

Vehicle Licensing Guide

Body Type Change
VLIC-3.410

Original Date: 07/01/2004
Revision Date: 01/25/2017

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POLICY	
Title: Vehicle Body Type Changes	
Effective Date: 07/01/2004	Revision Date: July 1, 2015
Authority: Code of Virginia: §§ 46.2-600 , 46.2-621 , 46.2-622 , 46.2-623 , <<<<<REVISION 46.2-625 , END REVISION>>>>> 46.2-628 , 46.2-1500 , DMV Policy	
<p>Policy: DMV Customer Service Center (CSC) staff is authorized to change a vehicle body type in the following situations only:</p> <ul style="list-style-type: none">• Data entry error by DMV personnel.• Difference in out-of-state body type designation. <p>The Vehicle Branding Work Center (not CSC staff) is authorized to change a vehicle body type due to a physical alteration to the vehicle structure made by the vehicle owner (including reconstructed, specially constructed or replica vehicles).</p> <p>The Tinting Work Center (not CSC staff) is authorized to change the body type for off-road motorcycles converted to on-road use.</p>	
Exception: N/A	

CUSTOMER REQUIREMENTS

Incorrect Vehicle Body Type (Existing Virginia Record)

1. Submit an Application for Replacement and Substitute Titles ([VSA 67](#)).
 - VSA 67 is not required for body type changes due to a DMV error.
 2. Submit ownership documents.
 - If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.
IMPORTANT: If the vehicle has an electronic lien the customer is NOT required to submit the title.
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3. Present identification as proof of ownership or as an authorized representative.
 - The **Authorized Representative Designation** section on the back of the VSA 67 must be completed and signed by the vehicle owner to authorize release of the title to the person submitting the application. **END REVISION>>>>>**
 4. Pay applicable fees.

Incorrect Vehicle Body Type (Out-of-State Title)

1. Submit an Application for Certificate of Title ([VSA 17A](#)).
2. Submit proof of address (refer to [VLIC-3.530](#)).
3. Submit ownership documents(s) in accordance with [VLIC-3.510](#).
 - If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.
IMPORTANT: If the vehicle being titled has an electronic lien the customer is NOT required to submit the title.
4. Pay applicable fees.

Physical Alteration to Vehicle Body Type

1. Submit original vehicle title.

CUSTOMER REQUIREMENTS (continued)

- If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.

IMPORTANT: If the vehicle record contains an electronic lien the customer is NOT required to submit the title.

2. Submit application for Assigned Vehicle Identification Number ([VSA 22](#)).
3. Submit application for Certificate of Title and Registration ([VSA 17A](#)).
4. Pay applicable fees.
5. Mail required documents and payment to:
Virginia Department of Motor Vehicles
Attn: Vehicle Branding Work Center
P.O. Box 27412
Richmond, VA 23269

Off-Road Motorcycle (Dirt Bike) Converted for On-Road Use

NOTE: The process to convert a dirt bike to an on-road motorcycle is the same as for converting an off-road motorcycle to an on-road motorcycle.

1. Submit original vehicle title.
 - If an outstanding lien is on the record, the customer must contact the lienholder and request a temporary release of the lien and title.

IMPORTANT: If the vehicle record contains an electronic lien the customer is NOT required to submit the title.

2. Submit application for Certificate of Title and Registration ([VSA 17A](#)).
3. Submit completed and signed Converted Off-Road Motorcycle Certification ([VSA 130](#)).
 - Signed by the manufacturer or builder, and
 - Signed by the applicant.
4. Pay applicable fees.
5. Submit required documents and payment:
 - Mail to:
Virginia Department of Motor Vehicles
Attn: Titling Work Center
Converted Off-Road Motorcycle
P.O. Box 27412
Richmond, VA 23269

OR

- Submit to a CSC for forwarding to Titling Work Center.

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FRONT COUNTER CSR

Incorrect Vehicle Body Type (Existing Virginia Record)

1. Verify submission of an original vehicle title.
 - If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.
- IMPORTANT:** If the vehicle has an electronic lien the customer is NOT required to submit the title.
2. Collect and verify completion of the [VSA 67](#) application (if required).
 - A VSA 66 is not required for body type changes required due to DMV error.

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3. Verify customer's identity to ensure that he is the owner/lienholder.
 - If the customer presenting the [VSA 67](#) is not the owner/lienholder:
 - i. Verify the **Authorized Representative Designation** section on the back of the [VSA 67](#) is completed and signed by the owner giving the customer authority to pick up the title.
 - ii. Verify the customer's identity to ensure he is the authorized representative before releasing the title.

END REVISION>>>>

4. Research DMV records, VINAssist, and NADA Guides to determine the vehicle's correct body type and correct the body type in the system.
 - If unable to verify the correct vehicle body type, do not change the body type and advise the customer to contact the [Vehicle Branding Work Center](#) for processing or inspection of the vehicle by DMV law enforcement (if required).

FRONT COUNTER CSR (continued)

5. Process a substitute Title in accordance with [VLIC-3.120](#).
6. Print a Registration Card Replacement in accordance with [VLIC-4.235](#).
7. Collect applicable fees.
 - No fee is charged for body type changes due to a DMV error.
8. On the face of the submitted vehicle title, write "Incorrect Body Type Listed- Sub. Issued" and include with the [VSA 67](#) (when required).
9. Prepare transaction documents with correct barcode coversheet and place in appropriate area for document preparation.

Incorrect Vehicle Body Type (Out-of-State Title)

1. Verify completion of the [VSA 17A](#) application.
2. Verify proof of address (if applicable, refer to [VLIC-3.530](#)).
3. Collect and verify the vehicle title.
 - If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.
4. Check NADA guides and VINAINQ or VINAssist to determine the vehicle's body type.
5. If the vehicle's body type is able to be verified using NADA or VINAssist, ensure the correct vehicle body type is listed on the VSA 17A and continue titling in accordance with [VLIC-3.000](#).
 - If the vehicle body type cannot be determined using NADA or VINAssist:
 - return the applications and title document(s) to the customer.
 - advise the customer to contact the [Vehicle Branding Work Center](#) to verify the vehicle body type.

Physical Alteration to Vehicle Body Type

- If the customer has altered the vehicle's body type, the [Vehicle Branding Work Center](#) must process the transaction and DMV Law Enforcement will contact the customer to conduct an inspection of the vehicle.

Advise the customer to submit the following by mail to:

Virginia Department of Motor Vehicles
Attn: Vehicle Branding Work Center
P.O. Box 27412
Richmond, VA 23269

- a. Original vehicle title.
 - If an outstanding lien is on record, the customer must contact the lienholder and request a temporary release of lien and title.
IMPORTANT: If the vehicle has an electronic lien on file the customer is NOT required to submit a title.
- b. Application for Assigned Vehicle Identification Number ([VSA 22](#)).
- c. Application for Certificate of Title and Registration ([VSA 17A](#)).
- d. Pay fees (if applicable).

Off-Road Motorcycle (Dirt Bike) Converted for On-Road Use (Processed by [Titling Work Center](#))

NOTE: The process to convert a dirt bike to an on-road motorcycle is the same as for converting an off-road motorcycle to an on-road motorcycle.

- For documents and payment submitted at a CSC:
 - Forward to the Titling Work Center at HQ:
 - i. Fasten all required documents and payment (see [Customer Requirements](#) above) together and place in a manila envelope,
 - ii. Address the envelope to:
Virginia Department of Motor Vehicles
Titling Work Center
Converted Off-Road Motorcycle
P.O. Box 27412
Richmond, VA 23269
 - iii. Place the manila envelope in the designated area on the back counter for pickup.

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POINTS TO REMEMBER

- Only the [Vehicle Branding Work Center](#) (not CSC staff) is authorized to process vehicle body type changes due to physical alterations.
- Only the [Titling Work Center](#) (not CSC staff) is authorized to process body type changes for off-road motorcycles (or dirt bikes) converted for on-road use.

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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](#)
- VSA/[Titling Work Center](#)

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