

# Vehicle Licensing Guide

## Assignment of a Non-Secure Power of Attorney VLIC-3.525

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

**Revision Date:** 10/25/2019 (Rewritten)

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POLICY	
<b>Title:</b> Assignment of a Non-Secure Power of Attorney	
<b>Effective Date:</b> July 1, 1975	<b>Revision Date:</b>
<b>Authority:</b> Code of Virginia §§ <a href="#">46.2-600</a> , <a href="#">46.2-621</a> and <a href="#">46.2-629</a>	
<b>Policy:</b> DMV must collect the granted authority (power of attorney) given a person when the person, who is acting for another, does business with DMV.	
<b>Exception:</b> In November 1995, DMV created an exception to its policy of requiring a power of attorney from agents by allowing a lessee of a vehicle whose name is listed in the leased vehicle registration as "in care of," (c/o) to sign on behalf of the lessor/owner on registration transactions for that particular vehicle. <ul style="list-style-type: none"><li>• The exception covers transactions such as license plate renewals, transfers, exchanges, reissues, and requests for special/personalized plates.</li><li>• The exception does not cover transactions involving titling or the transfer of ownership of the vehicle.</li></ul>	
<b>NOTE:</b> The lessors retain the option of having all registration documents forwarded directly to them for proper signatures and processing.	

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### DEFINITIONS

**Power of Attorney** – An authorization to act as "agent" on someone else's behalf in a legal or business matter. As a result, the individual(s) authorized to act as agent for the "principal" (or grantor of the power), must be listed by name on the power of attorney. Power of Attorney may not be assigned to a company without defining the INDIVIDUAL(s) authorized to act as agent.

**Non-Secure Power of Attorney Form** – Used by individuals to grant power of attorney to either an individual or business when transferring ownership of a motor vehicle or registering a motor vehicle. The "Power Of Attorney To Sign For Owner When Registering and/or Transferring Ownership Of A Motor Vehicle" ([VSA-70](#)) OR the equivalent of a VSA-70 such as a document drawn up by an attorney that allows an authorized person to sign on behalf of the owner within certain limits. The non-secure power of attorney (VSA 70) or the equivalent of a VSA-70 (including out of state non-secure power of attorney forms) cannot be used by motor vehicle dealers.

**Secured Power of Attorney Form** – Individuals grant power of attorney to a Virginia motor vehicle dealer when transferring ownership of a motor vehicle. Must be granted on the "Power of Attorney to Sign for Owner When Registering and/or Transferring Ownership of a Motor Vehicle" (VAD 70A). This form must only be used by dealers when the current title is not available to the dealer at the time of transfer or sale of the vehicle due to its being lost or being held by the lienholder. (Refer to [VLIC-3.320](#))

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### BACKGROUND

A power of attorney is an instrument in writing by which one person appoints another as his agent and gives him the authority to perform certain specific acts or kinds of acts on his behalf.

The primary purpose of a power of attorney is to evidence the authority of the agent to third parties with whom the agent deals.

DMV must collect the granted authority (power of attorney) given a person when the person, acting for another, does business with DMV.

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### CUSTOMER REQUIREMENTS

1. Submit a completed "NON-SECURE" power of attorney, providing authority to sign DMV forms for the vehicle owner.

- "Power Of Attorney To Sign For Owner When Registering and/or Transferring Ownership Of A Motor Vehicle" ([VSA-70](#))  
OR
- The equivalent of a VSA-70 such as a document drawn up by an attorney that allows an authorized person to sign on behalf of the owner within certain limits.

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## FRONT COUNTER CSR

1. Verify that all documentation is complete.
2. Verify that any person's signature on behalf of another is supported by a written power of attorney which references the vehicle or covers the type of transaction being conducted with DMV.
  - For leased vehicles, the lessee must already be recorded on the DMV vehicle record.
3. Process the type of transaction requested by the customer.
4. Place Power of Attorney in appropriate area for document preparation.

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## DMV CUSTOMER CONTACT CENTER ACTIONS

### How do I complete a "Power of Attorney To Sign For Owner When Registering and/or Transferring Ownership of a Motor Vehicle" VSA 70?

The vehicle owner or purchaser must complete the section for "Vehicle Owner". If there is more than one owner, both owners may use the same form to grant power of attorney. If the vehicle owner is a business, an individual who represents the business must print their name, the business name, and their position with the business to grant power of attorney.

The vehicle owner or purchaser must complete the person's name, or business name and representative's name in the "Power of Attorney Granted To" section.

The vehicle owner or purchaser must provide complete vehicle information as requested on the VSA 70. However, if the person granting power of attorney is a purchaser, they will not have the new title number to provide for the form. They may use the current title number listed on the front of the title.

The vehicle owner or purchaser must sign, provide their DMV customer number and date the VSA 70. If the vehicle owner or purchaser is a business, they must sign for the business and provide their employer federal identification number.

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## POINTS TO REMEMBER

- Photocopies of Power of Attorney ARE acceptable.
- Transactions in which a Power of Attorney may be used:
  - Sale of a motor vehicle between individuals or businesses, other than motor vehicle dealers.
  - Applying for a Replacement, Substitute or Supplemental title for a motor vehicle
  - Registering a motor vehicle for new plates, renewal of plates, reissue of license plates, or transferring license plates.
  - Titling of a leased vehicle by the lessee.
- EXCEPTION:** If the lessee's name is listed in the registration address of the vehicle, the lessee does not need to provide a power of attorney to sign on behalf of the lessor.
- A power of attorney is inactive if the individual granting it is deceased.
- Power of Attorney CANNOT be granted to a business. It must be granted to a person who is employed by the business and authorized to conduct transactions for the business.
- The non-secure power of attorney (VSA 70) cannot be used by motor vehicle dealers.
- Leased Vehicles – If the lessee's name is listed in the registration address of the vehicle, the lessee does not need to provide a power of attorney to sign on behalf of the lessor.
- Power of Attorney may be granted by completing the VSA 70 OR using another statement that is completed by the person who is granting the power of attorney and the person they are allowing to act on their behalf.
- The non-secure power of attorney (VSA 70) may be used only one time for registering or transferring ownership of a vehicle.
- The non-secure power of attorney (VSA 70) CANNOT be used for odometer disclosure.

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## RELATED LINKS

[VLIC-3.320](#) Motor Vehicle Dealer Sales – Reassignment of Title

[VLIC-3.105](#) Original Title Requirements – Casual Sales/Transfer from Other State

[Basic Document Requirements to Title a Motor Vehicle in Virginia – Casual Sale/Transfer from Another State](#)

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## CONTACT

For additional information contact :

- Your CSC Manager/Assistant Manager

- DMV Customer Contact Center Help Desk at (804) 367-6646
- VSA/Title and Registration Services

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