2022
MOTOR VEHICLES TITLING SEMINAR

PRESENTED BY
DIVISION OF MOTOR VEHICLES
https://transportation.wv.gov/dmv
/
and the
WEST VIRGINIA AUTOMOBILE AND TRUCK DEALERS ASSOCIATION
What Is Vehicle Services?

- Titles & Registrations
- Special Plates
- Online Services
- Data Entry
- Dealers
- Sendbacks
- NMVTIS
DMV FEES

Class A License Plate/Registration:

- $51.50 – Basic Class A
- $151.50 – Electric/Gas Hybrid
- $251.50 - Electric

Title Fee: $15.00
Lien Fee: $10.00
Duplicate Titles: $15.00
Duplicate Registration: $10.00
Duplicate Plate: $10.00
Plate Transfer: $10.50
Salvage Titles: $22.50
LEASE VEHICLES

REQUIRED DOCUMENTS

- Application for title (Form DMV-1L).
- MSO or Title.
- Odometer Statement (If out-of-state title).
- Power of Attorney (On Leasing Company Letterhead – if applicable)
- Lease agreement.
TAXATION ON A LEASE VEHICLE

- 6% tax is charged on the Cap Cost Reduction at time of filing.
- Minus the net trade in allowance. (Only if previously titled in West Virginia).
- The leasing company will collect 5% of the lease payment as tax and remit this to the Division on a monthly basis.
LEASE VEHICLES

TRANSFER OF PLATES / OTHER INFORMATION

- A license plate can be transferred between vehicles within the same leasing company (Transfer fees apply)

- May transfer special plates with a letter from the customer relinquishing the rights to the leasing company. (Transfer fees apply)

- The leasing company’s address must appear on form DMV-1L. That is the address that will appear on the title and registration. If you need the plate and registration card special mailed to the lessee, then you must include a special mail envelope.
Division of Motor Vehicles
Application for Certificate of Title for a Leased Motor Vehicle

The owner(s) of the following vehicle make application for a certificate of title for that vehicle, and, for that purpose, state the following:

<table>
<thead>
<tr>
<th>LESSOR'S NAME</th>
<th>NAME OF PURCHASER TO BE WRITTEN PLAINLY AND EXACTLY AS IT IS TO APPEAR ON THE CERTIFICATE OF TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O LESSOR'S NAME</td>
<td></td>
</tr>
<tr>
<td>LESSOR'S ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>


**VEHICLE DESCRIPTION**

Make: ___________________    V. I. N.: ___________________

Year: ___________________    Weight: ___________________

Style of Body: ___________________    QM: ___________________

Lease Permit Number: ___________________    QM: ___________________

Vehicle Description: ___________________

TRADE IN DESCRIPTION

Make: ___________________    V. I. N.: ___________________

Year: ___________________    WV Title No.: ___________________

Cash Down or Rebate Amount: ___________________    6% of Cash Down or Rebate Amount: (cap cost reduction)

**REGISTRATION PLATE TRANSFERRED FROM VEHICLE BELOW - SEND COPIES OF BOTH SIDES OF REGISTRATION CARD.**

Make: ___________________    Weight: ___________________    V. I. N.: ___________________

Name of Lien Holder: ___________________    Amount: ___________________    Plate No.: ___________________

Nailing Address: ___________________    City: ___________________    State: ___________________    Zip Code: ___________________

Kind of Lien: [ ] CSIC [ ] O/T [ ] S/A [ ] Date: ___________________

**LIENS AND ENCUMBRANCES**

**MOTOR VEHICLE INSURANCE POLICY INFORMATION** - INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.

Effective date of insurance policy: From: ___________________ To: ___________________

Name of Insurance Company: ___________________

Name of Insurance Agent: ___________________

Insurance Policy number: ___________________

National Association Insurance Commissioners (NAIC) Number: ___________________

**DEALER CERTIFICATION**

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.

This is to certify that the above described vehicle was acquired from ___________________ on ___________________ and leased to the above-named lessor on ___________________.

DAY: ___________________ YEAR: ___________________

DAY: ___________________ YEAR: ___________________

The undersigned dealer further certifies that the lease payment, term, and tax are true and correct and that the Federal Odometer Regulation has been satisfied. FEDERAL ODOMETER REGULATIONS REQUIRE YOU STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP.

I certify to the best of my knowledge that the odometer reading is ___________________ and reflects the actual mileage unless one of the following is checked:

[ ] 1.) The mileage stated is in excess of its mechanical limits. [ ] 2.) The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY.

Dealer Name: ___________________    Dealer No.: ___________________

Dealer Address: ___________________    Dealer Signature: ___________________
Special Purpose Vehicles

Per WV code §17A-13-1 a “street-legal special purpose vehicle” (SPV) includes all-terrain vehicles, utility terrain vehicles, minitrucks, pneumatic-tired military vehicles, and full-size special purpose-built vehicles, including those self-constructed or built by the original equipment manufacturer and those that have been modified. Street-legal special purpose vehicles are eligible for a registration plate.”

To be considered an SPV, the vehicle must have the following equipment:

- One or more headlamps
- One or more tail lamps
- One or more brake lamps
- A tail lamp or other lane constructed and placed to illuminate the registration plate with a white light
- One or more red reflectors on the rear
- Amber electric turn system, one on each side of the front
- Amber or red electric turn signals
- A braking system, other than a parking brake
- A horn or other warning device
- A muffler and, if required by applicable federal statute or rule, an emission control system
- Rearview mirrors on the right and left side of the driver
- A windshield, unless the operator wears eye protection while operating the vehicle
- A speedometer, illuminated for nighttime operation
- For vehicles designed by the manufacturer for carrying one or more passengers, a seat designed for passengers
- Tires that have at least 2/32 inches or greater tire thread
If a vehicle qualifies as a street-legal SPV, the owner must then obtain a certificate of insurance on the SPV, have it inspected, fill out the Special Purpose Vehicle Certification Form (DMV-SPV1-TR), and provide any other documents necessary including tax, title, lien, plate, and registration fees to the DMV.

Fees are $16.00 annually for a regular Class street-legal SPV plate, plus additional fees of $100 annual for hybrid vehicles, and $200 for electric or natural gas vehicles.

If the street-legal SPV is already titled, the owner must still fill out and provide the Special Purpose Vehicle Certification Form and provide registration fees as listed above.

An individual may operate a SPV on roads in WV subject to the following limitations:

- No street-legal SPV may be driven on roads where prohibited by the county, municipality, or the Division of Natural Resources.
- No street-legal SPV may be driven on controlled access highways, including, but not limited to, interstate systems.
- No street-legal SPV may be driven on a highway displaying centerline pavement markings for a distance greater than 20 miles.
- No minitruck registered as a street-legal SPV may be driven on a road constructed pursuant to a federal highways program.
- No street-legal SPV may be driven in an area not open to motor vehicle use.
West Virginia Department of Transportation
Division of Motor Vehicles
Special Purpose Vehicle Certification

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FOR TITLE OR REGISTRATION.

A) Applicant's Information

Name: 

Address: STREET ADDRESS                CITY                COUNTY                STATE                ZIP

B) Vehicle Information

Make: 

Year: 

Title No.: 

VIN No.: 

Current Plate No.: 

C) Applicant Certification

I/we certify under penalty of false swearing that the

- Headlights
- Taillights
- Brake lights
- Red reflector on rear
- Turn signals
- Braking system
- Horn
- Muller
- Rearview mirrors

on the Special Purpose Vehicle named herein are in good working condition.

(X) SIGNATURE OF OWNER(S)  DATE

West Virginia dmv
Keeping West Virginia on the move.
REFUNDS

- If you have any questions, please call our DMV Accounting Section at 304-926-3805.

- This includes any deal that may have been cancelled or backed out after the documents have been sent to the Division.

- This includes mail work, VRS, and CVR.
West Virginia Department of Transportation
Division of Motor Vehicles
Application for Refund

ALL REFUND REQUESTS MUST BE ACCOMPANYED BY COPIES OF CANCELLED CHECK(S) (FRONT AND BACK) AND/OR APPROPRIATE TRANSACTION RECEIPT(S).

DMV Policy: Refunds will ONLY be given for unused decals and unused plates with the return of the decal, plate, and registration card. On duplicate payments, the Division will refund with both cash receipts and copies of both canceled checks. On driver's license applications, the Division will refund only on a departmental error. On CDLs, the Division only refunds on departmental error.

All applications for refund must be tendered to the Division of Motor Vehicles within SIX (6) months after the date of transaction.

A) Required Refund Information

<table>
<thead>
<tr>
<th>REFUND TO (NAME)</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRIVER'S LICENSE NUMBER</td>
<td>EXPIRATION DATE</td>
<td>DATE OF BIRTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLATE NUMBER (INCLUDE SPACES)</td>
<td>VIN NUMBER</td>
<td>MAKE</td>
<td>MODEL</td>
<td>YEAR</td>
</tr>
</tbody>
</table>

Reason for Refund

Refund Total $ Signature (X) Date / /

B) Credit Card Payment Detail (if applicable)

Credit Card Refund Policy: You may only have the refund transaction applied to a credit card if a credit card was originally used. When you elect to have a refund processed to a credit card, it must be the same credit card used in the initial transaction.

Card Type [ ] DISCOVER [ ] MAESTRO [ ] MASTERCARD [ ] VISA

Card Number Expiration Date / /

Card Holder Signature (X) Date

Division of Motor Vehicles Use Only: If error was made by DMV, a Supervisor must sign below.

Supervisor's Signature

FINS Number

Accounting Sign-Off Date

Date Completed Warrant Number
Currently the Division is writing 125-175 send-backs per day, due to errors by consumers and dealers.

Each paper send-back is assigned a file number for reference. The file number is located at the top right-hand corner of the send-back.

The original title documents are retained at the Division. Copies are sent and can be used for the purpose of the send-back.

Please return all send-backs as soon as possible, so it can be corrected and updated prior to the 60 days allowed to deliver the title.
Insurance (NAIC)

- The NAIC number is a five-digit number that can be checked to see if the individual is covered through the insurance company that they listed.

- This number is listed on the insurance certificate provided to the dealership and must be listed on the documents that require insurance information.

- [https://eapps.naic.org/cis/help](https://eapps.naic.org/cis/help)
Titles and Registration
Dealers only have 60 days to deliver the title to the customer or lien holder. Be sure to submit your work as quickly as possible. (§17A-4-4)
HOW TO CHECK A WEST VIRGINIA TITLE

1. Check for lien information on the front of the title. Make sure it is released and notarized.
2. Check the odometer readings. Make sure the odometer reading on the back of the title is higher than the reading on the front of the title.
3. If the vehicle is exempt from an odometer reading please enter the mileage as “0” and not required instead of the actual mileage and not required.
4. Make sure the title has been signed in the correct sections by both seller and buyer and be sure to list the sale date.
5. Make sure the name of the buyer matches in assignment section and in section 7 exactly.
6. If the vehicle requires an odometer reading, make sure the buyer has signed in the reassignment section.
7. Make sure section 7 is completed and signed.
8. List sale price, trade in amount, net cost, & 6% tax in section 5 of the title.
9. List complete trade in and transfer information in section 5 (if applicable).
10. Enter the amount, kind & date of lien as well as the lienholder’s name and address in section 6 of the title.
11. List the insurance information in section 7 of the title. Be sure to include the NAIC #.
12. When using a WV title all West Virginia dealer reassignments must be made on the back of the title. Dealer’s form TM-5 cannot be used in conjunction with the WV title.
13. When the last reassignment (Section 4) is from a dealer to another WV dealer, the last dealer must get a dealer title. No further reassignments are allowed.
14. Make sure all fees are correct.
PLEASE COLLECT THE ID/DL NUMBER OF NEW OWNER FOR DMV RECORDS
<table>
<thead>
<tr>
<th>SELLER</th>
<th>BUYER (1 &amp; 7)</th>
<th>ODOMETER</th>
<th>TRADE &amp; TRANSFER</th>
<th>DEALER ONLY 2-3-4</th>
<th>LIEN INFO</th>
<th>INSURANCE &amp; NAIC</th>
</tr>
</thead>
</table>

## SALE PRICE

### COMPLETE IN BLUE OR BLACK INK ONLY

Federal and State law requires you to certify the mileage in connection with the transfer of ownership. Failure to certify or providing a false statement of vehicle mileage may result in fines and/or imprisonment.

The undersigned hereby certifies that, for the sale price herein stated, the vehicle described in this title has been transferred to the following Buyer(s) named below:

<table>
<thead>
<tr>
<th>Name of Buyer(s)</th>
<th>Address</th>
<th>Net Cost</th>
<th>Trade In</th>
<th>Sale Price</th>
<th>Tax $</th>
</tr>
</thead>
</table>

**Certification Statement:**

1. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
   - [ ] The mileage stated is in excess of its mechanical limits.
   - [ ] The odometer reading is not the actual mileage.

**Signature:**

1. Seller/Dealer

**Trade & Transfer Information:**

1. **Lien Info:**
   - [ ] Amount $-
   - [ ] Kind-
   - [ ] Lienholder-

2. **Insurance Statement:**
   - [ ] No additional re-assignments permitted
   - [ ] Name of Buyer(s)-

**Dealership Information:**

- [ ] NAIC-

**Location:**

- [ ] Address of Lienholder-
How To Check An Out-Of-State Title

- Must have out-of-state title or Manufacturers Statement of Origin (MSO).
- Must have a completed DMV-1-TR (Form 1).
- **Check vehicle information on title against information completed on the Form 1.**
- Look for information on front of out-of-state title. Lien must be released.
How To Check An Out-Of-State Title – (Continued)

- Make sure name & address of purchaser is listed on back of the title.

- If the state requires a notary, make sure the reassignment on back of the title is notarized.

- Make sure odometer reading is listed on back of title.
How To Check An Out-Of-State Title – (Continued)

- If lien information is listed on the TM-5, check it against the information listed on DMV-1TR.

- Make sure DMV-1TR is signed.

- List insurance information and NAIC number on DMV-1TR, if applicable.

- The Division will need either a dealer invoice or dealer certification on DMV-1TR.

- **Make sure that the customer and the lienholder’s address match on all documents.**
The owner(s) of the following vehicle make application for a certificate of title for that vehicle and for that purpose state the following:

**NAME:**
(Names of persons to be written plainly and exactly as it is to appear on the Certificate of Title)

**MAILING ADDRESS:**

**MAKE:**

**YEAR:**

**VEHICLE DESCRIPTION**

**WEIGHT:**

**Passenger vehicle only**

**TRUCKS Requested (G/Y)**

**ODOMETER READING:**

**Title Brands:**

**RECONSTRUCTED**

**TRADEDOWN DESCRIPTION**

1. **MAKE:**
   **YEAR:**
   **SERIAL NO.:**
   **WEST VIRGINIA TITLE NUMBER:**

2. **MAKE:**
   **YEAR:**
   **SERIAL NO.:**
   **WEST VIRGINIA TITLE NUMBER:**

**REGISTRATION Plate Transferred from:**
(Send copy of registration card both sides)

**LIENS AND ENCUMBRANCES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making Address</td>
<td>Street</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Type of Lien</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**TITLE APPLICATION MUST BE SIGNED BY OWNER**

If Title reads "AND" Both Signatures of Owners Must Appear

**OWNERS SIGNATURE**

**INSURANCE MUST BE IN EFFECT WHEN APPLICATION RECEIVED.**

**DEALER CERTIFICATION**

This is to certify that the above described vehicle was acquired on

**Sold to:**

(Dealer Name)

**Address:**

**Signature (Do):**

**License Number:**
- Odometer Disclosure is on back of the MSO. If completed on MSO – a separate odometer is not required.

- Supplemental dealer reassignments can be made when all spaces on the MSO have been filled.
Once a vehicle is titled from an MSO, it is considered a used vehicle. OH and PA does not have a reassignment form. They are permitted after all the space has been used to make a copy of the back of a blank MSO and assign on that copy.
Odometer Requirements

- When a motor vehicle is sold or transferred, the odometer reading must be recorded in the assignment section by the seller. If the title does not include this section for this purpose, the seller may record the mileage on an odometer statement on a form available from the DMV.

- An odometer disclosure is ALWAYS required, unless:
  - The vehicle is non-motorized
  - The vehicle has a registered gross weight or gross vehicle weight rating or more than 16,000 pounds

- As of January 1st, 2021, all vehicle models year 2010 and before will not require an odometer reading. Vehicle model years 2011 and after will require an odometer reading for up to 20 years.

- Recording a vehicle’s mileage and ensuring the accuracy of such recordings is part of the DMV’s efforts to protect consumers. Recording mileage history helps legal authorities to detect and prove cases of odometer tampering, or the illegal practice of rolling back a vehicle’s mileage. When this occurs, the true condition of the vehicle is misrepresented, and the buyer is deceived.
This document certifies the odometer reading of a vehicle at the time of its sale. Both seller and buyer are required to acknowledge the odometer reading certified on this document.

You do not need to use this document if (1) the vehicle is twenty (20) or more years old, (2) the vehicle is non-motorized, (3) the gross vehicle weight of the vehicle exceeds 14,000 pounds, or (4) if the vehicle’s West Virginia Registration Certificate of Title was issued after January 1, 1991.

All West Virginia Certificates of Title issued after January 1, 1991 require the odometer certification to be completed on the backside of the title document. West Virginia Certificates of Title issued prior to January 1, 1991 do not contain an odometer certification section, and the backside of the document for this reason, the Odometer Certification (this document) must be used.

**PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION**

<table>
<thead>
<tr>
<th>VEHICLE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Make</td>
</tr>
<tr>
<td>Model</td>
</tr>
<tr>
<td>Body Type</td>
</tr>
<tr>
<td>Gross Vehicle Weight</td>
</tr>
<tr>
<td>VIN Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SELLER’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, and Middle)</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ODOMETER DISCLOSURE STATEMENT</th>
</tr>
</thead>
</table>

Federal and State law require that you state the odometer mileage upon transfer of ownership. Failure to complete this form or providing a false statement may result in fines and/or imprisonment.

I, the seller, state that the odometer reads ______ miles, as the date certified below, and to the best of my knowledge reflects the actual mileage of the vehicle described herein. Unless one of the following statements is checked:

☐ The mileage stated is in excess of its mechanical limits. ☐ The mileage reading is NOT the actual mileage.

WARNING: ODOMETER DISCRIPENCY NOTARY REQUIRED!

(X) SELLER’S SIGNATURE

<table>
<thead>
<tr>
<th>BUYER INFORMATION AND CERTIFICATION (TO BE COMPLETED BY THE BUYER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First, and Middle)</td>
</tr>
<tr>
<td>Address</td>
</tr>
</tbody>
</table>

(X) BUYER’S SIGNATURE

+ THIS SECTION IS ONLY REQUIRED WHEN REQUESTED DUE TO TITLE/ODOMETER DISCREPANCY

<table>
<thead>
<tr>
<th>SELLER’S SIGNATURE - NOTARY CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscribed and sworn before me this ______</td>
</tr>
<tr>
<td>day of ________ (MM/DD/YYYY)</td>
</tr>
<tr>
<td>(X) NOTARY PUBLIC SIGNATURE</td>
</tr>
<tr>
<td>My Commission expires <strong><strong><strong>/</strong>__/</strong></strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>BUYER’S SIGNATURE - NOTARY CERTIFICATION</th>
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<tr>
<td>(X) NOTARY PUBLIC SIGNATURE</td>
</tr>
<tr>
<td>My Commission expires <strong><strong><strong>/</strong>__/</strong></strong></td>
</tr>
</tbody>
</table>
DEALER DUPLICATE TITLE PORTAL

- If a customer has traded in a vehicle but does not have the title – a dealer can use the Dealer Duplicate Title Portal at [http://go.wv.gov/dealerduptitle](http://go.wv.gov/dealerduptitle) and apply for the duplicate title for the customer. Requesting the duplicate title on this site is the application for duplicate title. However, the other paperwork (copies of identifications, lien releases, POAs) will still be required.
If the paperwork is rejected – you cannot resubmit any paperwork – the requested paperwork will need to be mailed in or you will receive other instructions with the rejection.
Titling a Salvage Vehicle

The following must be submitted to the DMV in order to receive a West Virginia salvage title:

- The WV or out of state salvage title, with all required information completed, assigned to the insurance company.

- A properly completed Form DMV-SV-1 (Salvage Title Application)

- Must complete sections 1 and especially 7 of the WV title along with the DMV-SV-1
Titling a Salvage Vehicle
(Continued)

- Odometer disclosure information must be recorded on the back of the title at the time of transfer.

- Payment of a $22.50 processing fee.
When applying for owner retained salvage, Form SV-6 must be submitted and signed by the insurance company. You must include the WV title and current registration card. We will not accept form SV-1 for owner retained salvage.

Once a vehicle is a non-repair it can be sold, but cannot be retitled.

We are unable to process a duplicate title for a non-repairable vehicle.
West Virginia Department of Transportation
Division of Motor Vehicles
Salvage Certificate Application

Name __________________________ Daytime Phone ______________________

Address ________________________ STREET ADDRESS __________________

____________________ CITY ___________________ STATE ____________________

ZIP __________________________

Vehicle Information

Make __________________________ Year _________ VIN No. ______________________

Style of Body ____________________ Weight: ______________________

PASSENGER VEHICLE or TRUCKS-GAP

Odometer Reading __________________________

COMPLETE THIS SECTION

☐ Requesting NON-REPAIRABLE Certificate (Over 75% damaged & not to be reconstructed)

☐ Flood Damage $22.50 FEE

☐ Fire Damage $22.50 FEE

☐ Salvage $22.16 FEE

INDICATE DAMAGE BY CHECKING THE APPROPRIATE BOX, OR LIST PART UNDER “OTHER”.

☐ Front Bumper ☐ Windshield ☐ Rear Bumper ☐ Other Includes: Boats, Campers, Cycles, and misc.

☐ Grill Assembly ☐ Side Glass - Left ☐ Frame

☐ Hood ☐ Side Glass - Right ☐ Suspension

☐ Fender - Left: ☐ Rear Glass ☐ Seats

☐ Fender - Right: ☐ Roof Panel ☐ Radio Unit

☐ Door Front - Left: ☐ Qtr. Panel - Left ☐ Battery

☐ Door Front - Right: ☐ Qtr. Panel - Right ☐ Dash Panel

☐ Door Rear - Left: ☐ Deck Lid ☐ Engine

☐ Door Rear - Right: ☐ Rear Door S/W ☐ Other

Lienholder Information (if required)

Name __________________________ Amount _________ Date _________

Address ________________________ STREET ADDRESS __________________

____________________ CITY ___________________ STATE ____________________

ZIP __________________________

Applicant Certification

I hereby certify under penalty of fines and/or imprisonment, that the statements made herein are correct to the best of my knowledge and belief.

__________________________ __________________________

PRINTED NAME OF INSURANCE COMPANY OR OWNER DATE

(X) __________________________

PRINTED SIGNATURE OF INSURANCE COMPANY REPRESENTATIVE OR OWNER (NO COPIES OR STAMPS)

DATE

*ANY ALTERATIONS OR ERASES WILL VOID THIS FORM.
West Virginia Department of Transportation
Division of Motor Vehicles
Salvage Certificate/Owner Retention

Name ___________________________ Daytime Phone (_____) _____ - _____
Address __________________________ STREET ADDRESS __________ CITY ________ STATE ________ ZIP ______

Vehicle Information
Make ___________________________ Year ________ VIN No. ________
Style of Body __________________________ Weight ________ or ________ Odometer Reading ________

COMPLETE THIS SECTION IF APPLICABLE
☐ Owner Retention/Salvage Certificate - Please issue a salvage certificate in the name of the applicant listed above — vehicle cannot be legally operated until the vehicle has been through the reconstructed title process and a reconstructed title has been issued by the DMV.

INDICATE DAMAGE BY CHECKING THE APPROPRIATE BOX, OR LIST PART UNDER "OTHER".
☐ Front Bumper ☐ Grill Assembly ☐ Hood ☐ Fender - Left ☐ Door Front - Left ☐ Door Rear - Left ☐ Door Rear - Right ☐ Rear Bumper
☐ Frame ☐ Suspension ☐ Seats ☐ Radio Unit ☐ Battery ☐ Dash Panel ☐ Other
☐ Other Includes: Boats, Campers, Cycles, and Misc.

Insurance Company Certification
I hereby certify under penalty of fines and/or imprisonment, that the statements made herein are correct to the best of my knowledge and belief.

Name of Insurance Company ___________________________

(X) SIGNATURE OF INSURANCE COMPANY REPRESENTATIVE (NO COPIES OR STAMPS) ________/____/____

*This form must be accompanied by the owner's title and the required $22.50 fee.

ANY ALTERATIONS OR ERASURES WILL VOID THIS FORM.
RECONSTRUCTED VEHICLE INSPECTION SCHEDULE

Beckley DMV
107 Pinecrest Drive
10:00 am-1:00 pm
2nd & 4th Fri. of the Month

Charleston DMV
5707 MacCorkle Avenue, SE
9:30 am-1:00 pm
2nd & 4th Tues. of the Month

Clarksburg DMV
133 West Main Street
9:30 am-3:00 pm 2nd & 4th Thurs.
9:30 am-2:30 pm 2nd & 4th Fri. of the Month

Elkins DMV
1029 North Randolph Avenue
9:30 am-12:00 pm
2nd & 4th Tues. of the Month

Huntington DOH
US Route 60
(1/4 mile East of Barboursville)
9:30 am-3:00 pm 2nd & 4th Wed. and Thurs. of the Month

Lewisburg DMV
148 Maplewood Avenue
10:00 am-12:00 pm
2nd & 4th Wed. of the Month

Morgantown DMV
1525 Decker’s Creek Blvd.
10:30 am-2:30 pm
2nd & 4th Mon. of the Month

Moundsville DMV
400 Teletech Drive, Suite 100
10:30 am-2:00 pm
2nd Tues. of the Month

Parkersburg DMV
601 Lubeck Avenue
10:00 am-2:00 pm
2nd & 4th Thurs. of the Month

Princeton DMV
198 Davis Street
10:00 am-1:00 pm
2nd & 4th Thurs. of the Month

Summersville DMV
2 Armoni Way
12:00 pm -2:00 pm
1st & 3rd Tues. of the Month

Weirton DMV
100 Municipal Plaza, Suite 100
10:30 am-2:30 pm
4th Tues. of the Month

Williamson DMV
225 East 3rd Avenue
10:00 am-12:00 pm
2nd & 4th Wed. of the Month

WHAT YOU NEED TO KNOW BEFORE YOU BEGIN...

1.) A vehicle cannot be reconstructed if it has been defined or branded as junk or non-repairable.

2.) If you want to title an out-of-state salvage vehicle in West Virginia, you must first exchange the out-of-state vehicle title by completing a Salvage Certificate Application (DMV-SV-1).

3.) A vehicle with a salvage title cannot be registered on any public highway until it has been inspected and retitled as a reconstructed vehicle.

4.) A vehicle branded with a salvage title cannot be operated on a public highway unless a one-trip-permit is issued by the WV State Police for the purpose of driving it to the inspection. Note: A licensed WV Dealer may use their ‘Demonstration’ tag to transport a vehicle.

5.) Airbags on salvage vehicles must be intact or replaced to manufacturers specifications to be eligible for a reconstructed Certificate of Title.

6.) Make copies of all salvage and reconstructed vehicle records, receipts, and photos and retain them for at least three years.

7.) For any questions concerning the completion of a salvage title or any other related documents, please contact the Salvage Unit at (304) 926-3971.

QUESTIONS?
Contact:
Dealer Services 1(800)642-9066
PO Box 17100 1(304)926-0705
Charleston, WV 25317  dmv.wv.gov

REVISED 01/2021

- THESE INSPECTION TIMES ARE SUBJECT TO CHANGE -

Inspection schedule times and dates are subject to change around holidays. If an inspection day falls on or near a holiday, call Dealer Services to ensure that inspections will be taking place as scheduled.
APPLYING FOR A
SALVAGE CERTIFICATE OF TITLE

If you already have a WV salvage Certificate of Title you may proceed to the next section: Applying for a Reconstructed Certificate of Title.

You must apply for a WV salvage Certificate of Title, before you begin the process of reconstructing a salvage vehicle.

1. To apply for a WV salvage Certificate of Title, you will need to gather the items below:
   A. The vehicle's title/Certificate of Title with all required information completed, assigned to, or in the name of, the person(s) submitting the title
   B. A properly completed Salvage Certificate Application (DMV-SV-1)
   C. The Odometer disclosure information recorded on the back of the Certificate of Title or an Odometer Certification (DMV-TM-1) for nonconforming titles (Vehicles over ten years old are exempt from this requirement)
   D. A $22.50 fee to process the application

2. Make copies of all salvage titles and related applications as outlined above, then submit them to DMV.
   Do not submit a Bill of Sale with a salvage title application. The owner(s) of a vehicle with a WV salvage Certificate of Title are responsible for making sure the proper section (Assignment or Reassignment by Dealer Only) is properly completed and signed by the seller.

3. If your request is approved by DMV you will receive a WV salvage Certificate of Title and can proceed with reconstructing the vehicle.

APPLYING FOR A
RECONSTRUCTED CERTIFICATE OF TITLE

Once you’ve obtained a WV salvage Certificate of Title, you may begin the vehicle reconstruction process.

1. Take “before” photographs of the vehicle from the front, rear, and both sides. Retain the photos with all other reconstruction records for at least three years.

2. As you are reconstructing the vehicle, keep all related receipts for parts, equipment, materials, and labor expenses. These must be made available to the DMV reconstructed vehicle inspector in step four.

   If major component parts from another vehicle are used, the VIN of that vehicle must be provided. Major components include: front clip assembly related parts; fenders; grill; hood; bumper; engine; transmission; rear clip assembly related parts; quarter panels; floor panels; and two or more doors.

3. After reconstructing the vehicle, it must pass the state safety inspection.

   You may haul the vehicle to any official inspection station licensed by the WV State Police, or obtain a one-trip-permit from the WV State Police if you wish to drive the vehicle to the state safety inspection. If passed, the inspector will issue the inspection decal (good for 12 months) and complete and certify the Certificate of Inspection (DMV-202-TR).

4. Next, the vehicle must be examined by a WV DMV reconstructed vehicle inspector.

   A. You may wish to call ahead to ensure the reconstructed vehicle inspection station you plan to visit is open. The inspection schedule on the reverse side of this brochure will give you locations, as well as dates and times that inspections typically take place.

B. Vehicles with salvage titles may only be driven to an inspection station if a one-trip-permit has been obtained from the WV State Police. Otherwise, the reconstructed vehicle must be towed or hauled to the reconstructed vehicle inspection.

C. Present the inspector with all “before” photographs taken of the vehicle and the WV salvage Certificate of Title.

5. Once a rebuilt vehicle and all pertinent records have been approved by the WV DMV reconstructed vehicle inspector, the owner(s) must apply for a reconstructed Certificate of Title.

To obtain a reconstructed Certificate of Title, you must submit the following to DMV:

A. A properly assigned WV salvage Certificate of Title with the odometer disclosure completed

B. The original Reconstructed Vehicle Examination (DMV-SV-3), completed by the owner(s) and signed by the DMV reconstructed vehicle inspector

C. The Certificate of Inspection (DMV-202-TR) by the inspector

D. A $35.00 inspection fee, plus any other applicable fees
# 2022

## SALVAGE INSPECTION SCHEDULE

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**Abandoned Vehicle Check List**

Only WV Towing Companies, WV Repair Facilities, WV Auto Auctions, WV Salvage Yards and WV Dealers can apply for an Abandoned Vehicle. There is no tax charged on abandoned vehicles.

- DMV-1-TR (Form-1 / Title Application)
- DMV-130-TR (Application for Possession of a Junked or Abandoned Motor Vehicle)
- DMV-1B (V.I.N. Verification)
- DMV-100-TR (Request for Vehicle Information, must already be processed by the Record Dept.)
- TM-1 (Odometer Certification) (If Applicable)
- Original Signature Cards from the Certified Mailings to the Owner and Lien Holder (Address provided from records must be the address used for certified mail). If no previous owner found, then must have proof of newspaper ad (Certified Class 1 legal advertisement)
- Copy of record from either WV's Record Department or previous state's Record Department
- Copy of letter that was sent to the lien holder or previous owner.
- Check NADA Value (if over $9,500 owner must go through a Sheriff Sale. If NADA is $9,500 or higher but value is lowered due to damage, then a certified appraisal from a third party showing the cost of the necessary repairs must be presented or the original repair estimate. If the repairs do not lower the vehicle under $9,500 then a Sheriff Sale must still be conducted.)
- Title Fee
- Registration Fee (If Applicable)
POA (Power of Attorney)

When can a Secured Power of Attorney be used?

The Secured Power of Attorney form is considered secure because it complies with the security features and odometer disclosure language as specified in the Federal Truth in Mileage Act.

The Secured Power of Attorney can only be used in two instances and only with the new West Virginia Conforming Title:

1. At the time of trade-in or direct sale, if the registered owner’s title is being held by a lien-holder, the registered may, by use of the secured power of attorney, designate the dealer as the agent for the purpose of completing the odometer disclosure statement and reassignment of ownership on the title when it is received from the lien-holder.

2. When the title is lost, the seller can designate the dealer to act as their agent to complete the odometer disclosure and reassignment of ownership once the duplicate title is received.
Secured Power of Attorneys

- **Section A:** Seller
- **Section B:** Buyer
- **Section C:** Only to completed if both A & B are complete.
Limited Power of Attorney

- A Limited Power of Attorney is for use only with a specific vehicle. Must include make, year, VIN, and the name of the person being appointed POA.

- If using a limited POA, with a vehicle that requires an odometer, you must attach a separate odometer disclosure statement signed by the customer.
Trade-Ins

- West Virginia Motor Vehicle Law only allows trade-in credit for vehicles that are traded or exchanged directly to a dealership. These vehicles must be in the same name and taxes previously paid in West Virginia.

- Selling a vehicle and then applying the monies towards the purchase price is not considered a trade-in credit.
Trade-Ins

- Check trade-in. Must be same name as buyer.

- If in OR, AND, or AND/OR and buyer(s) is listed on title – FULL trade-in credit.

- Q titles – because they are only registered – must submit DMV-1TR & TM-1 and out-of-state title with lien released (no fee required) in order to get credit or pay on trade-in value.

- All vehicles used as a trade-in must be in owner’s name.
States That Do Not Issue Titles Or Registrations

There are a few states that purge their system after a certain period, and do not issue titles.
There are also some states that do not register certain vehicles that we do, i.e. trailers, for example.

What do we require to create a title for the consumer in these cases?
1. DMV Form-1.
2. VIN Verification Form 1-B
3. Form MB 12-13
4. A letter from the state in which the vehicle was last titled or registered, explaining that their state does not issue titles to certain older vehicles, and the vehicle in question is not currently titled.
5. A notarized bill of sale from whom the WV consumer purchased the vehicle.
6. For vehicles not registered or titled, we would require the same information.
Repossession (Bank or Dealer)

Forms needed:

- DMV-1TR
- DMV-129TR (Repo form)
- TM-1 (odometer disclosure)
- WV title

- If lienholder does not possess WV title – must have copy of Security Agreement and DMV-1B (VIN verification) and a notarized letter from the lienholder that they are not in possession of the WV title.

- Do not release the lien on face of WV title.

- Dealer must follow Attorney General’s requirements for repossession.
West Virginia Department of Transportation
Division of Motor Vehicles
Lienholder’s Affidavit for Repossession

You must complete this entire form, follow all instructions on the reverse side, and enclose any applicable fees.

This affidavit is for use by the lienholder of a repossessed vehicle to: 1) secure a repossessed vehicle Certificate of Title, issued in the name of the lienholder, if the vehicle is sold under the terms of a conditional sales contract; or 2) secure a repossessed vehicle Certificate of Title in the name of the purchaser if the vehicle is sold at public or private auction under the terms of a deed of trust, chattel mortgage, or security agreement.

### Description of Repossessed Vehicle/Trailer/Boat

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<td>Vehicle Identification Number/Serial Number/Hull Number</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
</tbody>
</table>

Name of Defaulting Owner:

Address of Defaulting Owner:

### Description of Lien Covering the Repossessed Vehicle/Trailer/Boat

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Lien</td>
<td></td>
</tr>
<tr>
<td>Date of Lien</td>
<td></td>
</tr>
<tr>
<td>Kind of Lien</td>
<td></td>
</tr>
<tr>
<td>Unit of Lien</td>
<td></td>
</tr>
</tbody>
</table>

Liens in Favor Of:

Address of Lienholder:

Purchaser’s Name at Sale:

Address of Purchaser:

The repossessing lienholder, represented by the named official below, hereby certifies that the vehicle, trailer, or boat described herein has been repossessed due to failure of the registered owner to meet their obligation in the settlement of the lien described on this affidavit. The lien contract covering this vehicle, trailer, or boat, was executed in accordance with the applicable laws and provisions of the state in which the lien was originated. The lienholder herein further certifies that the “default terms” of the lien contract have been fully complied with regarding giving notice and authority to dispose of the vehicle, trailer, or boat at public or private sale and that there are no liens which are superior to the lien stated in this affidavit. Additionally, there are no legal suits currently pending in any court concerning this repossession and the repossessing lienholder warrants the Certificate of Title for the described vehicle, trailer, or boat is free from all indebtedness and agrees to defend it against any claims.

Printed Name of Repossessing Lienholder:

Printed Name of Authorized Official:

Authorized Official’s Signature (X):

Notary Public Certification

State of:  
County of:  
Subscribed and sworn before me this Day of  

(X)  
NOTARY PUBLIC/AUTHORIZED OFFICIAL SIGNATURE  
My Commission expires on  

MUST BE NOTARIZED
Tax Exempt

- Gifts from spouse to spouse, parent and children, or legal heir transactions.

- Gifts using the application for transfer of ownership without consideration (form DMV-5-TR), completed and notarized.

- Corporation, partnership or limited liability company transferring to another corporation, partnership, or LLC when the entities involved in the transfer are members of the same controlled group and the transferring entity previously paid the tax on the vehicle being transferred – must own directly or indirectly 50% or more of the stock or voting power.

- Class H Vehicles (buses or large vans)

- Class M Vehicles (mobile equipment). Class M applications must be accompanied by 2 picture of the vehicle (front and side).
Tax Exempt – (Continued)

- Class B vehicles being registered at a GVW of 55,000 lbs. or more. Vehicle must be registered at the time of titling to be tax exempt.

- Class C trailers over 2,001 GVW. Plate must be purchased at time of titling. Please note C plates are NOT transferable after 30 days. The trailer must be the same class.

- Rental Vehicles.

- Registered Dealer of this state – for resale only.

- Mobile homes, house trailers, modular homes.
West Virginia Department of Transportation
Division of Motor Vehicles
Affidavit of Transfer of Ownership Without Consideration

NAME OF CURRENT VEHICLE OWNER

NAME OF NEW VEHICLE OWNER

YEAR

MILEAGE

PRICE/STOCK NUMBER

TILL NUMBER

for no consideration, monetary or otherwise. I declare under penalty of false swearing that the statement made above is true and correct to the best of my knowledge and the transfer does not involve any exchange of goods, service or money in return for the vehicle.

<table>
<thead>
<tr>
<th>Certification of CURRENT Ownership</th>
<th>Certification of NEW Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF CURRENT OWNER(S)</td>
<td>NAME OF NEWOWNERS:</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>LICENSED NUMBER</td>
<td>LICENSED NUMBER</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>(X) SIGNATURE OF CURRENT OWNERS</td>
<td>(X) SIGNATURE OF NEW OWNERS</td>
</tr>
<tr>
<td>DATE</td>
<td>DATE</td>
</tr>
</tbody>
</table>

CURRENT OWNER’S Certification by Notary Public

*ONLY ONE NOTARY CERTIFICATION IS REQUIRED IF BOTH CURRENT AND NEW OWNERS ARE AVAILABLE AND PRESENT AT THE SAME TIME FOR NOTARY CERTIFICATION.*

Subscribed and sworn to before me this _______ day of __________________________, 20________.

(X) NOTARY PUBLIC

My commission expires on: __________________________, 20________

NOTARY STAMP

NEW OWNER’S Certification by Notary Public

*THE NOTARY SECTION IS TO BE USED ONLY IF THE CURRENT AND NEW OWNERS CANNOT SIGN UNDERWITNESS OF THE SAME NOTARY AT THE SAME LOCATION AND TIME.*

Subscribed and sworn to before me this _______ day of __________________________, 20________.

(X) NOTARY PUBLIC

My commission expires on: __________________________, 20________

NOTARY STAMP

*ANY CHANGES, ALTERATIONS, OR ERASURES WILL VOID THIS AFFIDAVIT*

ANY APPLICATION FOR TRANSFER OF OWNERSHIP WHICH PROVIDES INCORRECT, FALSE OR FRAUDULENT INFORMATION ABOUT THE CONSIDERATION EXCHANGED, SUBJECTS THE APPLICANT TO THE REVOCATION, SUSPENSION AND/OR CANCELLATION OF ANY AND ALL DRIVER’S LICENSES, REGISTRATION PLATES, CARDS, AND PERMITS ISSUED TO THE APPLICANT.
Items Subject To 6% Motor Vehicle Sales Tax

- Rebate
- Rust-Proofing
- Destination and Delivery
- Freight
- Simonize
- Accessories and Optional Equipment
- Protection Package
Items Not Subject To 6% Motor Vehicle Sales Tax

- Warranty
- Service Contracts
- Discounts
- Documentary Fees
- Gap Insurance
- Aftermarkets (does not come from factory)
**IF DEALERSHIP IS LISTED AS LIENHOLDER, OR USING THEIR ADDRESS FOR LIENHOLDER ADDRESS - THIS FORM MUST BE ATTACHED**

**PURCHASER’S INFORMATION**

<table>
<thead>
<tr>
<th>Purchaser’s Name</th>
<th>Purchaser’s Address</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Co-Purchaser’s Name)</td>
<td>(Co-Purchaser’s Address)</td>
<td>Phone #</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VEHICLE DESCRIPTION:**

<table>
<thead>
<tr>
<th>Make</th>
<th>Year</th>
<th>Body Type</th>
<th>Vehicle Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LIEN INFORMATION:**

Name of Lienholder: 
Address: 
Date of Sale: 

<table>
<thead>
<tr>
<th>Total Amount of Lien</th>
<th>Kind of Lien</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Amount of Payments</th>
<th>Amount of Payment</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEALER INFORMATION:**

Name of Dealership: 
Dealer Number: 
Address: 

The Purchaser(s) do hereby acknowledge purchase of the vehicle described above and that the listed lienholder has a valid lien on the vehicle.

X ____________ 
Purchaser’s Signature  Date  C.Purchaser’s Signature  Date  

Dealer Representative’s Signature  Date  

White Copy – Submit with original title work
Pink Copy – Dealer
Yellow Copy - Customer
Buy Here/Pay Here Liens

Pursuant to 91CSR6, Rule 2.9.d, any licensee that lists itself as a lien holder on any vehicle it sells shall attach with the title work a copy of the sales contract or sales instrument, along with amount of lien, the monthly payment and number of payments.

In accordance with WV Code 17A-4A-4 and 17A-4-2, the dealer shall remit all fees and taxes along with the application to the Division prior to sixty (60) days of the date of sale.
Certification of One-and-the Same

- The Certification of One and the Same, form DMV-39-TR, is to be used when an individual signs their name one way in an area on title work, then another way in a different area.

- An example of this would be, “John Smith signs his name in the reassignment section, then signs John Smith Jr. in section 7”. John Smith would have to complete the form.

- Must attach a copy of a valid Driver’s License or ID
Division of Motor Vehicles
Certification of One and the Same Person

This certification serves to verify that the following names are used for the same person, and the are used for one and the same individual. This certification must be completed and signed by the individual asserting to be one and the same, and they must provide a copy of their valid driver’s license or identification card.

Statement of Certification

This certifies that I, ___________________________ am one and the same person as ___________________________. My correct address is

NAME ONE

NAME TWO

STREET ADDRESS

CITY

STATE

ZIP CODE

The vehicle that appears in my name is a ___________________________.

MAKE/MANUFACTURER

YEAR

VEHICLE IDENTIFICATION/HULL NUMBER

Furthermore, I hereby certify that all of the statements made herein are true and correct to the best of my knowledge and belief under WV Code §17A-9-1; Fraudulent Applications.

(X) SIGNATURE

DATE
Transfer From Deceased Owner

- Owner of vehicle in WV is deceased. Must have court appointed executor/administrator papers or DMV-185-TR (only in cases of no will). All heirs must complete and sign.

- Copy of death certificate must be included when submitting a DMV-185-TR.

- If owner on face of out-of-state title is deceased. Must follow guidelines in NADA book for that state.

- Fees apply - $15.00 for title and $10.50 for transfer of plate.
Corrections

- If a mistake is made on a title, do not mark out, white out or erase. This will void the title and a duplicate title will be required.

- The DMV-35-TR must be completed and notarized.
### Affidavit of Correction for a Title or Registration

**A) Dealer or License Service Information**
- Name of Dealer / License Service
- Address
- City, County, State, Zip Code

**B) Vehicle / Boat / Trailer Information**
- Model Year
- Make
- Title Number
- Vehicle Identification Number / Serial Number

**C) Correction Needed**
- [ ] Seller assigned title to self
- [ ] Seller signed off on title in the wrong place
- [ ] Seller assigned the title to the wrong buyer
- [ ] Seller inserted their name in place of the lien
- [ ] Seller inserted mileage incorrectly (Requires a notarized odometer statement)
- [ ] Seller skipped one dealer assignment
- [ ] Lien inserted in error (Requires a letter from the lien holder)
- [ ] Buyer’s name inserted in the wrong place
- [ ] Buyer’s name inserted in the seller’s place
- [ ] Buyer’s signature is on the wrong title
- [ ] Notary Public signed their name in wrong place
- [ ] Other (Please explain)

**D) Sender & Notary Public Certification**

(X) Sender Signature

/ /

Notary Public

Subscribed and sworn before me this ______ day of ______, 20__

(X) Notary Public Signature

My Commission expires on / /
Corrections (Continued)

- Any requested corrections to vehicle information will be verified through the Division’s records.
<table>
<thead>
<tr>
<th>Customer Name</th>
<th>How to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Single Name)</td>
<td>John P. Smith</td>
</tr>
<tr>
<td>How to Enter:</td>
<td>Smith, John P</td>
</tr>
<tr>
<td>(Name With Suffix - 1st, 2nd, 3rd, etc.)</td>
<td>John P. Smith 3rd</td>
</tr>
<tr>
<td>How to Enter</td>
<td>Smith, John P III</td>
</tr>
<tr>
<td>(Name with Suffix - JR, SR, etc.)</td>
<td>John P. Smith Jr</td>
</tr>
<tr>
<td>How to Enter</td>
<td>Smith, John P JR</td>
</tr>
<tr>
<td>(Two Owners with the Same Last Name)</td>
<td>John P. Smith or Mary K. Smith</td>
</tr>
<tr>
<td>How to Enter</td>
<td>Smith, John P or Mary K</td>
</tr>
<tr>
<td>(Multiple Owners with the Same Last Name)</td>
<td>John P. Smith or Mary K. Smith or Penny J. Smith</td>
</tr>
<tr>
<td>How to Enter</td>
<td>Smith, John P or Mark K or Penny J</td>
</tr>
<tr>
<td>(Two Owners with Different Last Names)</td>
<td>John P. Smith or Mary K. Jones</td>
</tr>
<tr>
<td>How to Enter</td>
<td>John P Smith or Mary K Jones</td>
</tr>
<tr>
<td>(Multiple Owners with Different Last Names)</td>
<td>John P. Smith or Mary K. Jones or Penny J. Wilson</td>
</tr>
<tr>
<td>How to Enter</td>
<td>John P Smith or Mary K Jones or Penny J Wilson</td>
</tr>
<tr>
<td>(Hyphenated Last Name)</td>
<td>John P. Smith or Mary K. Jones-Smith</td>
</tr>
<tr>
<td>How to Enter</td>
<td>John P Smith or Mary K Jones-Smith</td>
</tr>
<tr>
<td>(Leasing Company with Owner Name)</td>
<td>Honda Lease Trust %John P. Smith or Mary K. Smith</td>
</tr>
<tr>
<td>How to Enter</td>
<td>Honda Lease Trust %John P or Mary K Smith</td>
</tr>
<tr>
<td>(DBA)</td>
<td>John P. Smith DBA Smith Trucking Company</td>
</tr>
<tr>
<td>How to Enter</td>
<td>John P Smith DBA Smith Trucking Company</td>
</tr>
</tbody>
</table>

**Note:** Do not abbreviate Leasing Company Names

**Note:** The only punctuation used is a comma after the last name or a hyphen if the last name is hyphenated
What does the special plates section do?

- Personalized plate applications
- Organizational plates
- Government vehicles/plates
- Boats
- Dealer Window (Only at DMV Headquarters)
- Assembled Vehicles / Trailers
CLASSIFICATIONS

Class A - Cars & Trucks
Passenger motor vehicles with a gross vehicle weight of 10,001 pounds or less.

Class B - Trucks
Trucks, truck tractors, or road tractors with a gross vehicle weight of 10,001 pounds or more.

Class C - Trailers & Semi-Trailers
Trailers and semitrailers with a gross vehicle weight of more than 2,000 pounds, excluding house trailers, trailers, or semi-trailers that are designed to be drawn by class A motor vehicles.

Class G - Motorcycles
Motor driven cycles and mopeds with a saddle and no more than three wheels.

Class H - Buses
Motor vehicles designed to carry more than seven passengers including the transporting persons for compensation, excluding taxi cabs.

Class J - Taxi Cabs
Motor vehicles used for the transportation of persons for compensation.

Class M - Mobile Equipment
Self-propelled vehicles, not designed or used primarily for the transportation of persons or property over the highway, including farm equipment, implements of husbandry, well-drillers, cranes, and wood-saving equipment that may infrequently travel over the highway among job sites, to equipment storage sites, or repair sites.

Class R - Travel Trailers
Trailers designed to provide temporary living quarters for recreation, travel, or camping use.

Class T - Trailers
Trailers, boat trailers, or semi-trailers with a gross vehicle weight of less than 2,000 pounds that are designed to be drawn by class A motor vehicles.

Class V - Antique Motor Vehicles
Motor vehicles that were manufactured at least 25 years prior to the current calendar year.

Class X - Farm Trucks
Motor vehicles used exclusively for the transportation of farm products and supplies by a farmer.

Class Y - Boats
Watercrafts and vessels designed for traveling on water.

BASIC REGISTRATION INFO

All registered motor vehicles are required to be covered by a motor vehicle liability insurance policy. A Statement of Insurance MUST be submitted with each application for registration on all classes of motor vehicles EXCEPT Classes C, R, and T. The DMV will also accept a copy of your Certificate of Insurance (WV-1).

A one dollar ($1.00) litter fee and fifty cents ($0.50) insurance enforcement fee has been included in the schedule of fees, as required.

The Statement of Insurance or Certificate of Insurance (WV-1) for the vehicle being registered MUST contain the following information:

- Vehicle Identification Number (VIN)
- Policy Number
- National Association of Insurance Commissioners (NAIC) Number
- Name of the Insurance Company
- Name of the Insurance Agent

For all registration renewals or transfers, a vehicle owner must provide a copy of their personal property tax receipt or an Affidavit of Assessor (DMV-178-TR) from the County Assessor. One year registrations require proof of payment for the previous tax year. Two year registrations require proof of payment for the previous two tax years.

Personal property taxes are assessed by the County Assessor and collected by the County Sheriff. If you have any questions about your personal property taxes contact your local County Assessor.

Contact your County Courthouse with any questions concerning personal property taxes.

All Terrain Vehicles (ATVs) and Side by Sides may not be licensed; however, they must be titled.
Titling Reminders

- When using a DMV-1-TR make sure the dealer certification is completed. This eliminates the need for a separate bill of sale or invoice.

- Make sure to list your dealer number on title work to ensure sales credit. Dealer titles must be titled in the same name listed on your dealer certificate.
Titling Reminders (Continued)

- In the dealer reassignment section on the WV title, make sure to complete the sale price. Without verification DMV will request a bill of sale.

- In the Trade-In section, make sure to list the complete trade-in vehicle and plate transfer information (if applicable).

- Class A plates have been increased up to 10,000 lbs.

- If there is an amount listed in the lien section of the DMV-1-TR or the title and there is no lien, a notarized letter of correction is required stating that there is no lien.
Titling Reminders (Continued)

- All titles must be submitted to that Division prior to the 60 days allowed for processing. Code states that the customer or lienholder must have the title in their possession before or no later than the 60 days from the date of sale.

- The brand “and” requires both signatures to purchase or sell a vehicle, “and/or” requires only one to sell or buy, “or” requires one signature. Odometer disclosures require one signature.
Any alteration or error on title work requires an Affidavit of Correction, explaining what occurred. Do not use white out or erase. Put one line through the error and make correction above the strike through. When you void a reassignment, you need to go to the next reassignment section and complete the proper assignment and must include a letter of correction.

If the customer’s plate is due to expire within forty-five (45) days, fees should be collected to renew and transfer their plates at the time the title work is submitted. A Personal Property Tax receipt must accompany the title work.
Titling Reminders (Continued)

- Insurance information must be current when title work is received at the DMV. If expired or incomplete, the title work will be returned. *When using a title application (DMV-1-TR), insurance should be listed on the application itself.

- Make sure to list customer’s insurance companies’ NAIC number.

- Credit for trade-ins apply only to vehicles registered in the applicant’s name on which sales tax was previously paid in WV.

- On all title work, make sure all signature areas are signed, especially on the new WV titles. Any areas requesting the printed name of the seller or buyer must be completed. These areas must be handwritten or typed.
Titling Reminders (Continued)

- On states that require notarization, make sure they are notarized.

- When using a title application (DMV-1-TR) make sure to list the weight and style of body for the vehicle.

- Attach the original or a copy (front and back) of the customer’s registration card when transferring plates, as this eliminates the need for verification.

- You must have reassignments and odometer statements for all dealers involved in the transaction. Make sure you have a complete trail of ownership.
Title must accompany request for any correction of title. If the Division made the error, no fee is required. If not a $15.00 title fee is required.

When applying for a duplicate plate, decal or registration card, please provide the license plate number. Must provide an insurance certificate when requesting a duplicate license plate. Fees are as follows:

- Dup Reg Card $10.00
- Dup Decal $10.00
- Dup Plate $10.50

The DMV now offers many services online, including duplicate requests and license plate renewals. You can view the online services portal at:

https://apps.wv.gov/dmv/selfservice
What does Dealer Services do?

- Approves applications for new Dealers
- Renews all Dealers
- Inspects/Investigates Dealers
- Rental Company License
- License Services
- Reconstruction Examinations
Dealer Inspectors

- Conduct inspections on all licensed West Virginia Dealers and License Services
- Salvage /Reconstruction Exam
- Consumer Complaints
- Dealer Investigations
- Pre-Apps/Final Inspections
Buying or Trading Vehicles Out of Class

Pursuant to WV State Code 17A-6-5, dealers may sell a vehicle for which they are not licensed if the vehicle was received as a trade-in. Also, a “used” car dealer can obtain a new vehicle from a “new” car dealer; provided, the “used” car dealer titles the new vehicle in the name of the dealership before selling the vehicle to a customer.
Additionally, dealers buying or trading out of class must comply with the following:

- Dealers acquiring vehicles out of their license class through trade must provide proof of trade-in before reassigning the title for the vehicle or they will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work.

- Dealers acquiring a “new” vehicle out of their license class through trade must surrender the MCO and apply for a dealer title. If you cannot provide proof of trade-in, you will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work.
Be advised dealers purchasing vehicles out of class, not in accordance with WV Motor Vehicles Laws, will pay tax on the vehicle and receive a regular title. Dealers involved in this type of purchase can not reassign from the MCO and can be subject to Civil Penalties for buying out of class.
Change in Dealership

Dealers shall notify the Commissioner within sixty (60) days from and after the date on which any of the following changes in the business occur:

- A change in location
- A change of the name or trade name
- The death of a licensee
- A change in partners, officers or directors
- A change in ownership
- A change in the type of legal entity by and through which the license engages or will engage in the business
- The appointment of any trustee in bankruptcy, trustee under an assignment for the benefit of creditors, master or receiver.
Change in Dealership (Continued)

- All information from the Division, Secretary of State’s Office and State Tax Department must match. (Owners/Officers and address)

- Personnel authorized to transact business on behalf of the dealership must be kept up to date.

- A change such as a 911 physical address change can cause several issues, if not reported.

- If a change in owners/officers occur, all must sign the back of the form in front of the Notary.

- After every renewal season, dealer services must send letters requesting a Change in Dealership form to be completed because the renewal application does not match the previous records.
West Virginia Department of Transportation
Division of Motor Vehicles
Notice of Change in Dealership

THE BUSINESS NAME AND ADDRESS INFORMATION BELOW SHOULD MATCH WHAT IS ON YOUR CURRENT DEALER LICENSE CERTIFICATE.

Dealership Name: __________________________ Telephone Number: __________________________
Mailing Address: __________________________ Street Address: __________________________
City: __________________________ State: ______ ZIP: ______
Business Address: __________________________ Street Address: __________________________
City: __________________________ State: ______ ZIP: ______
Dealer License Number: __________________________

Change In Dealership · This section outlines the change in dealership that must be completed.

1. If business is moved to a new location, give complete new mailing address and new location of business. Attach to this notice a photograph of new location. A $5.00 per plate charge applies if mailing address is changing.

   New Address: __________________________ Street Address: __________________________
   City: __________________________ State: ______ ZIP: ______

2. If change in trade name is made, give complete new trade name that the business will be operated under. A $5.00 per plate charge applies to name changes.

   Dealership Name: __________________________

3. If change is due to death of licensee or any partner, give name of such licensee or partner and relationship to licensee.

   Deceased’s Name: __________________________ Relationship: __________________________
   Deceased’s Name: __________________________ Relationship: __________________________

4. If change in any partners, officers or members, list names and titles below:

   Name: __________________________ Title: __________________________
   Name: __________________________ Title: __________________________
   Name: __________________________ Title: __________________________

5. If appointment of a trustee in bankruptcy, trustee assignment for benefit of creditor, master orreceiver, give name and address of such trustee, master or receiver.

Continued Detailed Dealer Questionnaire

6. If change in personnel authorized to make assignment of titles and to transact business with the DMV, list names of all authorized personnel.

   Name: __________________________ Signature: (X)
   Name: __________________________ Signature: (X)
   Name: __________________________ Signature: (X)
   Name: __________________________ Signature: (X)
   Name: __________________________ Signature: (X)

7. If additional places of business have been established at other locations with the State since your original application was filed with the DMV, give the address and phone number of each location. Attach a photograph of each location to this notice. Include a check or money order for $1.00 per each location.

   Address: __________________________ Street Address: __________________________
   City: __________________________ State: ______ ZIP: ______ Telephone Number: __________________________
   Address: __________________________ Street Address: __________________________
   City: __________________________ State: ______ ZIP: ______ Telephone Number: __________________________

Dealer and Notary Public Certification

State of West Virginia, County of __________________________ to wit:

Before the undersigned authority this day personally appeared __________________________, who, after first being duly sworn deposes and says that he is the applicant (or firm or corporation, that he is an authorized member of the firm or proper officer of said corporation) That the business herein named is a legitimate dealership at the address and location shown herein and applicant further states that the changes outlined in this notice are true and correct statements.

(X) __________________________
Licensor

(X) __________________________
Commissioner

Subscribed and sworn before me this ______ day of __________________________, 20________.

______________________________
Newly Public Notary

My Commission expires on: __________________________
WV Dealer/License Service/Rental/Leasing Totals

- As of October 2022, West Virginia has 1,365 Dealers.

- 96 License Services
  Renewal deadline is December 31, 2021.

- 42 Rental Companies

- 128 Leasing Companies
WVDMV would like to remind all License Services and Dealerships of the requirements for keeping documents that were uploaded as part of the new digital titling process.

A licensee (Dealer) shall keep a record of all customer transactions electronically or paper copies for a period of three (3) years from the date of the transaction for inspection purposes upon request by authorized representatives of the Division and all law enforcement officers during the regular posted business hours of the establishment.
Contact Information

TITLES AND REGISTRATIONS

Kim Harrison, Unit Manager
Kim.F.Harrison@wv.gov

Amanda Campbell, Lead Specialist
Amanda.L.Campbell@wv.gov

Courtney Hudson, Lead Specialist
Courtney.R.Hudson@wv.gov

SPECIAL PLATES

Lisa Eskew, Supervisor
Lisa.A.Eskew@wv.gov

Phone 304-926-3972
Fax 304-926-3885

Call Center
304-558-3900
1-800-642-9066
DMVcustomerservice@wv.gov
DEALER SERVICES

Roderick Bradford, Division Manager
Roderick.C.Bradford@wv.gov

Erica Withrow, Unit Manager
Erica.D.Withrow@wv.gov

Chris Held, Lead Specialist
Chris.A.Held@wv.gov

Hannah Lawrence, Specialist I
Hannah.M.Lawrence@wv.gov

Mike Smith, Specialist II
Michael.K.Smith@wv.gov

dealerservices@wv.gov

Phone: (304) 926-0705
Fax: (304) 926-3895

If you have any question or concerns, please contact Dealer Services at the telephone number above or use the email addresses that have been provided.
Important Dates to Remember

June 1\textsuperscript{st}. Applications must be received or post marked.

December 31\textsuperscript{st}. License Services license expire.

60 days to deliver title to the consumer or lien holder.

45 days, transfer of registration on new vehicle.