

## Vehicle Licensing Guide

### Business Information Change on a Certificate of Title VLIC- 3.415

**Original Date:** 01/01/1986

**Revision Date:** 02/25/2017

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<b>POLICY</b>	
<b>Title:</b> Business Information Change on a Certificate of Title	
<b>Effective Date:</b> January 1, 1986	<b>Revision Date:</b> 02/25/2017
<b>Authority:</b> Code of Virginia § <a href="#">46.2-604</a> and Assistant Attorney General Eric K. G. Fiske's 08/02/1999 Memorandum	
<b>&lt;&lt;&lt;&lt;&lt;REVISION</b>	
<b>Policy:</b> DMV will record a business name and/or address change on a title certificate upon request by the owner of the business.	
<b>Exception:</b> This policy applies ONLY when a business is changing its name and/or address and not their federal identification tax payer number. Name changes resulting from buy-outs, mergers, restructuring, and other ownership transfers must be processed as a change of ownership on the vehicle(s) and a new vehicle record must be established in the new business name. <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b>	

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### CUSTOMER REQUIREMENTS

Submit the following either by mail to DMV headquarters or in person at a Customer Service Center:

- Completed "Registration-VIN-Business Change Application" ([VSA-71](#)) showing the new name and previous name.
- Proof of the requested name and/or address change as stated below:

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- **Name Change** – Legal document evidencing the name change, i.e., court order or business license.
  - **Address Change** – Letter on company letterhead requesting the address change.
    - Ensure the letter includes the old business address, the new business address and the business' federal tax identification number.
  - Current title certificate in the previous name
- NOTE:** The business is not required to obtain a new certificate of title when requesting an address change only. If the business would like a new title certificate, they must submit the current title and apply for a substitute title.
- Substitute title fee (if applicable) **END REVISION>>>>>**

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### FRONT COUNTER CSR

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1. Verify the customer has completed the [VSA-71](#).
2. Write the legal document information on the VSA-71 that is being submitted by the customer as proof of the requested name and/or address change.
  - Ensure the information recorded on the legal document being submitted as proof is the same as the information recorded on the VSA-71.
    - i. **Name Change** – Legal document such as a court order or business license that evidences the name change.
    - ii. **Address Change** – Letter written on company letterhead which includes the old business address, new business address, and the business federal tax identification number.

**IMPORTANT:** If the name change is requested for a corporation, contact the [State Corporation Commission](#) at (804) 371-9733 to verify that it is a name change ONLY and NOT a change of ownership. If the vehicle ownership is being transferred from one corporation to another, the title must be properly assigned and application fees and sales and use taxes paid, unless exempt (refer to [VLIC-4.620](#)).

3. Return the legal document to the customer.
4. Retrieve the current title from the customer that displays the previous name
  - The business is not required to obtain a new certificate of title when requesting an address change only. If the business would like a new title certificate displaying the new address, they must submit the current title and apply for a substitute title.
5. FAX the VSA-71 to [Data Integrity](#) to have the business name changed on the record.
  - If the customer is also requesting a business address change, change the business address in the system.
    - For business address change transactions, CSRs must print a separate barcode coversheet to place with the VSA-71 for document preparation.
6. Process a new proof of ownership document for the customer as requested:
  - **Name Change** – A substitute title displaying the new business name according to [VLIC-3.120](#).
    - If the customer is requesting a business name change, process the new proof of ownership after Data Integrity changes the business name on record.
  - **Address Change** – A duplicate registration card displaying the new business address.
7. Collect the appropriate [fees](#).
8. Issue the customer a substitute title and/or duplicate registration card displaying the new name and/or address. **END REVISION>>>>>**

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### DMV DIRECT ACTIONS

1. Verify that the customer is requesting a business NAME and/or ADDRESS change ONLY by checking the federal identification number on the vehicle record. If the vehicle ownership is being transferred from one corporation to another, the title must be properly assigned and application SUT fees paid, unless exempt.
2. Advise the customer to submit the correct evidence of ownership, forms and fees to DMV either at any CSC or by mail to:

Department of Motor Vehicles  
 Titling Work Center  
 PO BOX 27412, Room 302  
 Richmond, VA 23269

- **For Name Change:**
  - "Registration-VIN-Business Change Application" ([VSA-71](#))
  - Legal document evidencing the name change, i.e., court order or business license
  - Current title certificate in the previous name
  - Substitute title [fee](#)
- **For Address Change:**
  - "Registration-VIN-Business Change Application" ([VSA-71](#))
  - Letter written on company letterhead requesting the address change, which also includes:
    - The old business address
    - The new business address
    - The federal tax identification number
    - Duplicate registration [fee](#)

**NOTE:** If the customer would like a new title with the new address, they must also submit the current Certificate of Title and the substitute title fee.

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### POINTS TO REMEMBER

- If a Front Counter CSR enters the name of a company into the system incorrectly when establishing a record, they are authorized to correct/change the business name to match the legal documentation that has been presented.
- When business name changes result from a buy-out, merger, restructuring, or another transfer of ownership, this policy DOES NOT apply to the change. They must apply for a new title changing ownership. (Refer to [VLIC-3.000](#))
- Individuals may only change their name and address through the driver license application process. (Refer to [DLG-0501](#).)

### CONTACT

For additional information contact :

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

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