

# Vehicle Licensing Guide

## Vehicle Identification Number-Application For VLIC-3.450

**Original Date:** 07/01/1975

**Revision Date:** 04/10/2019

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POLICY	
<b>Title:</b> Vehicle Identification Number-Application For	
<b>Effective Date:</b> July 1, 1975	<b>Revision Date:</b> April 10, 2019
<b>Authority:</b> Code of Virginia §§ <a href="#">46.2-100</a> , <a href="#">46.2-625</a> , <a href="#">46.2-1072</a> , <a href="#">46.2-1072.1</a> and <a href="#">46.2-1073</a>	
<b>Policy:</b> Upon application by owner, DMV's Vehicle Branding Work Center shall issue a vehicle identification number (VIN) for a vehicle, motor vehicle, trailer, or semitrailer that has no valid VIN, provided a VIN inspection is passed and required fees are paid.  Applicants must submit for examination all properly assigned proof of ownership documents showing the identification number(s) and sale price(s) for the vehicle, or component(s) used in its construction, including, but not limited to: <ul style="list-style-type: none"><li>• Bills of sale</li><li>• Titles</li><li>• Certificates or statements of origin</li><li>• Notarized affidavits</li></ul> DMV's Law Enforcement Services shall perform, for a fee of \$125, a VIN inspection to examine, verify and/or identify serial or identification number(s) of the vehicle, motor vehicle, trailer, or semitrailer. VIN inspection fees for homemade trailers are waived.  <b>&lt;&lt;&lt;&lt;&lt;REVISION</b> For VIN assignments to homemade trailers not assembled from a kit, process in accordance with <a href="#">VLIC-3.235</a> . For VIN transaction service options, refer to <a href="#">Service Provider Options for VIN Issue/Assign/Correct</a> table. <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b>	
<b>Exception:</b> N/A	

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### SERVICE PROVIDER OPTIONS FOR VIN ISSUE/ASSIGN/CORRECT

Service Provider Options for VIN Issue/Assign/Correct				
VIN Transaction	Description	CSC	Vehicle Branding HQ <sup>1</sup>	Titling Work Center <sup>1</sup> HQ
Homemade Trailer <a href="#">VLIC-3.235</a>	A trailer assembled from parts (not from kit <sup>2</sup> )	✓	---	✓
Assign VIN Number This Procedure	Vehicle/motor vehicle with no assigned VIN <sup>3</sup>	---	✓	---
Correct VIN Number <a href="#">VLIC-3.455</a>	VA DMV or out-of-state DMV VIN titling error	✓ <sup>4</sup> (Refer to <a href="#">VLIC-3.455</a> )	---	✓ <sup>4</sup> (Refer to <a href="#">VLIC-3.455</a> )
Replace Existing VIN <a href="#">VLIC-3.460</a>	Existing VIN is lost, stolen, or destroyed	---	✓	---
<sup>1</sup> CSCs will accept, verify submission of required documents and payment, and forward all required documents to the Vehicle Branding Work Center following guidelines in appropriate procedures. <sup>2</sup> Kits will include a Manufacturer's Certificate of Origin (MCO) and VIN plate. <sup>3</sup> Requires VIN inspection by DMV Law Enforcement Services. <sup>4</sup> Refer to the <b>VIN Correction Quick Reference</b> guide in <a href="#">VLIC-3.455</a> to determine if the VIN can be corrected in a CSC or Titling Work Center.				

**END REVISION>>>>>**

## CUSTOMER REQUIREMENTS

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1. Submit Application for Certificate of Title and Registration ([VSA 17A](#)) and other titling documents in accordance with [VLIC-3.000](#) at a CSC or by mail to the [Vehicle Branding Work Center](#).
  - For customers mailing their own paperwork, advise it should be sent First Class, or with tracking. **END REVISION>>>>>**
2. Attach the following required documents:
  - Application for Assigned Vehicle Identification Number ([VSA-22](#)).
  - Title
  - Bills of Sale
  - Certificates or statements of Origin
  - Descriptive notarized statement explaining how the applicant performed the construction of the vehicle.**<<<<<REVISION**
  - Multiple pictures of the completed vehicle. (Pictures must show at least the front, back, and side of the vehicle.) **END REVISION>>>>>**

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3. Submit payment by check or money order for: **END REVISION>>>>>**
  - VIN application.
  - VIN inspection fees (refer to [VSA-22](#)).
4. Mail all documents and payment to the Vehicle Branding Work Center (see address under Front Counter CSR), or submit to a CSC for mailing.

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## FRONT COUNTER CSR

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1. Verify accurate completion of the [VSA 17A](#) and other titling documents in accordance with [VLIC-3.000](#). **END REVISION>>>>>**
2. Attach the following required documents:
  - Application for Assigned Vehicle Identification Number ([VSA 22](#)).
  - Title
  - Bills of Sale
  - Certificates or statements of Origin
  - Descriptive notarized statement explaining how the applicant performed the construction of the vehicle.
  - Multiple pictures of the completed vehicle. (Pictures must show at least the front and side of the vehicle.)
3. Collect payment by check or money order, or the completed and signed Vehicle Services Payment Authorization ([VSA 153](#)), for:
  - VIN application.
  - VIN inspection fees (refer to [VSA-22](#)).

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4. Inform the customer he will be contacted by a DMV Law Enforcement Special Agent to schedule an appointment for inspection and, if requested, install the VIN plate. **END REVISION>>>>>**
5. Combine all submitted documents and payment in a separate 1<sup>st</sup> class envelope for mailing addressed to::  
**Virginia Department of Motor Vehicles  
Vehicle Branding Work Center  
Reconstructed/Specially Constructed  
P.O. Box 27412  
Richmond, Virginia 23269-0001**

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**IMPORTANT:** To avoid unnecessary delays in processing a customer's transaction when mailing documentation from a CSC to the Vehicle Branding Work Center, CSRs are responsible to verify accurate completion of applications and ensure that sufficient documentary evidence is provided following the guidelines in this procedure. **END REVISION>>>>>**

5. Place the addressed envelope in the designated area on the back counter for pickup and mailing.

**EXCEPTION:** VIN applications for homemade trailers are processed following guidelines in [VLIC-3.235](#).

## POINTS TO REMEMBER

- Vehicle Branding Work Center will:
  1. Verify submitted documents and vehicle identification numbers,
  2. Determine whether the customer applied for an assignment of VIN or inspection of an existing VIN,
  3. Send required paperwork to DMV Law Enforcement (LE).
  4. Issue a title for the vehicle once LE returns the paperwork indicating the vehicle passed.
- LE will:
  1. Contact the customer and schedule a VIN inspection, and vehicle inspection when required,
  2. Perform the examination of all identification numbers, including the confidential number,
  3. Install VIN plates (when required) upon passing the inspection.
  4. Return paperwork to Vehicle Branding for issuance of title (if the vehicle passed inspection).

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## RELATED LINKS

Reconstructed, Replica, and Specially Constructed Vehicles-Application for Title [VLIC-3.350](#)

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[Service Provider Options for VIN Issue/Assign/Correct](#) END REVISION>>>>>

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## CONTACT

For additional information contact:

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

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