

Vehicle Licensing Guide

Converted Electric Vehicles-Application for Title VLIC-3.451

Original Date: 10/01/2012

Revision Date:

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POLICY	
Title: Converted Electric Vehicles	
Effective Date: October 1, 2012	Revision Date: n/a
Authority: Code of Virginia: §§ 46.2-100 , 46.2-602.3 , 46.2-625 , 46.2-1001.1 , 46.2-1158	
Policy: DMV will title motor vehicles (except for motorcycles) that had its original internal combustion engine replaced with an electric propulsion system with the brand "Converted Electric". These vehicles will receive an original title (even if they have previously been titled) and are only issued if the vehicle has been certified that it was converted to electric propulsion.	
Exception: n/a	

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CUSTOMER REQUIREMENTS

1. Submit a completed "Application for Certificate of Title and Registration" ([VSA-17A](#))
 - The customer must:
 - ensure that all liens held against the vehicle are recorded.
 - indicate on the application that they have a converted electric vehicle.
2. Submit previous ownership document(s).

NOTE: Customers that have materially altered the vehicle's original construction by removal, addition and/or substitution of new or used essential parts other than those required for the conversion to electric propulsion must comply with the requirements of a reconstructed vehicle (refer to [VLIC-3.350](#).)
3. Provide proof of address, if applicable (refer to [DMV-177](#)).
4. Submit a "Converted Electric Vehicle Certification" ([VSA-26](#)) completed by a certified Virginia safety inspector indicating electric propulsion is complete.
5. Submit the following fees:
 - a. Titling fee
 - b. Sales and Use Tax (SUT), if newly purchased (refer to [VLIC-4.620](#))
 - c. Registration fees, if applicable
 - In addition to the standard registration fees, the customer must also include the additional annual electric vehicle license tax if the vehicle is solely powered by electricity.
6. Submit all required documents to either:
 - a CSC

OR

- Mail directly to:
Virginia DMV
Vehicle Branding
PO Box 27412
Richmond VA 23269

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FRONT COUNTER CSR

1. Verify the customer has completed the "Application for Certificate of Title and Registration" ([VSA-17A](#)).
 - The customer MUST indicate on the [VSA-17A](#) that they have a "Converted Electric" vehicle.
 - If the customer has also materially altered the vehicle's original construction by the removal, addition or substitution of new or used essential parts other than those required for the conversion to electric propulsion, they must comply with the requirements of a reconstructed vehicle listed in [VLIC-3.350](#).
2. Collect the previous ownership document.
 - DMV will accept a previous ownership document indicating the vehicle is powered by non-electric means, so long as the customer presents a certification indicating the propulsion is completed.
3. Verify the proof of address document. (Refer to [DMV-177](#) and [VLIC-3.530](#).)
4. Ensure the customer has submitted a complete "Converted Electric Vehicle Certification" ([VSA-26](#)) completed by a Virginia safety inspector indicating the electric propulsion conversion is complete.
5. Collect the following fees:
 - a. Titling fee
 - b. Sales and Use Tax
 - SUT will be calculated based on the NADA trade-in value of the vehicle using the same process for non-converted electric vehicles.
 - c. Registration fees, if applicable
 - In addition to the standard registration fees, the customer must also include the additional annual electric vehicle license tax if the vehicle is solely powered by electricity.
6. Photocopy all the customer documents.
7. Give the customer all photocopies.
8. Inform the customer that:
 - a. Vehicle branding work center will review and process their title.
 - b. Once completed, the work center will mail the customer an original title branded "Converted Electric".
 - c. The vehicle will keep its original VIN, but will receive a new title number (if the vehicle was previously titled.)
9. Place all original documents and customer payment in a manila envelope.
10. Seal envelope and write "VEHICLE BRANDING" on the outside.
11. File manila envelope in designated area to send back with day's work.
12. Process title in accordance with [VLIC-3.000](#).

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DMV CONTACT CENTER ACTIONS

- If a customer inquires about the titling status of their converted electric vehicle, send a DL9 to the Salvage Work Center (location code: 218) Be sure to include:
 - Customer name
 - VIN Number
 - Customer telephone number
 - Date of submitted request

Vehicle Branding Work Center will respond to the DL9 request within 24 hours.

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POINTS TO REMEMBER

- Any mechanic certified as a Virginia safety inspector may certify the vehicle has been converted to electric.

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PROCEDURE PROPONENT

- VSA/Vehicle Branding Work Center