vehicle Type Reference Guide ([DMV 275](#))

[Return to top of page](#)

CONTACT

For additional information contact:

- Your CSC Manager/Assistant Manager
- DMV Direct Help Desk at (804) 367-6646
- VSA/[Titling Work Center](#)