

**BASIC DOCUMENT REQUIREMENTS TO TITLE IN VIRGINIA**

CASUAL SALE OR TRANSFER TITLE TO VIRGINIA – ORIGINAL TITLE<sup>1</sup>

	Transfer Vehicle Ownership from Casual Sale (non-dealer)		Transfer Title & Registration From Another State	
<b>Ownership Document</b> <small>(Refer to <a href="#">VLIC-3.510</a>)</small>	• VA title assigned to purchaser	• OOS title assigned to purchaser  (When transferring ownership of a vehicle from a state that does not issue titles, refer to <a href="#">VLIC-3.555</a> )	• OOS title in owner's name (Joint owners removing an owner <sup>2</sup> ) (When transferring a vehicle from a state that does not issue titles, refer to <a href="#">VLIC-3.555</a> )	• OOS registration card in the owner's name ( <i>unexpired, or expired for less than 12 months</i> ), or from a branch of the U S Armed Forces (Refer to <a href="#">VLIC-3.555</a> when transferring vehicle from non-title issuing states)
<b>Application</b>	• <a href="#">VSA-17B</a> – if titling manufactured homes/mobile office	• <a href="#">VSA-17A</a> – for motor vehicle, or • <a href="#">VSA-17B</a> - for manufactured homes/mobile office	• <a href="#">VSA-17A</a> - for motor vehicle, or • <a href="#">VSA-17B</a> -if titling a manufactured home/mobile office	• <a href="#">VSA-17A</a> - for motor vehicle, or • <a href="#">VSA-17B</a> -if titling a manufactured home/mobile office
<b>Additional Ownership Document(s) Required</b>	N/A	N/A	N/A	• For registration cards expired more than 12 months, must submit: ○ OOS title in owner's name, or ○ Updated OOS registration card in owner's name
• Bill of Sale <sup>3</sup> AND/OR • Proof of SUT Paid <sup>4</sup> ( <a href="#">VLIC-4.620</a> ) • Proof of SUT Exempt ( <a href="#">SUT3</a> )	• <a href="#">Bill of sale</a> is required if sale price is not recorded on title <i>by seller</i> • Proof of SUT exemption status or complete Purchaser's Statement of Tax Exemption ( <a href="#">SUT3</a> )	• <a href="#">Bill of sale</a> is required if sale price is not recorded on title • Proof of SUT exemption status or complete Purchaser's Statement of Tax Exemption ( <a href="#">SUT3</a> )	• Proof of SUT paid <sup>4</sup> to other state is required if transferring title to VA and vehicle has been owned for less than 12 months ( <a href="#">VLIC-4.620</a> ) OR • Pay SUT on NADA on trade-in value <sup>5</sup>	• Proof of SUT paid <sup>4</sup> to other state is required if transferring title to VA and vehicle has been owned for less than 12 months ( <a href="#">VLIC-4.625</a> ) OR • Pay SUT on NADA on trade-in value <sup>5</sup>
<b>Power of Attorney</b> ( <a href="#">VSA-70</a> or similar)	<<<<<REVISION • Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to <a href="#">VLIC-3.525</a>	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to <a href="#">VLIC-3.525</a>	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to <a href="#">VLIC-3.525</a>	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to <a href="#">VLIC-3.525</a> END REVISION>>>>>
<b>Affidavit of Vehicle Purchase Price</b> ( <a href="#">SUT-1A</a> ) OR <b>Vehicle Price Certification (Bill of Sale)</b> ( <a href="#">SUT 1</a> )	• <a href="#">SUT-1A</a> if the reported sales price for a vehicle 5 model years old or less is more than \$1,500 below the NADA trade-in value <a href="#">SUT 1</a> , or similar bill of sale <sup>3</sup> if the reported sales price for a vehicle more than 5 years old is more than \$1,500 below NADA trade-in value ( <a href="#">VLIC-4.625</a> ).	• <a href="#">SUT-1A</a> if the reported sales price for a vehicle 5 model years old or less is more than \$1,500 below the NADA trade-in value • <a href="#">SUT 1</a> , or similar bill of sale <sup>3</sup> if the reported sales price for a vehicle more than 5 years old is more than \$1,500 below NADA trade-in value ( <a href="#">VLIC-4.625</a> ).	N/A	N/A
<b>Beneficiary Transaction Request<sup>5</sup></b> ( <a href="#">VSA 18</a> )	• Submit <a href="#">VSA 18</a> to add, a beneficiary to an original title <sup>6</sup>	• Submit <a href="#">VSA 18</a> to add, a beneficiary to an original title <sup>6</sup>	• Submit <a href="#">VSA 18</a> to add, a beneficiary to an original title <sup>6</sup>	• Submit <a href="#">VSA 18</a> to add, a beneficiary to an original title <sup>6</sup>
<b>Proof of Address</b>	• If customer has no Virginia record established in system (Refer to <a href="#">VLIC-3.530/DMV-177</a> )	• If customer has no Virginia record established in system (Refer to <a href="#">VLIC-3.530/DMV-177</a> )	• If customer has no Virginia record established in system (Refer to <a href="#">VLIC-3.530/DMV-177</a> )	• If customer has no Virginia record established in system (Refer to <a href="#">VLIC-3.530/DMV-177</a> )
<b>Odometer Disclosure</b> ( <a href="#">VSA 5</a> )	• Clearly printed or typed in odometer reading field on title/ <a href="#">VSA-17A</a> , OR • For non-conforming titles, entered on the <a href="#">VSA-17A</a> and <a href="#">VSA-5</a>  (Refer to <a href="#">VLIC-3.520</a> )	• Clearly printed or typed in odometer reading field on title/ <a href="#">VSA-17A</a> , OR • For non-conforming titles, on the <a href="#">VSA-17A</a> and <a href="#">VSA-5</a> (or similar non-dealer, out-of-state odometer disclosure form) (Refer to <a href="#">VLIC-3.520</a> )	• Clearly printed or typed in odometer reading field on title and <a href="#">VSA-17A</a>	• Clearly printed or typed in odometer reading field on title and <a href="#">VSA-17A</a>
<b>Liens</b> (Security Interest)	• Record all liens (security interests) on the vehicle to the application and on the certificate of title, or other ownership document	• Record all liens (security interests) on the vehicle to the application and on the certificate of title, or other ownership document	• When transferring title from another state, carry forward existing liens to the new title record	• When transferring title from another state, transfer all existing liens to the new title record
<b>Lien Release</b>	• Required when a prior lien exists on the title and is not signed off/released by the lienholder  (Refer to <a href="#">VLIC-3.615</a> )	• Required when a prior lien exists on the title and is not signed off/released by the lienholder  (Refer to <a href="#">VLIC-3.615</a> )	• Carry forward existing liens • Lien release is required if a lien exists on the OOS title or other transaction document and the applicant claims the lien is paid off	• Carry forward existing liens • Lien release is required if a lien exists on the OOS registration card or other transaction document and applicant claims the lien is paid off

<sup>1</sup> These guidelines cover requirements for a standard, original issue title. For additional document requirements for exceptional title transactions, such as abandoned vehicles, vehicles purchased at auction, Mechanics or Storage Lien (MSL) vehicles, leased vehicles, etc. refer to the appropriate procedure for that type of transaction in the VLIC Table of Contents.

<sup>2</sup> Vehicles jointly owned with an "or" designation on the out of state title may receive a Virginia title in only one of the owners' names. To be eligible, the state in which the title was issued must allow for one owner reassignment, and the title must be lien free. One of the owners must perform a reassignment on the out of state title and complete a VSA17A.

<sup>3</sup> A bill of sale may be i) a preformatted or handwritten statement signed by seller and purchaser containing information required on a [bill of sale](#), ii) Vehicle Price Certification form ([SUT 1](#)) signed by the seller or purchaser, or iii) sale price written on the title by seller or for vehicles 5 years old or less an Affidavit of Vehicle Purchase Price ([SUT 1A](#)).

<sup>4</sup> Customers may provide one of the following acceptable documents as proof of payment of SUT to another state (all documents must display VIN):

- Bill of Sale or buyer's order showing payment of SUT to another state
- Letter with out-of-state DMV or Tax Collection agency letterhead indicating amount of SUT paid to that state
- Receipt for sales and use tax paid to the state
- Lease Agreement indicating sales tax was paid in full at time of lease

<sup>5</sup> Mopeds, ATVs, and off-road motorcycles pay SUT on NADA average retail value as no NADA trade-in value is available and minimum SUT does not apply.

<sup>6</sup> VSA 18 is not required if the owner sold the vehicle to the beneficiary or another person while the owner was still alive. CSR is authorized to remove beneficiary from record to allow the title to process following guidelines in [VLIC-3.506](#) and [Beneficiary Titling](#) table.