

## Vehicle Licensing Guide

### Abandoned Vehicle - Application for Title or Non-Repairable Certificate VLIC-3.305

**Original Date:** 07/01/1976

**Revision Date:** 07/01/2024

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POLICY	
<b>Title:</b> Abandoned Vehicle - Application for Title or Non-Repairable Certificate	
<b>Effective Date:</b> July 1, 1976	<b>Revision Date:</b> October 1, 2016
<b>Authority:</b> Code of Virginia §§ <a href="#">1-230</a> , <a href="#">46.2-1200</a> , <a href="#">46.2-1201</a> , <a href="#">46.2-1202</a> , <a href="#">46.2-1202.1</a> , <a href="#">46.2-1203</a> , <a href="#">46.2-1206</a> , <a href="#">55-416</a> through <a href="#">55-423</a>	
<b>Policy:</b> DMV provides an online Abandoned Vehicle Process (AVP) for persons* to use to ensure compliance with statutory notification requirements for handling abandoned vehicles, or manufactured homes, in their possession. After completion of all online AVP requirements, the person may then apply to title the vehicle, or manufactured home, in their name, or sell it to a third party purchaser at auction or in a casual sale.  Localities can choose to process abandoned vehicles according to their own local statutes and sell them at auction, or they can use DMV's online AVP. If a locality does not have statutes that address abandoned vehicles they must use DMV's online AVP.  * Persons include any individual, locality, government, political subdivision, business, or authorized representative of such, in possession of an abandoned motor vehicle as defined in VA Code.	
<b>Exceptions:</b> <ul style="list-style-type: none"><li>VA Code (<a href="#">46.2-1207</a>) permits a locality, government or political subdivision in possession of an <b>in-operable</b> abandoned vehicle to transfer the vehicle directly to a demolisher or scrap metal processor without a title and without complying with vehicle owner notification requirements.</li></ul>	
<b>&lt;&lt;&lt;&lt;&lt;REVISION</b> <ul style="list-style-type: none"><li>Towing, recovery, repair, and storage facilities (including self-storage facilities) are excluded from using the online AVP and must process vehicles in their possession using the Mechanics and Storage Lien process (refer to <a href="#">VLIC-3.345</a>).<b>END REVISION&gt;&gt;&gt;&gt;&gt;</b></li></ul>	

## DEFINITIONS

**Abandoned Motor Vehicle** - a motor vehicle, trailer, or semi-trailer that:

- is left unattended on public property, for more than forty-eight hours in violation of a state law or local ordinance, or
- has remained for more than forty-eight hours on private property without the consent of the property's owner, regardless of whether it was brought onto the private property with the consent of the owner or person in control of the private property, or
- is left unattended on the shoulder of a primary highway.

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## ONLINE AVP OVERVIEW

Once a customer initiates the online Abandoned Vehicle Process (AVP):

- The AVP system searches DMV records, the National Motor Vehicle Titling Information System (NMVTIS) records, and the National Crime Information Center (NCIC) for the vehicle's owner(s) and lienholder(s).
- Identified owners and lienholders are sent notice to reclaim and remove abandoned vehicles within 15 days, or, for abandoned manufactured or mobile homes, 120 days from the date of notice.
- To sell or title an unclaimed abandoned vehicle in their name, the applicant must post their intent to auction in step two of the AVP and wait 21 days.
- Once all AVP requirements are complied, the applicant may title the vehicle in their name, or sell it to a third party purchaser at auction or in a casual sale.
- When an AVP record search finds no owners or lienholders, the applicant may sell or transfer the vehicle directly to a demolisher or scrap metal processor.

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## CUSTOMER REQUIREMENTS

1. Complete Abandoned Vehicle Process (AVP) on DMV's website
  - Out of state customers are eligible to use DMV's online AVP as long as the abandoned vehicle is located on their Virginia property.
2. Submit the following:
  - "Application for Certificate of Title and Registration" ([VSA 17A](#)), or "Application for Certificate of Title-Manufactured Home" ([VSA 17B](#)) (If title is available, it may also be submitted)
  - "Vehicle Removal Certificate" ([VSA 40](#))
  - "Application for Non-Repairable Certificate" ([VSA 57](#)) (required ONLY if vehicle is declared as non-repairable)

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- Abandoned Vehicle Process Fee Receipt (AVP receipt) from the online AVP transaction
  - If the AVP receipt shows the vehicle is titled in another state:
    1. (a) vehicle transcript or certification from the state in which the vehicle was titled indicating the last names(s) and address(es) of the previous owner(s)/lienholder(s), **AND**  
(b) proof that the owner(s)/lienholder(s) have been notified by certified mail (attach signed return receipt, or unopened certified mail with return receipt marked undeliverable)
    - OR**
    2. If the abandoned vehicle is in possession of a business that acquired the vehicle from an insurance company in connection with a total loss unresolved claim and they have obtained the vehicle owner and/or lienholder information from a nationally recognized title database, an "Out of State Abandoned Vehicles Information Application" ([VSA 97](#)) must be submitted. **END REVISION>>>>>**
- Appropriate fees and vehicle registration requirements (i.e. insurance) if the vehicle is to be registered

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## FRONT COUNTER CSR

1. Verify proper completion of the "Application for Certificate of Title and Registration" (VSA 17A), "Application for Certificate of Title-Manufactured Home" (VSA 17B), or, if applying for a Non-Repairable Certificate, the "Application for Non-Repairable Certificate" (VSA 57).
2. Verify that the customer has an approved proof of address document. (refer to [DMV-177](#) and [VLIC-3.530](#))
  - NO proof of identification, residency, SSN or FEIN is currently required in order to title a vehicle.
3. Verify completion of the "Vehicle Removal Certificate" (VSA 40):
  - a. Sections 1 and 3 must always be completed
  - b. Section 2 must be completed if the vehicle was towed

- c. Section 4 must be completed if the vehicle was sold
  - d. Section 5 is for demolishers and scrap metal processors use (If this section is completed, DO NOT process the title transaction, forward the VSA 40 to Data Integrity in HQ)
4. Review the "Abandoned Vehicle Process Fee Receipt" (AVP receipt) for the type of vehicle record found and verify that the customer has submitted any additional required documents listed below:
- VEHICLE TITLED IN VA ([Sample](#)) or NO RECORD FOUND ([Sample](#)):
- No additional required documents
- VEHICLE TITLED IN ANOTHER STATE ([Sample](#)):
- Vehicle transcript or certification from the state in which the vehicle was titled indicating the name(s) and address(es) of the vehicle owner(s)/lienholder(s) and Signed certified mail receipt(s) proving delivery of the letter notifying the vehicle owner(s)/lienholder(s) of the intent to dispose of the vehicle if it is not removed.
    - If the certified mail was returned to the customer as undeliverable, verify that the UNOPENED certified letter is attached to the receipt as proof.
- OR**
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- If the abandoned vehicle is in possession of a business that acquired it from an insurance company, in connection with an unresolved total loss claim, they must submit an "Out of State Abandoned Vehicles Information Application ([VSA 97](#)) **END REVISION>>>>**
5. If the customer declares the vehicle is non-repairable:
- a. Ensure the (VSA 57) has been completed.
  - b. Bundle together all required abandoned vehicle documents (including AVP receipt) with the "Vehicle Removal Certificate" (VSA 40).
  - c. Send all documents to Vehicle Branding Work Center for processing.
  - d. Inform the customer their Non-Repairable Certificate will be processed and mailed from a central location.
    - If the customer does not want a Non-Repairable Certificate, proceed to the next step.
6. Process the transaction according to data entry procedures, keying VSA 40 as the ownership document.
- If an edit message appears indicating that the "claim-by date" or 21-day posting period for intent to auction have not been met, advise the customer that the title cannot be processed until the vehicle owner/lienholder has been allowed the 15 days (120 for manufactured home) to claim the vehicle, and the 21-day intent to auction posting period has ended.
  - If a stolen stop appears, refer to Stolen Vehicle in [VLIC-3.550](#).
7. Collect sales and use tax (SUT) (refer to [VLIC-4.620](#)):
- If the AVP vehicle is purchased by the AVP applicant (individual who entered the vehicle into AVP), the purchaser must pay the greater of either the SUT on the NADA trade-in value, or minimum SUT.
    - Use NADA average retail value in place of trade-in value for mopeds, ATVs, and off-road motorcycles. Minimum SUT requirements do not apply to these vehicles (refer to [VLIC-4.620](#) and [Internet NADA Guide](#)).
  - If the AVP vehicle is sold by the AVP applicant to a third party in an auction or a casual sale, the purchaser must pay:
    - For vehicles more than 5 years old, the greater of the SUT on the purchase price recorded by the seller on the VSA 40, or minimum SUT,
    - For vehicles 5 years old or less, purchaser must pay:
      - The greater of the SUT on the reported purchase price, or minimum SUT, or
      - In the event the system stops the title from processing because the purchase price recorded by the seller on the VSA 40 is low according to NADA trade-in values, the applicant must submit:
        - A completed notarized Affidavit of Vehicle Purchase Price ([SUT 1A](#)) for vehicles 5 years old or less,
- OR**

A completed and signed Vehicle Price Certification (SUT 1) or other proof of sale containing the information required on a [Bill of Sale](#) for vehicles more than 5 years old.

AND

- The greater of the SUT on the purchase price recorded by the seller on the VSA 40, or minimum SUT,
- OR
- The purchaser may choose to pay the sales tax on the NADA trade-in value.

For more information on low-sales price vehicles, refer to [VLIC-4.625](#).

**NOTE:** For mopeds, ATVs, and off-road motorcycles, base SUT on the NADA average retail value. No NADA trade-in value is available for these vehicles and minimum SUT requirements do not apply (refer to [VLIC-4.620](#) and the [Internet NADA Guide](#)).

8. Complete the title transaction in accordance with [VLIC-3.000](#) (or if a manufactured home ([VLIC-3.210](#))).
  - If an electronic lien exists on the record, request CSC management/designee approve removal of the e-lien by verifying that all AVP requirements are satisfied and all AVP documents submitted.

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## DMV DIRECT ACTIONS

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## Online Abandoned Vehicle Process (AVP) Requirements

To use the online AVP, a customer must have:

- an e-mail address they can access where they can receive DMV's response.
  - If the customer does not have a personal email, they may use a relatives/friends email or go to a library and establish an e-mail address.
- the Vehicle Identification Number (VIN) for the abandoned vehicle
- the vehicle make and year the vehicle was manufactured
- a valid debit/credit card to pay the AVP fee

## Online AVP Record Request –Customer Requirements

The first step in the online process is a Record Request.

1. The customer accesses the online AVP to initiate a record request and enters the VIN from the abandoned vehicle.
  - If a record is found, the system automatically completes the vehicle make and year.
  - If no record is found, the system prompts the customer to enter the make and year that the vehicle was manufactured.
2. The customer pays the online AVP fee by debit or credit card.
3. The system then performs a NMVTIS and NCIC check, a search through DMV records, and populates the Abandoned Vehicle Record Request Receipt (AVP receipt).
4. The customer prints the AVP receipt and a pre-printed Vehicle Removal Certificate ([VSA 40](#)).
  - If the customer needs another copy of the AVP receipt or the pre-printed VSA 40, they may reprint these documents at any time during the AVP by accessing their abandoned vehicle inquiry using the online AVP system.
5. Depending on the results of the record search, the following results may be returned:  
VIRGINIA RECORD FOUND: ([Sample](#))
  - DMV sends a certified letter (return receipt requested) to the owner(s) and/or lienholder(s):
    - notifying them of the abandoned vehicle inquiry, and

- o requesting they remove the vehicle from the property within 15 days (120 days for manufactured homes).

TITLED IN ANOTHER STATE: ([Sample](#))

- The AVP receipt displays the contact information for the other state where the vehicle is titled so the customer can make contact.
  - o Once contact has been made with the other state, the customer must send a certified letter (return receipt requested) to the owner(s)/lienholder(s) requesting they remove the vehicle from the property within 15 days (120 days for manufactured homes).
  - o The customer must also request a vehicle transcript or certification from the other state where the vehicle is titled that includes the name(s) and address(es) of the vehicle owner(s)/lienholder(s)

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- If the abandoned vehicle is in the possession of a business that acquired it from an insurance company, in connection with an unresolved total loss claim, the business may provide the contact information for the owner/lienholder by submitting an “Out of State Abandoned Vehicles Information Application ([VSA 97](#)) by fax to the Titling Work Center.
  - o The work center will use the information provided to send a certified letter to the owner/lienholder requesting they remove the vehicle from the property within 15 days.
  - o Once all steps of the AVP process are complete, the [VSA 97](#) must be submitted along with the titling documents. **END REVISION>>>>>**

NO RECORD FOUND: ([Sample](#))

- The AVP receipt displays no record found.
- The customer must wait 15 days prior to posting “intent to auction” the vehicle, or transferring the vehicle to a demolisher or scrap metal processor.

**Online AVP Intent to Auction - Customer Requirements**

The second step in the online process is Intent to Auction.

1. If the owner(s) and/or lienholder(s) do not respond to the request for removal of the vehicle in the time indicated, customers wishing to title the vehicle in their name, sell it, or transfer it to a demolisher or scrap metal processor, MUST post “intent to auction the vehicle” for 21 days using the online DMV website.
  - The intent to auction posting is not required if no record was found during the record request step, AND the vehicle is transferred directly to a demolisher/scrap metal processor.
2. The customer accesses the online AVP and:
  - enters the VIN
  - enters the AVP receipt number
  - updates any change in contact information, other than their email address
  - requests the Intent to Auction to be posted
3. The DMV abandoned vehicle site will indicate that the vehicle may be auctioned (or titled) 21 days after the posting.
  - **DMV DIRECT AGENTS:** If the customer has posted their Intent to Auction, but cannot remember when the vehicle will be eligible to proceed with selling or titling it, agents may search the abandoned vehicle posting by entering the VIN number. Once the listing for the vehicle is found, the agent may relay the date to the customer.

**Selling the Vehicle - Customer Requirements**

After the intent to auction posting period has ended, the customer may sell the abandoned vehicle.

1. The customer completes Sections 3 and 4 of the “Vehicle Removal Certificate” ([VSA 40](#)), and ensures that Section 1 is completed, and Section 2 if the vehicle was towed.
  - The completed VSA 40 serves as the ownership document.
2. The customer provides the purchaser the VSA 40, and AVP receipt as proof of compliance with the AVP requirements.

## Transferring the Vehicle to a Demolisher/Scrap Metal Processor - Customer Requirements

After the intent to auction posting period has ended, the customer may transfer the abandoned vehicle to a licensed demolisher or scrap metal processor for disposal.

1. The customer completes Section 3 of the "Vehicle Removal Certificate" VSA 40, and ensures that Section 1 is completed, and Section 2 if the vehicle was towed.
  - The completed VSA 40 serves as the ownership document.
2. The customer provides the demolisher/scrap metal processor the following:
  - VSA 40 (and title if available)
  - AVP receipt as proof of compliance with the AVP requirements
  - Sales receipt

## Demolisher/Scrap Metal Processor Requirements

1. Complete Section 5 of the VSA 40 to certify vehicle was demolished or scrapped.
2. Make a copy of the VSA 40 for your records.
3. Return the VSA 40, and other documents [i.e. AVP Record Request Receipt, bill of sale/sales receipt, certified letter (if applicable), and title (if available)] to:

**Virginia DMV**  
**Attn: Data Integrity Work Center**  
**PO Box 27412**  
**Richmond, VA 23269-0001**

## Customer Questions

1. What happens if the online AVP receipt indicates a vehicle with the same VIN is already in process?  
DMV Direct agent will coach the customer through VIN verification to see if they keyed it correctly. If it was keyed correctly, advise the customer that further research must be completed:
  - Submit a Landing Zone Request to Titling Work Center (Location Code: 211) containing the following info and advise the customer that Titling will contact them with further information/instruction:
    - Customer Name
    - Customer Phone Number
    - Vehicle VIN
    - Vehicle location
    - Reason for the request (duplicate VIN entry)
2. What happens if the AVP Receipt shows an incorrect make and/or model year?  
DMV Direct agent will coach the customer through VIN verification to see if they keyed the VIN correctly.
  - If the customer confirms VIN is correct:
    - a. Determine if the customer keyed the make and model, or if the system filled in the make and model.
      - If the make and model is entered by the customer incorrectly, advise the customer to:
        - i. Cancel their prior abandoned vehicle transaction and re-apply,
        - ii. Pay the fee and key the information correctly.
      - If the make and model data is system generated,
        - i. Submit a Landing Zone Request to Titling Work Center (Location Code: 211) containing the following info:
          - Customer name
          - Customer phone number
          - Vehicle VIN
          - Vehicle location
          - AVP receipt number

- Reason for the request (Make/Year in dispute)
  - b. Advise the customer that Titling will contact them with further information/instructions.
  - If it is determined that the customer entered the VIN incorrectly, advise the customer he is required to re-apply using the online AVP, enter the correct VIN, and pay a new AVP fee.
3. Can I change my email address from the initial entry on the online AVP?

DMV Direct agent will:

- Send a Landing Zone Request to Titling Work Center (Location Code: 211) requesting a change of e-mail address and the customer's:
    - Name
    - Daytime telephone number
    - AVP receipt number
    - Updated E-Mail address
  - Inform the customer that a representative from the titling department will be in contact to verify the customer's record prior to making the email address change.
4. Can I change my personal contact info or the vehicle location?

DMV Direct agents must inform the customer that the contact information (except for email address) and the vehicle location may NOT be changed once the record request has been submitted and the customer must:

- Cancel their prior abandoned vehicle transaction, and
- Apply for a new abandoned vehicle record request using the Online AVP and submit all appropriate fees.

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#### POINTS TO REMEMBER

- A customer may obtain their abandoned vehicle title either at a CSC or by mailing all applicable abandoned vehicle documents to the following address for processing at headquarters.  
**Virginia DMV  
Attn: Titling Work Center  
PO Box 27412  
Richmond, VA 23269-0001**
- If a customer requests information on all active abandoned vehicles, the CSC will provide the customer with the most current "Public Report of Active Abandoned Vehicle Records" to review.
  - This report is not to be photocopied or distributed to the public, and must be retained by the CSC for public review only.
- Refer to the [Abandoned Vehicle FAQs](#) for frequently asked questions on the abandoned vehicle process.
- Refer to [VLIC-3.345](#) for information on Mechanics or Storage Lien (MSL) Application for Title or non-repairable certificate.
- If a customer applies for a Non-Repairable Certificate for a vehicle that has completed the AVP, advise the customer they must send all titling documents to the Vehicle Branding Work Center for processing at the address below:

Virginia DMV  
Attn: Vehicle Branding Work Center  
PO Box 27412  
Richmond, VA 23269-0001

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#### CONTACT

For additional information contact:

- Your CSC Manager/Assistant Manager
- DMV DIRECT Help Desk at (804) 367-6646

## PROCEDURE PROPONENT

For additional information contact:

- Your CSC Manager/Assistant Manager
- VSA/[Titling Work Center](#)