

Vehicle Licensing Guide

Trailers-Homemade and Kits-Application for Title VLIC-3.235

Original Date: 05/10/2006

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POLICY	
Title: Trailers-Homemade and Kits-Application for Title	
Effective Date: May 10, 2006	Revision Date: April 10, 2019
Authority: Code of Virginia: §§ 29.1-800 , 46.2-600 , 46.2-623 , 46.2-628 , and 46.2-1105	
Policy: Trailers must be titled and registered before being operated on Virginia roadways. Trailers must have a Vehicle Identification Number (VIN) on the trailer before being eligible for title and registration. DMV will assign a VIN and issue a VIN plate for installation on homemade trailers upon application by its owner.	
Exception: <<<<REVISION <ul style="list-style-type: none">Trailers made from a kit, or by a manufacturer that have a lost, stolen, or destroyed VIN plate are not eligible to apply for a VIN plate from a CSC. Refer applications for VIN plate to Vehicle Branding Work Center (refer to VLIC-3.460 or Service Provider Options for VIN Issue/Assign/Correct table). END REVISION>>>>	

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DEFINITIONS

Camping Trailer – A recreational vehicle constructed with collapsible partial side walls that fold for towing by a consumer-owned tow vehicle and unfold at the campsite to provide temporary living quarters for recreational, camping, or travel use.

Homemade Trailer - A trailer assembled from parts without a trailer kit.

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 semitrailers but not manufactured homes, watercraft trailers, camping trailers, or travel trailers.

Trailer Kit - A kit containing a number of parts to be assembled as a trailer. The kit includes the Manufacturer's Statement of Origin (MSO) or the Manufacturer's Certificate of Origin (MCO) and a VIN plate.

Travel Trailer- A vehicle designed to provide temporary living quarters for recreational, camping, or travel use of such size or weight so as not to require a special highway movement permit when towed by a consumer-owned tow vehicle.

NOTE: Trailers on which solid buildings are constructed or attached that have 320 square feet or less and are intended for use as living quarters (commonly referred to as "tiny homes") are considered to be "travel trailers" and shall be titled and registered as such in the system.

Watercraft Trailer – Any new or used trailer specifically designed to carry a watercraft or a motorboat and purchased, sold, or offered for sale by a watercraft dealer license under Chapter 8 (§ [29.1-800](#) et seq.) of Title 29.1.

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CUSTOMER REQUIREMENTS

Applying for VIN-Homemade Trailer:

1. Submit the Application for Assigned Vehicle Identification Number (VIN) ([VSA 22](#)).
2. Pay the VIN plate fee.
3. Install the VIN plate on the homemade trailer following instructions on the [VSA 22](#).
4. Request a Virginia law enforcement officer to inspect the VIN and sign the [VSA 22](#).

Applying for Trailer Title:

1. Submit the appropriate application and supporting documents based on the type of trailer purchased using the table below:

Documents Required to Title Based on Trailer Type				
New Trailer	Used Trailer with VA Title	Used Trailer Titled and/or Registered Out-of-State	Trailer Kit	Homemade Trailer
<ul style="list-style-type: none"> • Application for Certificate of Title and Registration (VSA 17A) • Manufacturer's Certificate of Origin¹ (MCO), or Manufacturer's Statement of Origin¹ (MSO), or Dealer Invoice • Weight receipt, if available^{2,3} 	<ul style="list-style-type: none"> • Application for Certificate of Title and Registration (VSA 17A) • Properly assigned Virginia title • Weight receipt, if available^{2,3} 	<ul style="list-style-type: none"> • Application for Certificate of Title and Registration (VSA 17A) • Properly assigned out-of-state title • Weight receipt, if available^{2,3} <p>NOTE: If the state of registration does not issue titles for trailers, see VLIC-3.555.</p>	<ul style="list-style-type: none"> • Application for Certificate of Title and Registration (VSA 17A) • MCO/MSO¹, and • Bill of sale or cash register receipt 	<ul style="list-style-type: none"> • Application for Certificate of Title and Registration (VSA 17A) • Application for Assigned Vehicle Identification Number (VSA 22), signed by law enforcement officer • Weight receipt, if available^{2,3}
<p>¹ Signature not required on MCO/MSO for trailers weighing less than 3,000 lbs, or for trailer kits purchased from a retail outlet. (Retail outlets are not licensed dealers, therefore not required to sign the title.)</p> <p>² Weight receipt must include the trailer year, make, and VIN (not required for boat trailers).</p> <p>³ If no weight receipt is available, and empty weight is not stated on the ownership document, empty weight on the VSA 17A is accepted.</p>				

2. Refer to [VLIC-3.000](#) for additional titling requirements.

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FRONT COUNTER CSR PROCESS

Issuing a VIN Plate-Homemade Trailer:

1. Verify submission of the [VSA 22](#).
2. Process the VIN plate in the system.
3. Issue the VIN plate in system,
4. Collect the fee,
5. Return the [VSA 22](#) to the customer,
6. Advise the customer to:
 - a. Install the VIN plate on the homemade trailer following instructions on the [VSA 22](#),

- b. Request a Virginia law enforcement officer to inspect and certify installation by signing the [VSA 22](#).
- c. Return the signed, certified [VSA 22](#) to DMV with other required documents for titling.

Titling A Trailer:

1. Verify submission and acceptability of required application(s) and supporting documents based on the type of trailer purchased using the table below:

Documents Required to Title Based on Trailer Type				
New Trailer	Used Trailer with VA Title	Used Trailer Titled and/or Registered Out-of-State	Trailer Kit	Homemade Trailer
<ul style="list-style-type: none"> • VSA 17A • Manufacturer's Certificate of Origin¹ (MCO), or • Manufacturer's Statement of Origin¹ (MSO), or • Dealer Invoice • Weight receipt, if available^{2,3} 	<ul style="list-style-type: none"> • VSA 17A • Properly assigned Virginia title • Weight receipt, if available^{2,3} 	<ul style="list-style-type: none"> • VSA 17A • Properly assigned out-of-state title • Weight receipt, if available^{2,3} <p>NOTE: If the state where registered does not issue trailer titles, use VLIC-3.555.</p>	<ul style="list-style-type: none"> • VSA 17A • MCO/MSO¹, and • Bill of sale or cash register receipt 	<ul style="list-style-type: none"> • VSA 17A • VSA 22, signed by law enforcement officer • Weight receipt, if available^{2,3}
<p>¹ Signature not required on MCO/MSO for trailers weighing less than 3,000 lbs, or for trailer kits purchased from a retail outlet. (Retail outlets are not licensed dealers, therefore not required to sign the title.)</p> <p>² Ensure weight receipt includes the trailer year, make, and VIN (not required for boat trailers).</p> <p>³ If no weight receipt is available, and empty weight is not stated on the proof of ownership document, accept empty weight written on the VSA 17A. Customers are NOT turned away for a weight receipt.</p>				

2. For customers unable to submit a title for a trailer titled and/or registered out-of-state:
 - a. Check the NADA guidebook to determine if the state of registration issued titles for trailers at the time it was registered.
 - If the state issued titles for trailers, advise the customer they must submit a certificate of title from that state assigned to, or in the name of the applicant before being eligible to title the trailer in Virginia.
 - If the state does not issue titles for trailers, process the transaction following guidelines in [VLIC-3.555](#).
3. Continue processing title in accordance with [VLIC-3.000](#).
4. Collect fees:
 - Titling fee
 - Registration fee
 - Sales and use tax
 - For trailer kits purchased at a retail outlet, if the retail tax paid at the retail outlet is lower than the SUT required at DMV, the customer pays the difference between the retail tax paid and the greater of 4.15% SUT of the purchase price, or minimum SUT.

EXAMPLE: Customer purchased a kit from Lowe's for \$149.99.

The Virginia retail tax paid to Lowe's was \$7.95 (5.3% sales tax).

SUT is due to DMV at a rate of 4.15% of the purchase price, or a minimum of \$75.00, whichever is greater.

Because 4.15% of the purchase price of \$149.99 is only \$6.22, it doesn't meet the minimum SUT requirement of \$75.00. Therefore, the customer must pay SUT equal to the difference between the \$7.95 retail tax paid to Lowes and the minimum SUT of \$75.00.

\$75.00 – required minimum SUT due
- 7.95 – state retail tax paid to Lowes-credited towards SUT due
\$67.05 – remaining SUT due to DMV

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POINTS TO REMEMBER

- Any person, who owns a trailer or semi trailer, before it is operated on any highway, must obtain a certificate of title and registration for the vehicle.
 - There are three types of trailers:
 - Manufactured trailer purchased from a licensed trailer dealer or from an individual.
 - Trailer Kit- A set containing a number of parts to be assembled as a trailer. The kit includes the Manufacturer's Statement of Origin (MCO) and a VIN plate.
 - Homemade Trailer- A trailer assembled from parts without a trailer kit.
 - Examples of trailer body types are: watercraft trailer, camping (pop-up included) trailer, travel trailer, horse trailer, utility trailer, and semi trailer (half of a tractor-trailer) etc.
 - Trailers on which solid buildings are constructed or attached that have 320 square feet or less and are intended for use as living quarters (commonly referred to as "tiny homes") are considered to be "travel trailers" and shall be titled and registered as such in the system.
 - Trailer kits come complete with everything needed to put the trailer together including the directions and the Manufacturer's Certificate of Origin (MCO). The customer will construct the trailer, including installing a VIN plate that the manufacturer provided, using specific instruction for its installation.
 - Any trailer that is assembled from parts without a trailer kit is known as a homemade trailer.
 - The customer must purchase a VIN plate from DMV for homemade trailers by applying to a Customer Service Center or by Mail.
 - Customer Service Center requirements:
 - The customer will submit an "Application for Assigned Vehicle Identification Number" (VSA-22), and pay appropriate fee.
 - The customer will follow the instructions on the back of the VSA-22 to install the VIN plate and request a Virginia Law Enforcement Officer to inspect and verify proper installation.
 - By mail:
 - The customer may apply for a VIN plate by completing a VSA-22, filling out the vehicle information section, owner information section and the homemade trailer section.
- <<<<<REVISION
- If the vehicle is not yet titled in the customer's name, submit the [VSA 17A](#). **END REVISION>>>>>**
 - Mail the written request, including the appropriate fee in the form of check or money order, to: Virginia Department of Motor Vehicles, ATTN: Titling Work Center, P.O. Box 27412, Richmond, VA 23220.
- All trailers may be issued permanent or annual license plates. If the customer chooses permanent plates, they will not be required to renew the registration for as long as they own the trailer. Permanent plates may not be transferred, nor can registration fees be refunded (refer to [VLIC-4.420](#)).
 - No customer should be turned away for a weight receipt for the trailer if the empty weight is written on the [VSA 17A](#).

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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."

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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](#)