

# Vehicle Licensing Guide

## Multi-Staged Motor Home, Application for Title VLIC-3.220

**Original Date:** 03/14/1990  
**Revision Date:** 06/25/2018

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POLICY	
<b>Title:</b> Multi-Staged Motor Home, Application for Title	
<b>Effective Date:</b> March 14, 1990	<b>Revision Date:</b>
<b>Authority:</b> AAMVA Policy Position, RTVDM 01, #4 September 1997	
<b>Policy:</b> DMV shall title multi-staged motor homes using the <b>vehicle identification number</b> (VIN) that is assigned by the First Manufacturer on the Manufacturer's Certificate or Statement of Origin (MCO/MSO). The first manufacturer VIN shall be the only VIN recorded on the vehicle record.  DMV shall title multi-staged motor homes using the <b>make</b> and <b>model year</b> recorded on the Manufacturer Certificate or Statement of Origin (MCO/MSO) that is issued by the second stage Manufacturer, which will be the only make and model year recorded on the vehicle record.	
<b>Exception:</b> N/A	

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### DEFINITIONS

**Multi-Staged Motor Home** – A motor vehicle that requires manufacturing by separate manufacturers to produce a complete motor home.

**First Stage Manufacturer** – Manufacturer of the chassis assembly who assigns and affixes a vehicle identification number (VIN) to the vehicle.

**Second Stage Manufacturer** – The final stage manufacturer who manufactures the body, assigns the make and model year, and installs the interior finish.

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### CUSTOMER REQUIREMENTS

- Submit the following:
  - Completed Application for Certificate of Title and Registration ([VSA-17A](#)).
  - Ownership documents:
    - For a new motor home:
      - Certificate or Statement of Origin (MCO/MSO) from First Stage Manufacturer for the vehicle chassis,
      - Certificate or Statement of Origin (MCO/MSO) from the Second Stage Manufacturer for the motor home body,
      - <<<<<<REVISION
      - Dealer Invoice, or Bill of Sale. **END REVISION**>>>>>>
    - For a used motor home:
      - Virginia or out-of-state certificate of title.
- Other titling requirements in accordance with [VLIC-3.000](#).
- Pay fees (only one title will be produced)
  - Title fee
  - [Sales and Use Tax](#)
  - [Registration fees](#)

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## FRONT COUNTER CSR

1. Verify that applicant has completed the [VSA-17A](#) correctly.
2. Verify that the customer has an approved proof of address document, when applicable. (Refer to [DMV-177.](#))
3. Check the ownership documents for authenticity (see authenticity manual).
4. Process the title.
  - a. Enter the VIN that is shown on the chassis MCO/MSO from the first stage manufacturer.
  - b. Enter the make and model year that is shown on the MCO/MSO for the motor home body from the second stage manufacturer.

### Example:

First Stage Manufacturer MCO/MSO Vehicle Information	
MAKE:	FORD
YEAR:	1990
VIN OF CHASSIS:	0123456789TESTING

Second Stage Manufacturer MCO/MSO Vehicle Information	
MAKE:	OAKWOOD
YEAR:	1991

- Title would display VIN **01234567TESTING**, vehicle make as **Oakwood Motor Home**, and a vehicle model year of **1991**.
5. Continue processing title in accordance with [VLIC-3.000](#).

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## DMV CONTACT CENTER ACTIONS

- Do NOT promise the 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 phrases 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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## CONTACT

For additional information contact:

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

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