

Vehicle Licensing Guide

Original Title Requirements-Casual Sales/Transfer from Other State VLIC-3.105

Original Date: 01/10/2013

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POLICY	
Title: Original Title Requirements-Casual Sales/Transfer from Other State	
Effective Date: January 10, 2013	Revision Date: 02/10/2016
Authority: Code of Virginia §§ 46.2-100 , 46.2-600 , 46.2-621 , 46.2-623 , 46.2-628 , 46.2-633.2 , 58.1-2403	
Policy: <<<<<REVISION <ul style="list-style-type: none">• Every person who owns a motor vehicle, to include a moped, autocycle, trailer or semitrailer, must obtain a certificate of title and registration for the vehicle before it is operated on any highway in the Commonwealth. END REVISION>>>>>• The owner must apply for a certificate of title within 30 days of purchase or moving into Virginia. <<<<<REVISION <ul style="list-style-type: none">• The owner of a motor vehicle, upon its sale, shall completely and accurately endorse the assignment and warranty on the title for the motor vehicle, moped, autocycle, trailer, or semitrailer, to its purchaser, stating all security interests (liens) and deliver the title when he delivers the vehicle. END REVISION>>>>>	

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DEFINITIONS

BILL OF SALE- A legal document made by a seller to a purchaser, reporting that on a specific date, for a particular sum of money, the seller sold to the purchaser a motor vehicle, identified by vehicle identification number, make and year, of which he had lawful possession. It is a written instrument which evidences the transfer of ownership from the seller to the buyer.

In Virginia, the Affidavit of Vehicle Purchase Price ([SUT 1A](#)) must be submitted to verify the purchase price for vehicles that are 5 years old or less. For vehicles more than 5 years old, the Vehicle Price Certification ([SUT 1](#)) or other proof of sale displaying the information required on a [Bill of Sale](#) may be accepted.

CASUAL SALE - A motor vehicle sale where both the seller and buyer are individuals (not motor vehicle dealers).

NON-CONFORMING TITLE CERTIFICATE - A certificate that does NOT contain space for both the titled owner (seller) and the buyer to sign and print their names to disclose the odometer reading upon transfer of ownership of a motor vehicle.

ORIGINAL TITLE (For Individuals) - First title for a motor vehicle, trailer or semitrailer issued in a customer's name in Virginia as either a new owner, or existing owner transferring their out of state vehicle to Virginia.

OWNER - A person who holds the legal title to a vehicle.

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OVERVIEW

Individuals are issued original titles when:

- Applying to title a motor vehicle, moped, all-terrain vehicle (ATV), autocycle, off-road motorcycle, trailer, or semitrailer purchased in a casual sale, or
- Applying to transfer a motor vehicle, moped, ATV, autocycle, off-road motorcycle, trailer, or semitrailer titled in their name in another state to Virginia.

Proof of ownership documents that must be submitted by individuals when applying for an original title include:

- Virginia Certificate of Title
- Out-of-State (OOS) Certificate of Title
- Vehicle registration card, unexpired or expired for less than 12 months, from another state or from a branch of the United States Armed Forces

For documents required when an owner becomes deceased (refer to [VLIC-3.505](#)).

For requirements when processing original titles for exceptional title situations, such as abandoned vehicles, vehicles purchased at auction, Mechanics or Storage Lien (MSL) vehicles, leased vehicles, forfeited vehicles, seized vehicles, etc., refer to the Title Types chapter in the Vehicle Licensing Guide Table of Contents (VLIC-TOC).

For a list of basic documents individuals must submit when applying to title a motor vehicle, moped, ATV, autocycle, off-road motorcycle, trailer, or semitrailer in Virginia, refer to the [Basic Document Requirements To Title a Motor Vehicle](#) guide (below).

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BASIC DOCUMENT REQUIREMENTS TO TITLE IN VIRGINIA

BASIC DOCUMENT REQUIREMENTS TO TITLE IN VIRGINIA				
CASUAL SALE OR TRANSFER TITLE TO VIRGINIA – ORIGINAL TITLE ¹				
	Transfer Vehicle Ownership from Casual Sale (non-dealer)		Transfer Title & Registration From Another State	
Ownership Document (Refer to VLIC-3.510)	• 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 VLIC-3.555)	• OOS title in owner's name (Joint owners removing an owner ²) (When transferring a vehicle from a state that does not issue titles, refer to VLIC-3.555)	• 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 VLIC-3.555 when transferring vehicle from non-title issuing states)
Application	• VSA-17B – if titling manufactured homes/mobile office	• VSA-17A – for motor vehicle, or • VSA-17B - for manufactured homes/mobile office	• VSA-17A - for motor vehicle, or • VSA-17B -if titling a manufactured home/mobile office	• VSA-17A - for motor vehicle, or • VSA-17B -if titling a manufactured home/mobile office
Additional Ownership Document(s) Required	N/A	N/A	N/A	• For registration cards expired more than 12 months, must submit: <ul style="list-style-type: none"> o OOS title in owner's name, or o Updated OOS registration card in owner's name
• Bill of Sale ³ AND/OR • Proof of SUT Paid ⁴ (VLIC-4.620) • Proof of SUT Exempt (SUT3)	• Bill of sale 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 (SUT3)	• Bill of sale is required if sale price is not recorded on title • Proof of SUT exemption status or complete Purchaser's Statement of Tax Exemption (SUT3)	• Proof of SUT paid ⁴ to other state is required if transferring title to VA and vehicle has been owned for less than 12 months (VLIC-4.620) OR • Pay SUT on NADA trade-in value ⁵	• Proof of SUT paid ⁴ to other state is required if transferring title to VA and vehicle has been owned for less than 12 months (VLIC-4.625) OR • Pay SUT on NADA trade-in value ⁵
Power of Attorney (VSA-70 or similar)	<<<<<REVISION • Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to VLIC-3.525	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to VLIC-3.525	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to VLIC-3.525	• Required whenever someone else (agent) will act on behalf of the seller or buyer. Refer to VLIC-3.525 END REVISION>>>>>
Affidavit of Vehicle Purchase Price (SUT-1A) OR Vehicle Price Certification (Bill of Sale) (SUT 1)	• SUT-1A 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 • SUT 1 , or similar bill of sale ³ if the reported sales price for a vehicle more than 5 years old is more than \$1,500 below NADA trade-in value (VLIC-4.625).	• SUT-1A 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 • SUT 1 , or similar bill of sale ³ if the reported sales price for a vehicle more than 5 years old is more than \$1,500 below NADA trade-in value (VLIC-4.625).	N/A	N/A
Beneficiary Transaction Request ⁵ (VSA 18)	• Submit VSA 18 to add, a beneficiary to an original title ⁶	• Submit VSA 18 to add, a beneficiary to an original title ⁶	• Submit VSA 18 to add, a beneficiary to an original title ⁶	• Submit VSA 18 to add, a beneficiary to an original title ⁶
Proof of Address	• If customer has no Virginia record established in system (Refer to VLIC-3.530/DMV-177)	• If customer has no Virginia record established in system (Refer to VLIC-3.530/DMV-177)	• If customer has no Virginia record established in system (Refer to VLIC-3.530/DMV-177)	• If customer has no Virginia record established in system (Refer to VLIC-3.530/DMV-177)
Odometer Disclosure (VSA 5)	• Clearly printed or typed in odometer reading field on title and VSA-17A , OR • For non-conforming titles, entered on the VSA-17A and VSA-5 (Refer to VLIC-3.520)	• Clearly printed or typed in odometer reading field on title and VSA-17A , OR • For non-conforming titles, on the VSA-17A and VSA-5 (or similar non-dealer, out-of-state odometer disclosure form) (Refer to VLIC-3.520)	• Clearly printed or typed in odometer reading field on title and VSA-17A	• Clearly printed or typed in odometer reading field on title and VSA-17A
Liens (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
Lien Release	• Required when a prior lien exists on the title and is not signed off/released by the lienholder (Refer to VLIC-3.615)	• Required when a prior lien exists on the title and is not signed off/released by the lienholder (Refer to VLIC-3.615)	• 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

¹ 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.

² 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.

³ 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](#)).

⁴ 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

⁵ Mopeds, ATVs, and off-road motorcycles pay SUT on NADA average retail value in place of NADA trade-in value. No NADA trade-in value is available for these vehicles and minimum SUT does not apply.

⁶ 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.

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DMV CONTACT CENTER ACTIONS

- **DMV AGENTS: Continue being diligent in not promising 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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POINTS TO REMEMBER

- Advise customers who reside in Maryland applying to title and register a vehicle in Virginia that they may face substantial penalty if they are stopped by Maryland law enforcement and it is shown that the vehicle titled and registered in Virginia is primarily located in, and that they are residents of, Maryland.
- Do not send customers away for proof of identification, residency, social security number (SSN) or Federal Employer's Identification Number (FEIN) to title a vehicle.
NOTE: Do not confuse "proof of residency" with "proof of address". Proof of address IS required in accordance with [DMV 177](#) if, at time of application for title, no customer record exists in the system. Proof of residency is required when applying for credentials such as a driver's license or identification card.
- DMV honors odometer disclosure exemptions from other states (refer to [VLIC-3.520](#)).
- Virginia law does not offer a grace period for a customer obtaining a vehicle inspection once issued Virginia plates (refer to [VLIC-4.000](#)).
- If a vehicle is given as a gift or donation to an organization, refer to [VLIC-3.310](#).
- A customer presenting an out of state title, jointly titled by "or," may choose to title the vehicle in Virginia under only one owner's name provided the following conditions are met:
 - The state in which the vehicle is titled allows one owner reassignment of joint titled vehicles.
 - No liens exist on the title.
 - A reassignment is performed on the out of state title, assigning the vehicle to one owner.
 - Only one owner needs to sign as the seller.
 - A VSA17A is completed.

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CONTACT

For additional information contact:

- Your CSC Manager/Assistant Manager
- DMV Direct Help Desk at (804) 367-6646
- VSA/[Titling Work Center](#)