

Non-Conventional Vehicle Definitions

Va. Code 46.2-100

ELECTRIC POWER-ASSISTED BICYCLES	<ul style="list-style-type: none"> • A vehicle that travels on not more than 3 wheels in contact with the ground • Is equipped with pedals that allow propulsion by human power and an electric motor with an input of no more than 1,000 watts that reduces the pedal effort required of the rider • Shall be considered a vehicle when operated on the highway for traffic regulation purposes (Chapter 8 of Title 46.2-800)
FARM UTILITY VEHICLES	<ul style="list-style-type: none"> • Designed for off-road use • Is used as a farm, agricultural, or horticultural service vehicle • Generally having 4 or more wheels, bench seating for the operator and a passenger, a steering wheel for control, and a cargo bed • Does not include pickup or panel trucks, golf carts, low-speed vehicles, or riding lawn mowers
GOLF CART	<ul style="list-style-type: none"> • A self-propelled vehicle designed to transport persons playing golf and their equipment on a golf course
LOW-SPEED VEHICLES	<ul style="list-style-type: none"> • Any 4-wheeled electrically powered or gas-powered vehicle • Maximum speed is greater than 20 miles per hour, but not greater than 25 miles per hour • Is manufactured to comply with safety standards contained in Title 49 or the Code of Federal Regulations
MOPEDS	<ul style="list-style-type: none"> • Every vehicle that travels on not more than 3 wheels in contact with the ground • Has a seat no less than 24 inches in height, measured from the middle of the seat perpendicular to the ground • Has a gasoline, electric, or hybrid motor that: <ul style="list-style-type: none"> o Displaces 50 cubic centimeters or less, or o Has an input of 1500 watts or less • Is power-driven, with or without pedals that allow propulsion by human power • A moped shall be a motorcycle when operated at speeds in excess of 35 miles per hour • For purposes of traffic regulation (Va. Code Chapter 8) shall be a vehicle while operated on a highway • All “scooters” that are not “foot scooters” (refer to definition in Va. Code § 46.2-100) are considered to be mopeds if they are operated 35 miles per hour or less and are titled and registered as such. Pursuant to 46.2-800 et seq., a moped shall be a vehicle while operated on a highway.
MOTOR-DRIVEN CYCLE	<ul style="list-style-type: none"> • Every motorcycle that has a gasoline engine that displaces less than 150 cubic centimeters; has a seat less than 24 inches in height, measured from the middle of the seat perpendicular to the ground • Has no manufacturer issued vehicle identification number (VIN)
MOTORIZED SKATEBOARD OR FOOT-SCOOTER	<ul style="list-style-type: none"> • Every vehicle, regardless of the number of wheels in contact with the ground, that has no seat, but is designed to be stood upon by the operator • Has no manufacturer issued vehicle identification number (VIN) • Is powered by an electric motor having an input of no more than 1,000 watts or a gasoline engine that displaces less than 36 cubic centimeters • Includes vehicles with or without handlebars, but does not include “electric personal assistive mobility devices”
OFF-ROAD MOTORCYCLE	<ul style="list-style-type: none"> • Every motorcycle designed exclusively for off-road use by an individual rider with not more than 2 wheels in contact with the ground • Shall be deemed to be motorcycles unless otherwise provided for in Chapter 1 of Va. Code
TOY VEHICLE	<ul style="list-style-type: none"> • Any motorized or propellant-driven device • Has no manufacturer issued VIN • Is designed or used to carry any person or persons on any number of wheels, bearings, glides, blades, runners, or a cushion of air • Does not include electric personal assistive mobility devices
UTILITY VEHICLES	<ul style="list-style-type: none"> • A motor vehicle that is powered by a motor • Designed for off-road use • Used for general maintenance, security, agricultural, or horticultural purposes

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ELIGIBILITY

Non-Conventional Vehicle Titling and Registration Requirements				
Requirement:	All-Terrain Vehicle	Low-Speed Vehicle	Moped	Off-Road Motorcycle ¹⁻²
Titling	YES for ATVs that are: <ul style="list-style-type: none"> • Purchased new after 7/1/2006, AND • With engine displacements of more than 50cc (Otherwise titling is optional) 46.2-644.1 	YES 46.2-600 & 46.2-908.3 Sample MCO	YES 46.2-600	YES for off-road MCs: <ul style="list-style-type: none"> • Purchased new after 7/1/2006, AND • With engine displacements of more than 50cc or 1500 watts (Otherwise titling is optional) 46.2-644.1
Title fee	YES EXEMPT if purchased & used by a non-profit rescue squad 46.2-644.2 & 46.2-627	YES 46.2-627	YES 46.2-627	YES EXEMPT if purchased & used by a non-profit rescue squad 46.2-644.2 & 46.2-627
Registration, License Plates, Decals	NO 46.2-619 & 46.2-679.1	YES Special Low Speed Vehicle Plates 46.2-908.3 & 46.2-711	YES 46.2-600	NO 46.2-619 & 46.2-679.1
\$10 Registration Renewal Late Fee	N/A	YES	YES	N/A
<<<<<REVISION Highway Use Fee	N/A	YES 46.2-772 END REVISION>>>>>	NO 58.1-2249	N/A
Emissions	N/A	NO 46.2-908.3	N/A	N/A
Sales & Use Tax	YES Taxed at different tax rates (VLIC-4.620) 58.1-602	YES	YES Taxed at different tax rates (VLIC-4.620) 58.1-602	YES Taxed at different tax rates (VLIC-4.620) 58.1-602
Age Required to Operate	<ul style="list-style-type: none"> • 16 yrs or more, OR • Between 12 & 16yrs for engines 90cc or less OR • Less than 12yrs for engines 70cc or less 46.2-915.1 	--	16 years of age	--
Minimum Liability Insurance	NO 46.2-705	YES 46.2-908.3	NO 46.2-705	NO 46.2-705
Odometer Reading	NO (system requires odometer to title) 46.2-629	NO (system requires odometer to title) 46.2-629	NO (system requires odometer to title) 46.2-629	NO (system requires odometer to title) 46.2-629
Driver's License, or Identification	N/A	YES (Driver's License, Learner's Permit, TDP) 46.2-300 & 46.2-908.3	YES Must carry govt. issued photo ID with name, address, date of birth) 46.2-914	N/A
Safety Equipment (When used on public street or highway)	<ul style="list-style-type: none"> • Helmets are required when operating on approved public highways 46.2-915.1 	Head lights, brake lights, tail lights, reflex reflectors, emergency or parking brake, external rearview mirror, internal rearview mirror, windshield, wind- shield wipers, speedometer, odometer, brake for each wheel, safety belt system 46.2-908.2	When operated on a public street: <ul style="list-style-type: none"> • Safety glass or windshield, OR • Face shield, safety glasses or goggles, AND • Operators & passengers must wear protective helmets 46.2-915.2 	--
Maximum speed	<ul style="list-style-type: none"> • Only in Buchanan & Tazewell Counties restricted to speeds of 25 mph or less 46.2-915.1 	<ul style="list-style-type: none"> • Greater than 20 mph, but no more than 25 mph • May not operate on public highways with speed limits greater than 35 mph. 46.2-100 	<ul style="list-style-type: none"> • 35 mph 46.2-100 	N/A

Non-Conventional Vehicle Titling and Registration Requirements

Requirement:	All-Terrain Vehicle	Low-Speed Vehicle	Moped	Off-Road Motorcycle ^{1, 2}
<p>¹ The titling and registration guidelines in this table do not apply to off-road motorcycles converted for on-road use. To title converted off-road motorcycles as a motorcycle, all transaction documents and fees must be mailed directly to the Titling Work Center by the customer, or dropped at a CSC for forwarding to the Titling Work Center (refer to forwarding guidelines in this procedure). CSCs do not title and register off-road motorcycles converted for on-road use.</p> <p>² Dirt bikes are subject to the same titling requirements as off-road motorcycles for both standard titling and after conversion for on-road use.</p>				

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CUSTOMER REQUIREMENTS

1. Submit a completed "Application for Certificate of Title and Registration" [VSA 17A](#).
2. Submit acceptable proof of ownership:
 - For ATVs, low-speed vehicles, and off-road motorcycles purchased **new**, submit an MCO or MSO,
 - For mopeds purchased **new**, submit:
 - MCO/MSO, or
 - Bill of sale from the retail outlet where purchased.
 - For ATVs, low-speed vehicles, mopeds, and off-road motorcycles purchased **used**:
 - Virginia or out-of-state title, or
 - Bill of sale or other appropriate ownership document, or
 - For mopeds or ATVs, signed and notarized Moped or All-Terrain Vehicle Affidavit in Lieu of Title ([VSA 12M](#)).

<<<<<REVISION

NOTE: Low-speed vehicle ownership documents must indicate that the vehicle conforms to Federal Regulations under [Title 49 C.F.R. Part 571.500](#). (See [Sample MCO](#) for reference)

- If the ownership document, whether an MCO or out of state title, does not indicate conformity to Title 49, the customer must obtain confirmation of conformity on letterhead from the manufacturer. Only the manufacturer is eligible to provide this confirmation. **END REVISION>>>>>**

NOTE: Applications to title and register off-road motorcycles converted to on-road use must be processed by the Titling Work Center at HQ (not processed in the CSC).

- Required documents and fees:
 - Acceptable proof of ownership,
 - Completed and signed [VSA 17A](#),
 - Requires an odometer reading.
 - Completed and signed Converted Off-Road Motorcycle Certification ([VSA 130](#)),
 - Must be signed by the manufacturer or builder of the converted off-road motorcycle (may, or may not be the applicant), and
 - Must be signed by the applicant.
 - Fees,
 - Title fee,
 - Registration fee (if applicable),
 - SUT based on the sale price of the vehicle as recorded on the MCO/MSO, title, application, and/or bill of sale (refer to [Basic Document Requirements to Title a Motor Vehicle](#) table in [VLIC-3.105](#)).

NOTE: If the off-road motorcycle was titled in the applicant's name prior to its conversion and he is applying for a body type change with no sale of the vehicle, refer to the Body Type Change procedure ([VLIC-3.410](#)).

- Customers may mail required documents and fees to the Titling Work Center address below:

Virginia Department of Motor Vehicles
Titling Work Center
Converted Off-Road Motorcycle
P.O. Box 27412
Richmond, VA 23269

OR

- Submit to a CSC for forwarding.

3. A completed and signed Moped Certification ([VSA 31](#)) MUST BE submitted with the title application for all moped title transactions.
4. For ATVs and off-road motorcycles, proof of purchase by a non-profit rescue squad to exempt the title fee pursuant to Va. Code § [46.2-644.2](#).
5. Provide proof of address. (Refer to [VLIC-3.530](#).)
6. Pay the appropriate fees.
 - SUT is charged at different rates for mopeds, ATVs, and off-road motorcycles (refer to [VLIC-4.620](#)).

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FRONT COUNTER CSR

1. To determine title and registration eligibility, refer to the [Non-Conventional Vehicle Titling and Registration Requirements](#) table, above.
 - a. Carefully review all submitted proof of ownership documents and compare the information to the definitions for each vehicle type to make an accurate determination of the type of vehicle for which application is made, AND
 - b. Review the requirements for that type of vehicle on the [Non-Conventional Vehicle Titling and Registration Requirements](#) chart. Do not send applicants away, or advise that titling and registration is required, until the vehicle type is accurately identified.
2. Verify submission of the following:
 - Completed and signed VSA 17A,
 - Odometer readings are not required for ATVs, Low Speed Vehicles, Mopeds, or Off-Road Motorcycles to be eligible to title. However, the system requires an odometer reading and code be entered to allow the title to process. To bypass this requirement, follow the guidelines below:
 - If the vehicle has an odometer, record the mileage as reported by the customer,
 - If the vehicle has no odometer, key the appropriate odometer brand (M) in the system.

NOTE: Off-road motorcycles (or dirt bikes) converted for on-road use being titled as motorcycles must report an odometer reading for the vehicle as required on transaction documents being forwarded to the Titling Work Center.
 - Proof of ownership document:
 - MCO/MSO for ATVs, low-speed vehicles, and off-road motorcycles purchased new (with the license number of the motorcycle dealer from whom purchased)
 - Mopeds purchased new:
 - MCO/MSO from the motorcycle dealer (with the license number of the motorcycle dealer), or
 - A bill of sale from the retail outlet where purchased

NOTE: Check the MCO/MSO closely. The MCO/MSO may indicate the vehicle type is a motorcycle or motor scooter, but the vehicle must be titled as a moped when the following is true:

 - VSA 17A and/or VSA 31 submitted by the customer at time of titling indicates the body type is a moped, and
 - Engine capacity for the vehicle is 50 cc or less or has an input of 1500 watts or less, and

IMPORTANT: DO NOT TITLE THE VEHICLE AS A MOPED if the MCO/MSO indicates the engine capacity is greater than 50 cc or 1500 watts. If the engine capacity exceeds 50 cc or 1500 watts, the moped is titled as a motorcycle.

 - Vehicle is not a foot-scooter (refer to the definition in Va. Code § [46.2-100](#)), and
 - Customer will operate the vehicle at speeds of 35 miles per hour or less.
 - ATVs, low-speed vehicles, mopeds, or off-road motorcycles purchased used:
 - Virginia or out-of-state title, or
 - Bill of sale or other appropriate ownership document, or
 - For mopeds or ATVs, a signed and notarized Moped or All-Terrain Vehicle Affidavit in Lieu of Title (VSA 12M) when title is not available due to loss, unlawful detainment, or other legitimate circumstance.
 - A completed and signed Moped Certification ([VSA 31](#)) MUST BE submitted with the title application for all moped title transactions.

- Inform moped owners that any moped operated at speeds exceeding 35 miles per hour OR that has a motor size exceeding 50 cc/1500 watts must be titled as a motorcycle. Additionally, operating a moped in excess of 35 miles per hour requires the operator to comply with all applicable motorcycle requirements and is a traffic infraction punishable by a fine.
- To exempt the title fee for non-profit rescue squads purchasing an ATV or off-road motorcycle, a proof of purchase must be submitted.

NOTE: For customer submitting documents and payment to title and register an off-road motorcycle for on-road use, forward to the Titling Work Center at HQ all documents and fees following guidelines below:

- Fasten all [required documents and payment](#) (see Customer Requirements above) together and place in a manila envelope,
 - Address the envelope to the Titling Work Center address below:
 - Virginia Department of Motor Vehicles
 - Titling Work Center
 - Converted Off-Road Motorcycle
 - P.O. Box 27412
 - Richmond, VA 23269
 - Place the manila envelope in the designated area on the back counter for pickup.
3. Refer to the [Non-Conventional Vehicle Titling and Registration Requirements](#) table for required fees and additional non-conventional vehicle requirements.
- The following non-conventional vehicles may be titled at the discretion of the owner for the purpose of showing ownership, recording a lien, or for other reasons:
 - Electric personal assistive mobility devices,
 - Electric power-assisted bicycles,
 - Farm utility vehicles,
 - Motor-driven cycles,
 - Motorized skateboard or foot-scooter,
 - ATVs and off-road motorcycles purchased used,
 - Toy vehicles or utility vehicles (including farm utility vehicles).
4. Continue processing the original title in accordance with [VLIC-3.000](#).
- For used ATVs and mopeds for which a title is not available, process the title in accordance with guidelines in [VLIC-3.555](#).

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DMV CONTACT CENTER ACTIONS

- Mopeds operated faster than 35 miles per hour:
 - Must be titled and registered as a motorcycle,
 - Rider must possess a motorcycle license, and
 - Riders stopped by law enforcement while traveling faster than 35 miles per hour on a moped that is not titled and registered as a motorcycle may face penalties.
- Operation of a moped is prohibited on any Interstate Highway System. Violations of the moped laws are considered a traffic infraction and convictions will appear on your driving record.
- Restricted driving privileges have no impact on a person's privilege to operate a moped unless the court granted restricted driving privileges **DURING** a revocation period for:
 - Habitual Offenders
 - Convictions relating to driving while intoxicated (alcohol or drugs)
 - Conviction or driving after illegally consuming alcohol
 - Refusing blood/breath test]
 - Driving while suspended or revoked for DUI.
- A moped rider may not operate a moped if:
 - Adjudged a habitual offender **or**
 - Revoked/suspended for DUI
- 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."

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POINTS TO REMEMBER

1. Minimum sales and use tax (SUT) requirements do not apply to mopeds, ATVs or off-road motorcycles (refer to [VLIC-4.620](#)). SUT for these vehicles is calculated based on the actual sales price. Additionally, because no NADA trade-in value is available for these vehicles, SUT is based on the NADA average retail value when there is no sales price available (refer to the [Internet NADA Guide](#)).
2. All mopeds MUST be titled and registered on or after July 1, 2014 before being operated on public highways.
3. Once registered, moped owners who renew the registration late are required to pay the late renewal fee.
4. ATVs, low-speed vehicles, mopeds, dirt bikes and off-road motorcycles are not required to disclose the odometer reading at time of transfer.
5. Off-road motorcycles (or dirt bikes) converted for on-road use, are required to disclose the odometer reading at time of titling.
6. Off-road motorcycles (or dirt bikes) converted for on-road use and certified compliant with FMVSS are titled as motorcycles and are no longer considered non-conventional vehicles (refer to [VLIC-3.410](#)).
7. A low-speed vehicle must be registered and display special Low-Speed Vehicle license plates (not standard stock passenger plates) before being operated on Virginia roadways.
8. A completed and signed Moped Certification ([VSA 31](#)) must be submitted with the title application for all moped title transactions.
9. Check the MCO/MSO for mopeds closely to determine the stated engine capacity. Mopeds with engine capacities of greater than 50 cubic centimeters (cc) OR inputs greater than 1500 watts must be titled as motorcycles.
10. Sales and use tax is charged standard rates when titling:
 - Dirt bikes and off-road motorcycles that have been converted for on-road use (titled as motorcycles)
 - Low-speed vehicles.
11. Sales and use tax is charged at different rates when titling (refer to [VLIC-4.620](#)):
 - ATVs
 - Mopeds
 - Key the dealer number code in the system for mopeds purchased at retail outlets (non-dealer).
 - Off-road motorcycles.

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CONTACT

For additional information contact :

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