

# Vehicle Licensing Guide

## Nonnegotiable Title- Nonrepairable Equivalent Out-Of-State Brand VLIC-3.347

Original Date: 07/01/2017 NEW

Revision Date:

### ALERT

- For nonnegotiable titles issued to imported vehicles unable to prove compliance with the Federal Motor Vehicle Safety Standards (FMVSS), follow guidelines in [VLIC-3.330](#).
- For nonnegotiable titles issued to record a lien for vehicles purchased in Virginia and being titled in another state, follow guidelines in [VLIC-3.346](#).

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### POLICY

**Title:** Nonnegotiable Title-Nonrepairable Equivalent Out-Of-State Brand

**Effective Date:** July 01, 2017

**Revision Date:**

**Authority:** Code of Virginia §§ [46.2-633](#), [46.2-633.2](#), [46.2-634](#), [46.2-1603.2](#), [46.2-1604](#), [46.2-1605](#), [46.2-1606](#)

#### Policy:

DMV shall issue a nonnegotiable title and registration to customers upon application for vehicles from other states with NMVTIS brands, or out-of-state documents indicating a brand that is equivalent to the nonrepairable brand in Virginia (junk, for destruction, for parts only, not to be repaired, etc.), provided the vehicle has been rebuilt/repaired, titled, and registered in the other state.

Vehicle must be purchased in another state to be titled in Virginia, or titled and registered out-of-state and being transferred to Virginia in the owner's name.

The nonnegotiable title is issued on to provide proof of ownership and to allow the vehicle to be registered; ownership cannot be transferred.

If the vehicle owner does not intend to drive the vehicle in Virginia, they are not eligible for the nonnegotiable title and a Nonrepairable Certificate must be issued.

These titles are NOT processed in the customer service centers (CSCs), but are processed by the Vehicle Branding Work Center (VBWC) at DMV Headquarters (HQ).

#### Exceptions:

- Vehicles issued a Virginia Nonrepairable Certificate are not eligible for this type of title.
- Nonnegotiable title transfer exceptions, processed in the Vehicle Branding Work Center (VBWC) only:
  - **Transfer of title by operation of law § 46.2-633:** Lienholders are eligible to repossess a vehicle and be issued a nonnegotiable title and registration upon the death of the vehicle owner, provided they intend to drive the vehicle.
  - **Transfer of title on death § 46.2-633.2:** Beneficiaries are eligible to transfer the vehicle and receive a nonnegotiable title and registration upon death of the vehicle owner, provided they intend to drive the vehicle.
  - **Transfer of title when no qualification on estate § 46.2-634:** Legatees and distributees are eligible to transfer the vehicle and receive a nonnegotiable title and registration, provided there is no qualification on the estate. They must intend to drive the vehicle.

**NOTE:** If repossessing lienholders, beneficiaries, or legatees/distributees do not intend to drive the vehicle, a nonrepairable certificate will be issued to them by the Vehicle Branding Work Center (VBWC).

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### OVERVIEW

Nonnegotiable titles with registration will be issued to customers applying to title a vehicle with an out-of-state brand that is equivalent to Virginia's nonrepairable brand, provided the vehicle was rebuilt/repaired, titled, registered and being driven in

another state. The nonnegotiable title is issued to establish ownership and for registration purposes only; vehicle ownership cannot be transferred (see exceptions in the policy section of this procedure).

These titles are issued by the Vehicle Branding Work Center (VBWC) only and not processed in the CSCs.

Applicants who do not intend to drive the vehicle in Virginia are not eligible for a nonnegotiable title and **MUST** be issued a Nonrepairable Certificate by the Vehicle Branding Work Center (VBWC).

Registrations for these vehicles, once titled, can be issued at any CSC (original, renewal, reissue, transfer) following standard registration guidelines. CSCs can process most standard transactions for these nonnegotiable titles (add beneficiary, register and issue, transfer, renew or reissue license plates, add supplemental liens, remove owners, etc.) but cannot add owners or transfer ownership.

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## CUSTOMER REQUIREMENTS

1. Submit the Application for Title and Registration ([VSA 17A](#)), and other documents required for titling in accordance with [VLIC-3.000](#).
2. Submit the completed and signed Acknowledgement Nonnegotiable Junk Title ([VSA 140](#)).
3. For out-of-state vehicles with NMVTIS brands or out-of-state documents indicating a brand equivalent to nonrepairable in Virginia NMVTIS (junk, for destruction, for parts only, not to be repaired, etc.), mail all required titling documents to the address provided for the Vehicle Branding Work Center (VBWC) at DMV HQ (see below).

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## FRONT COUNTER CSR

1. Review the customers titling documents just as you would for any titling transaction following the guidelines in [VLIC-3.000](#).
2. If the out-of-state title, proof of ownership, other titling documents, or NVMTIS response in the system indicates the vehicle has an out-of-state brand equivalent to Virginia's nonrepairable brand (junk, for destruction, for parts only, not to be repaired, etc.):
  - a. Advise customer that their vehicle has a salvage brand that cannot be processed in a CSC and must be processed by the Vehicle Branding Work Center (VBWC) at DMV Headquarters (HQ).

**NOTE:** A customer driving rebuilt/repared salvage vehicles in other states may not be aware that the out-of-state brand on his vehicle would prevent its being driven on the Virginia roadways. If eligible, the customer has the option to apply for a nonnegotiable title with registration, which places conditions on the title, to allow him to drive the vehicle in Virginia.
  - b. Provide the customer with the [VSA 140](#) to be completed and submitted to VBWC along with other required titling documents.
    - For questions concerning the nonnegotiable title, advise the customer to call the DMV Direct Call Center at (804) 497-7100 for further assistance.
  - c. DO NOT tell customers to "drop off" documents at DMV Headquarters for processing. The customer **must mail** his application and other required documents directly to the Vehicle Branding Work Center (VBWC) at the address provided below:

**Department of Motor Vehicles  
Vehicle Branding Work Center  
Nonnegotiable Title/Nonrepairable  
2300 W. Broad St  
Richmond, VA 23269-0999**

**Phone: (804) 497-7100 (Customers will call the DMV Direct Call Center)**

**Email: [vehiclebranding@dmv.virginia.gov](mailto:vehiclebranding@dmv.virginia.gov)**

- CSCs DO NOT accept or mail customer transaction documents for this type of nonnegotiable title.
- For questions regarding titling requirements, fees, and status of their title, etc., advise the customer to call or email the VBWC work center using the contact information provided.

**IMPORTANT:** All transactions received through the mail at VBWC are processed in the order in which they are received through the mail, and are NOT processed the same day.

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## DMV CONTACT CENTER ACTIONS

- Salvage vehicles with nonrepairable equivalent out-of-state brands (junk, for destruction, for parts only, not to be repaired, etc.) **MUST** be titled in the VBWC at HQ. Customers must mail all titling documents to the VBWC at the mailing address provided in this procedure. These titles cannot be processed in the CSCs.

- For questions regarding titling vehicles with an out-of-state, nonrepairable brand that cannot be answered with the information in this procedure, contact the Vehicle Branding Work Center using the contact information above, or call (804) 367-1179.
- Do NOT promise the acceptability of documents to customers.
- Registrations for these vehicles, once titled, can be issued at any CSC (original, renewal, reissue, transfer) following standard registration guidelines. CSCs can process most standard transactions for these nonnegotiable titles (add beneficiary, register and issue, transfer, renew or reissue license plates, add supplemental liens, remove owners, etc.) but cannot add owners or transfer ownership.

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## POINTS TO REMEMBER

- To assist the CSR with questions regarding nonnegotiable titles, or in identifying situations when a nonnegotiable title would apply, refer to the [Nonnegotiable Title Eligibility](#) table.
- To be eligible for a nonnegotiable title, vehicles must be:
  - Branded with an out-of-state or NMVTIS brand, or have documents that indicate it is equivalent to Virginia's nonrepairable brand (junk, for destruction, for parts only, not to be repaired, for destruction only, etc.)
  - Rebuilt or repaired out-of-state,
  - Titled and registered out-of-state,
  - Purchased out-of-state and is being brought to Virginia for titling in the purchaser's name,  
OR
  - Titled and registered in the other state and the vehicle owner is transferring ownership in his name to Virginia.
  - Intended to be driven on Virginia roadways.
- Once the VBWC has issued the title, CSCs are authorized to process the following transactions following standard procedural guidelines:
  - Original registration and license plates
  - Renew, reissue, or transfer license plates
  - Remove an existing owner
  - Add a supplemental lien
    - Lienholders will be mailed a letter advising that the title is not transferrable and is "NOT FOR RESALE".
  - Add beneficiary
- The following conditions apply to these nonnegotiable titles:
  - Vehicle title cannot be transferred (see exceptions in the policy section of this procedure)
  - Vehicle owner **cannot** add additional owners to the title that are not on the original titling documents
  - Vehicle Branding Work Center (VBWC) MUST issue a nonrepairable certificate if the owner does not intend to drive the vehicle.
  - The customer is not required to get registration from VBWC at time of titling, but may apply for registration at a CSC once a title is issued.
  - Customers must certify on the [VSA 140](#) that they intend to register and drive the vehicle in Virginia.
  - Once issued, the nonnegotiable title certificate and registration card will display "**Junk Nonnegotiable-NOT FOR RESALE**".
  - Because vehicles issued nonnegotiable titles for nonrepairable equivalent out-of-state brands will be registered, payment of sales and use tax (SUT) is required at time of titling.

## RELATED LINKS

[Nonnegotiable Title Eligibility](#) table

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## CONTACT

For additional information contact:

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

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