



# Instructions

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- Complete this application in BLUE OR BLACK INK ONLY.
  - DO NOT SEND CASH. SEND CHECK OR MONEY ORDER payable to the Division of Motor Vehicles.
  - Any check that is not honored for payment will result in a \$10.00 SERVICE CHARGE.
  - **Documents may be faxed to expedite processing but final credentials will not be issued until the original documents are received.**
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## PROCEDURES TO TITLE AND APPORTION A MOTOR VEHICLE THAT IS NEW AND NEVER BEEN TITLED

- 1) DMV-1-IRP – Completed by the dealer
- 2) MSO Certificate of Origin – Properly assigned by the dealer
- 3) Fees: \$10.00 for title, \$5.00 per lien. Apportioned registration fees will be billed separately.
- 4) IRP - Schedule C Application – *Completed by the Carrier to add vehicle to apportioned fleet*
- 5) Company signatures for companies, corporation or LLCs must be listed on the Secretary of State's Office Website or a Power of Attorney from the company must be included

## PROCEDURES TO TITLE AND APPORTION A MOTOR VEHICLE THAT IS USED AND LAST TITLED IN ANOTHER STATE

- 1) DMV-1-IRP – Completed by the purchaser
- 2) Out-of-state Title– Properly reassigned by the seller
- 3) Fees: \$10.00 for title, \$5.00 per lien. Apportioned registration fees will be billed separately.
- 4) IRP - Schedule C Application – *Completed by the Carrier to add vehicle to apportioned fleet*
- 5) Company signatures for companies, corporation or LLCs must be listed on the Secretary of State's Office Website or a Power of Attorney from the company must be included

## PROCEDURES TO TITLE AND APPORTION A MOTOR VEHICLE THAT IS USED AND WAS LAST TITLED IN WEST VIRGINIA

- 1) West Virginia Certificate of Title– Properly reassigned by the seller and with the Application for Title section properly completed by the purchaser (Section 7)
- 2) Fees: \$10.00 for title, \$5.00 per lien. Apportioned registration fees will be billed separately.
- 3) IRP - Schedule C Application – *Completed by the Carrier to add vehicle to apportioned fleet*
- 4) Company signatures for companies, corporation or LLCs must be listed on the Secretary of State's Office Website or a Power of Attorney

# Checklist

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- Is the application completed, including signatures?
- Is a power of attorney included where required?
- Did you enclose a check or money order payable to DMV for the total fees and payment due?
- Do you have all required documents as outlined above?

### MAIL ALL REQUIRED DOCUMENTS, FORMS, AND PAYMENT TO:

Division of Motor Vehicles | Motor Carrier Services  
5707 MacCorkle Avenue, SE, PO Box 17900  
Charleston, WV 25317

Telephone (304)926-0799  
Fax (304)926-0797