POLICY

Title: Non-Conventional Vehicles-Title Requirements

Effective Date: 07/01/2006
Revision Date: July 1, 2019

Authority: Code of Virginia §§ 18.2-272, 46.2-100, 46.2-300, 46.2-600, 46.2-602, 46.2-602.4, 46.2-613, 46.2-625, 46.2-619, 46.2-627, 46.2-629, 46.2-644.1, 46.2-644.2, 46.2-662, 46.2-679.1, 46.2-679.2, 46.2-694, 46.2-705, 46.2-711, 46.2-714, 46.2-715, 46.2-720, 46.2-721, 46.2-908.2, 46.2-908.3, 46.2-914, 46.2-915.1, 46.2-915.2.

Policy:

Owners of all-terrain vehicles (ATVs) and off-road motorcycles must apply for a certificate of title in their name when:

- Purchased new after July 1, 2006, and
- Powered by gasoline or diesel engines displacing more than 50 cubic centimeters.

ATVs and off-road motorcycles that are purchased used, regardless of the engine displacement, are not required to be titled, but may be titled upon application by the owner (see Exception).

Low-speed vehicles must be registered and display special (not standard stock) Low-Speed Vehicle license plates before being operated on Virginia roadways.

Mopeds MUST be titled, registered and display a moped license plate before being operated on Virginia roadways.

<<<<<REVISION

ATVs, mopeds, and off-road motorcycles are required to pay motor vehicle sales and use tax (SUT) at time of titling (Va. Code § 58.1-602). SUT is not collected on Mopeds, ATVs, or off-road motorcycles purchased in a casual sale and titled in Virginia but garaged out-of-state (refer to VLIC-4.620). END REVISION>>>>>

Exception:

- An off-road motorcycle that is converted for on-road use and certified by the manufacturer/builder as compliant with the Federal Motor Vehicle Safety Standards (FMVSS) is no longer a non-conventional vehicle and must be titled and registered as a motorcycle by the Titling Work Center at Headquarters before being driven on Virginia roadways.

DEFINITIONS

Non-Conventional Vehicle Definitions
Va.Code 46.2-100

ALL-TERRAIN VEHICLES

- Motor vehicle having 3 or more wheels
- Powered by a motor
- Is manufactured for off-highway use
- Does not include 4-wheeled vehicles commonly known as “go-carts” that have low centers of gravity and are typically used in racing on relatively level surfaces, nor does the term ATV include riding lawn mowers

ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES

- A self-balancing 2-nontandem-wheeled device that is designed to transport only one person [non-tandem means wheels not placed one behind the other, as on a Segway device]
- Powered by an electric propulsion system that omits the device’s maximum speed to 15 miles per hour or less
- Shall be considered a vehicle when operated on the highway for traffic regulation purposes (Chapter 8 of Title 46.2)
### Non-Conventional Vehicle Definitions

**Va.Code 46.2-100**

| **Electric Power-Assisted Bicycles** | • 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** | • 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** | • A self-propelled vehicle designed to transport persons playing golf and their equipment on a golf course |
| **Low-Speed Vehicles** | • 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** | • 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:  
  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 |
| **Motor-Driven Cycle** | • 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** | • 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** | • 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** | • 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** | • 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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# Non-Conventional Vehicle Titling and Registration Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>All-Terrain Vehicle</th>
<th>Low-Speed Vehicle</th>
<th>Moped</th>
<th>Off-Road Motorcycle 1, 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Titling</strong></td>
<td>YES for ATVs that:</td>
<td>YES 46.2-600</td>
<td>YES</td>
<td>YES for off-road MCs:</td>
</tr>
<tr>
<td></td>
<td>• Purchased new after 7/1/2006, AND 46.2-644.1</td>
<td>&amp; 46.2-908.3</td>
<td>&amp; 46.2-600</td>
<td>• Purchased new after 7/1/2006, AND</td>
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<tr>
<td></td>
<td>• With engine displacements of more than 50cc (Otherwise titling is optional) 46.2-644.1</td>
<td></td>
<td>&amp; 46.2-908.3</td>
<td>• With engine displacements of more than 50cc or 1500 watts (Otherwise titling is optional) 46.2-644.1</td>
</tr>
<tr>
<td><strong>Title fee</strong></td>
<td>YES</td>
<td>YES 46.2-627</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>EXEMPT if purchased &amp; used by a non-profit rescue squad 46.2-644.1 &amp; 46.2-627</td>
<td></td>
<td>46.2-627</td>
<td>EXEMPT if purchased &amp; used by a non-profit rescue squad 46.2-644.1 &amp; 46.2-627</td>
</tr>
<tr>
<td><strong>Registration, License Plates, Decals</strong></td>
<td>NO 46.2-619 &amp; 46.2-679.1</td>
<td>YES Special Low Speed Vehicle Plates 46.2-908.3 &amp; 46.2-711</td>
<td>YES 46.2-600</td>
<td>NO 46.2-619 &amp; 46.2-679.1</td>
</tr>
<tr>
<td><strong>$10 Registration Renewal Late Fee</strong></td>
<td>N/A</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Electric Vehicle Tax</strong></td>
<td>N/A</td>
<td>YES</td>
<td>NO 58.1-2249</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Emissions</strong></td>
<td>N/A</td>
<td>NO 46.2-908.3</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Sales &amp; Use Tax</strong></td>
<td>YES Taxed at different tax rates (VLIC-4.620 58.1-602)</td>
<td>YES Taxed at different tax rates (VLIC-4.620 58.1-602)</td>
<td>YES</td>
<td>YES Taxed at different tax rates (VLIC-4.620 58.1-602)</td>
</tr>
<tr>
<td><strong>Age Required to Operate</strong></td>
<td>16 yrs or more, OR 46.2-915.1</td>
<td>-- 16 years of age</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>• Between 12 &amp; 16 yrs for engines 90cc or less OR</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Less than 12 yrs for engines 70cc or less 46.2-915.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Liability Insurance</strong></td>
<td>NO 46.2-705</td>
<td>YES 46.2-908.3</td>
<td>NO 46.2-705</td>
<td>NO 46.2-705</td>
</tr>
<tr>
<td><strong>Odometer Reading</strong></td>
<td>NO 46.2-629</td>
<td>(system requires odometer to title) 46.2-629</td>
<td>NO 46.2-629</td>
<td>NO 46.2-629</td>
</tr>
<tr>
<td><strong>Driver’s License, or Identification</strong></td>
<td>N/A (system requires odometer to title) 46.2-629</td>
<td>YES (Driver’s License, Learner’s Permit, TDP) 46.2-300 &amp; 46.2-908.3</td>
<td>YES Must carry govt. issued photo ID with name, address, date of birth) 46.2-914</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Safety Equipment</strong> (When used on public street or highway)</td>
<td>46.2-915.1</td>
<td>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</td>
<td></td>
<td>When operated on a public street:</td>
</tr>
<tr>
<td></td>
<td>• Helmets are required when operating on approved public highways 46.2-915.1</td>
<td></td>
<td></td>
<td>• Safety glass or windshield, OR</td>
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<td></td>
<td></td>
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<td></td>
<td>• Face shield, safety glasses or goggles, AND</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• Operators &amp; passengers must wear protective helmets 46.2-915.2</td>
</tr>
<tr>
<td><strong>Maximum speed</strong></td>
<td>25 mph or less 46.2-915.1</td>
<td>• Greater than 20 mph, but no more than 25 mph 46.2-2-100</td>
<td></td>
<td>35 mph 46.2-100</td>
</tr>
</tbody>
</table>

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.

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.

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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).

**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).

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
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.
  
- 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)
  - Moped 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
  
- 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.

DMV DIRECT ACTIONS

<<<<<REVISION

- 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 END REVISION>>>>>
- 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."
  - "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."

POINTS TO REMEMBER

<<<<<REVISION

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). END REVISION>>>>>
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.

VLIC-3.205
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.

CONTACT
For additional information contact:
- Your CSC Manager/Assistant Manager
- DMV Direct Help Desk at (804) 367-6646
- VSA/Titling Work Center