# Vehicle Licensing Guide

Vehicle Weight Change-Application For VLIC-4.520

**Original Date:** 07/01/1975 **Revision Date:** 10/25/2017

Definitions Background

<u>Customer Requirements</u> Front Counter CSR

Contact

### **POLICY**

Title: Vehicle Weight Change-Application For

Effective Date: July 01, 1975 Revision Date: October 25, 2017

**Authority:** Code of Virginia: §§ <<<<REVISION  $\underline{3.2-5808}$ ,  $\underline{40.1-100}$ , **END REVISION>>>>**  $\underline{46.2-100}$ ,  $\underline{46.2-341.4}$ ,  $\underline{46.2-694}$ 

### Policy:

### <<<<REVISION

DMV will change the empty weight, gross weight, gross vehicle weight rating, and gross combined weight rating of a vehicle upon application and submission of acceptable documentation by the registered owner to support such change. **END REVISION>>>>** 

# **DEFINITIONS**

#### <<<<REVISION

**Empty Weight**-The actual weight of a vehicle, without cargo or passengers. All vehicles except trucks, trailers, tractors, and semi-trailers are registered according to empty weight, which is set by the manufacturer. Other terms for empty weight are "shipping weight" or "unladen weight".

**Gross Weight**-The total weight of a vehicle, or combination of vehicles, and the load being carried (Va. Code § 46.2-100). Trucks trailers, tractors, and semi-trailers are registered according to gross weight. The gross weight can be changed by the customer.

**EXAMPLE:** A truck with a GW of 10,000 pounds towing a trailer with a GW of 7,000 pounds has a combined GW of 17,000 pounds.

**Gross Vehicle Weight Rating (GVWR)**-The value specified by the manufacturer of the vehicle as the maximum loaded weight of a single vehicle. In the absence of such a value specified by the manufacturer, for law-enforcement purposes, the gross vehicle weight rating shall be the actual gross weight of the vehicle, including any load carried by it. This cannot be changed by the customer.

**EXAMPLE:** The GVWR for a tractor, truck, trailer or van is the maximum loaded weight the manufacturer has assigned (shown on the MCO or door panel) to a single vehicle and **DOES NOT include** the weight rating for any attached trailer or other unit. GVWR is not a "combined" weight.

**Gross Combined Weight Rating (GCWR)**-The combined maximum load weight the vehicle is designed to tow, including passengers, cargo and towed vehicles (i.e. maximum load weight of a truck combined with the maximum load weight for an attached trailer). This weight can be changed by the customer.

**NOTE:** Vehicle weights that are set by the manufacturer, and cannot be altered by the customer. It may be altered if the recorded weight is in error and acceptable proof of the error/change (DMV error, etc.) is submitted as indicated on the <a href="PROOFREQUIRED FOR VEHICLE WEIGHT CHANGE">PROOFREQUIRED FOR VEHICLE WEIGHT CHANGE</a> table. **END REVISION>>>>** 

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### **BACKGROUND**

Changing a vehicle's weight can have a significant impact on how a vehicle is used and on the registration fees charged. Inaccurate vehicle registration weights can cause costly operational delays and result in additional fees and penalties.

A change in the weight of a vehicle can impact:

• Eligibility for certain types of license plates (refer to VLIC-4.305).

# <<<<REVISION

Hauling Permit eligibility.

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- Heavy Vehicle Use Tax (HVUT) liability. END REVISION>>>>
- International Fuels Tax Agreement (IFTA) requirements.

# <<<<REVISION

- International Registration Plan (IRP) requirements. END REVISION>>>>
- Licensing requirements and driver eligibility § 40.1-100.
- Motor vehicle Sales and Use Tax (SUT) liability (refer to VLIC-4.620).
- Personal Property Tax Relief Act (PPTRA <u>qualifying vehicles</u>) qualification.
- Registration fees.
- Vehicle classification as either passenger or commercial motor vehicle. For commercial vehicles, it's GVWR and vehicle use determines its Class § 46.2-341.16.

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# **CUSTOMER REQUIREMENTS**

### <<<<REVISION

1. Submit completed and signed application and other documentation as required according to the tables below.

Requested Transaction(s)	Application(s) Required <sup>1</sup>
-Renew Registration AND	<ul> <li>Vehicle Renewal Notice (VSA 2), or, if not available,</li> <li>Vehicle Registration Application (VSA 14).</li> </ul>
-Change Weight	NOTE: Customer must certify minimum insurance liability coverage.
-Change Weight only	• <u>VSA 14</u>
<sup>1</sup> The new weight must be recorded on the application.	

2. Submit one proof of weight change, when required, according to the table below:

PROOF PROUBER FOR VEHICLE WEIGHT OUT NO.		
PROOF REQUIRED FOR VEHICLE WEIGHT CHANGE <sup>1</sup>		
Weight Change For:	One or More of the Following Documents as Proof of Weight Change <sup>2</sup>	
	<ul> <li>Amended Manufacturer's Certificate of Origin (MCO) or Manufacturer's Statement of Origin (MSO), or</li> </ul>	
	Corrected title from issuing state, or	
	Proof of DMV error, or	
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	<ul> <li>Original or copy of the certified scale weight receipt specifying the "current weight" for the weight type being changed (EW, GVWR, GCWR) and including the vehicle year, make, and Vehicle Identification Number (VIN),</li> </ul>	
-Empty Weight <sup>3</sup>	For private weighmasters (non DMV scales), the receipt must display a seal or stamp with the following inscriptions pursuant to Va. Code § 3.2-5808 as proof that it is state certified (see samples):	
-Gross Vehicle Weight	<ul><li>The name of the weighmaster, and</li></ul>	
Rating (GVWR)	<ul> <li>"Commonwealth of Virginia" inscribed around the outer margin of the seal, and</li> </ul>	
-Gross Combined	<ul> <li>"Licensed public weighmaster" inscribed in the center of the seal.</li> </ul>	
Weight Rating (GCWR)	<b>NOTE:</b> Request management/designee review before turning customers away.	
	OR	
	<ul> <li>Picture of the manufacturer's label that is in the power unit displaying the weight being changed (EW, GVWR, GCWR), the year, make and VIN,</li> </ul>	
	<b>NOTE:</b> Manufacturer's labels that do not display the weight for the type of weight change being requested are not acceptable (i.e. labels without EW are not acceptable to prove an EW change).	
	OR	
	<ul> <li>Any other documents available to support the change. END REVISION&gt;&gt;&gt;&gt;</li> </ul>	
-Gross Weight	No proof required	

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- <sup>1</sup> The applicant bears the burden of proof as to the vehicle's eligibility for the license plates applied for (§ 46.2-694).
- <sup>2</sup> Any other available supporting documentation may also be submitted for review to further support the weight change.
- <sup>3</sup> The empty weight of a vehicle is set by the manufacturer and should not be changed unless it must be corrected. Empty weight cannot be increased to exceed the vehicle's GVWR.

### **END REVISION>>>>**

Submit appropriate fees

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# FRONT COUNTER CSR

### <<<<REVISION

1. Verify the completed and signed application is submitted as required in the table below:

Requested Transaction(s)	Application(s) Required <sup>1</sup>
-Renew Registration AND	<ul> <li>Vehicle Renewal Notice (VSA 2), or, if not available,</li> <li>Vehicle Registration Application (<u>VSA 14</u>).</li> </ul>
-Change Weight	<b>NOTE:</b> Customer must certify minimum insurance liability coverage.
-Change Weight	• <u>VSA 14</u>
<sup>1</sup> The new weight must be recorded on the application	

- Verify acceptable proof of weight is submitted to change empty weight, GVWR, or GCWR (see <u>PROOF REQUIRED</u> <u>FOR VEHICLE WEIGHT CHANGE</u> table under CUSTOMER REQUIREMENTS above).
  - For questions about acceptability of the proof of weight change document, request CSC management or designee to review the transaction.
    - a. If CSC management or designee approves the weight change, proceed with processing the transaction.
    - b. If CSC management or designee does not approve the weight change, advise the customer that to change the weight of the vehicle, an acceptable proof of weight change document must be submitted, along with required application(s) and fees. **END REVISION>>>>**
- 3. Process registration renewal and/or weight change.
  - If the system determines a plate exchange is required due to the weight change, process a plate/decal reissue in accordance with <u>VLIC-4.115</u>.
- Collect required fees:
  - · Registration renewal fee, if applicable.
  - Registration fee for the new weight as calculated by the system, including the local vehicle registration (LVR) fee, if applicable (refer to <u>VLIC-4.415</u>).
    - If the change in weight increases the registration fees for the remainder of the registration period, and the registration is not being renewed, the system will prorate the required fee increase.

### <<<<REVISION

- The registration fee for any vehicle specially equipped to be driven by, or to transport persons with disabilities will be based on the vehicle weight prior to the installation of the special equipment. The customer must indicate the vehicle weight on the appropriate registration application when applying for a weight change. END REVISION>>>>>
- Uninsured motor vehicle (UMV) fee, if applicable (refer to <u>VLIC-4.405</u>).
- 5. Issue:
  - Decals
  - License plates, if applicable
  - Registration card
- 6. Prepare documents with correct barcode cover sheet and place in appropriate area for document preparation.

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# CONTACT

For additional information contact:

Your CSC Manager/Assistant Manager

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- DMV Customer Contact Center Help Desk at (804) 367-6646 VSA/<u>Titling Work Center</u>

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