

## Vehicle Licensing Guide

### Leased Vehicle Transfer of License Plates VLIC-4.130

**Original Date:** 07/01/1999

**Revision Date:** 07/01/2024

[Overview](#)

[Customer Requirements](#)

[Front Counter CSR](#)

[Points to Remember](#)

[Related Links](#)

[Contact](#)

POLICY	
<b>Title:</b> Leased Vehicle Transfer of License Plates	
<b>Effective Date:</b> July 1, 1999	<b>Revision Date:</b> September 10, 2016
<b>Authority:</b> Code of Virginia §§ <a href="#">46.2-100</a> , <a href="#">46.2-600</a> , and <a href="#">46.2-693</a> , <<<<<REVISION <a href="#">9.1-900</a> et seq., <a href="#">46.2-725</a> , <a href="#">46.2-726</a> END REVISION>>>>> Memorandum (9/7/95) Richard D. Holcomb to Dealers, DMV personnel, and CVR Personnel, Memorandum (1/29/96) Richard D. Holcomb to Dealers and Leasing Companies	
<b>Policy:</b> DMV shall, upon application by a lessee, transfer license plates and registration from the vehicle being leased, to a private vehicle owned by the lessee, provided a written statement is submitted from the leased vehicle's owner (the lessor) stating the transfer is approved. DMV shall, upon application by a vehicle's owner, transfer license plates and registration from the vehicle to a vehicle being leased by the owner, provided a written statement is submitted from the leased vehicle's owner (the lessor) approving the transfer. DMV shall collect a <a href="#">transfer fee</a> , as calculated by the system, when transferring license plates and registration to a vehicle of equal or lesser weight. The difference in registration fees is not refunded when transferring to a lower weight vehicle. DMV shall collect a <a href="#">transfer fee</a> plus an increased registration fee, as calculated by the system, when transferring license plates and registration to a vehicle weighing more than the vehicle being transferred from.	
<b>Exception:</b> <<<<<REVISION DMV shall not transfer special plates or personalized plates to any vehicle owner or co-owner who is registered pursuant to the Sex Offender and Crimes Against Minors Registry Act if the plate or requested plate combination can be read, interpreted, or understood to be a reference to children. <b>END REVISION&gt;&gt;&gt;&gt;&gt;</b>	

[Return to top of page](#)

## OVERVIEW

When transferring license plates and registration from a leased vehicle or to a leased vehicle from another vehicle owned or leased by the same individual, the owner/lessor of the leased vehicle must approve of the transfer in writing. The written statement of approval must accompany the application for transfer and include:

Suggested language for this written transfer approval statement includes:

*I/we, the undersigned, agree to allow < name of Lessee > to transfer license plates < license plate number > duly registered in his/her name to or from the vehicle(s) < vehicle identification number > leased from < name of lessor >.*

\_\_\_\_\_  
Signature of Lessor or Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

[Return to top of page](#)

## CUSTOMER REQUIREMENTS

1. For vehicles not yet titled in Virginia, submit the completed and signed Application for Certificate of Title and Registration ([VSA-17A](#)) and/or Virginia or other state certificate of title along with other required ownership documents and fees for titling a motor vehicle.
2. Request a transfer of license plates and registration to a different vehicle owned by the applicant.

3. For vehicles already titled in Virginia in the owner's name, submit a completed "Application For Registration" ([VSA-14](#)).
4. Submit a statement written by the lessor stating they agree to allow the transfer of license plates to the leased vehicle or from the leased vehicle.
5. Pay required [transfer fee](#) plus additional fees for a weight increase, if applicable.
6. Pay required titling fees and sales and use tax, when applicable.

[Return to top of page](#)

## FRONT COUNTER CSR

1. For vehicles not yet titled in Virginia, process a title transaction in accordance with [VLIC-3000](#) before registering the vehicle and issuing license plates.
2. Verify accurate completion of the [VSA-14](#) for already titled vehicles.  
 <<<<<<REVISION
3. Certify on the application that the vehicle is insured with the required minimum insurance coverage (refer to [VLIC-4.405](#)). **END REVISION>>>>>**
4. Review the submitted written transfer approval statement from the lessor to ensure the leased vehicle for which plates are transferred (either to or from) is one and the same as that identified in the statement.
  - Return the written statement to the customer.
5. When processing a plate transfer for vehicles already titled in the owner's name in Virginia:
  - a. Inquire on the vehicle record to verify the leased vehicle Special Condition code exists on the record.
    - If the record is not marked as a leased vehicle, ask the customer for the lease agreement.
    - If the lease agreement verifies the vehicle is leased, enter the leased vehicle Special Condition code in the system in accordance with data entry procedures.
  - b. Enter the CSC special user ID code to allow the transfer.
    - Only the manager, assistant manager and designated seniors are authorized to use this number.
  - c. Enter the leased vehicle Special Condition code in the system when the vehicle being transferred to is leased.
  - d. If the lessee is responsible for registration renewals, ensure renewal notices are sent to the lessee by adding the lessee address as the "registration address" in the system in accordance with data entry procedures.
6. For license plates carried in-hand to a CSC for transfer, if the system returns the "restricted plate" error message below:
 

**"M9440 Restricted Message Call Special Registration at (804) 367-1341 – RPLA"**

  - a. Call SRWC at the number indicated requesting a determination of eligibility to transfer the plates and follow SRWC instructions.
  - b. If determined eligible by SRWC, complete the transaction per instruction from the SRWC.
  - c. If determined not eligible by SRWC:
    - **DO NOT DISCUSS THE RESTRICTION WITH THE CUSTOMER**
    - Read the following message to the customer:
 

*"I apologize; one or more lessees of this vehicle are not eligible for this plate; however, I can assist with issuing another plate for this vehicle."*

Refer to guidelines in [VLIC-4.420](#).
7. Transfer the license plates and registration.
8. Collect the [transfer fee](#) plus any additional fees for a weight increase, if applicable.
  - Local Vehicle Registration fees (if applicable) in accordance with [VLIC-4.415](#).
  - Electric Vehicle License Tax (if applicable) (refer to [VLIC-4.165](#)).
    - For registrations transferred from a vehicle that operates on gasoline or diesel fuels to a vehicle that is electric.
9. Continue processing registration in accordance with [VLIC-4.000](#).

[Return to top of page](#)

## POINTS TO REMEMBER

- If the customer does not have a valid set of license plates to transfer (e.g. the plate is lost) the customer will need the license plates reissued before transferring.
- If a customer deactivates their registration, the plates must be reactivated before transferring. The written statement of approval from the leased vehicle's owner/lessor is acceptable to allow CSCs to reactivate a deactivated registration in order to allow the system to transfer the plates (refer to [VLIC-4.105](#)).
- A customer may not transfer a plate they do not own.

[Return to top of page](#)

## RELATED LINKS

[Fee Chart](#)

[Local Vehicle Registration \(LVR\)](#)

[Return to top of page](#)

## CONTACT

For additional information contact:

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

[Return to top of page](#)