

IRP

FOR DMV USE ONLY

CLASS \_\_\_\_\_

NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_

West Virginia Department of Transportation  
Division of Motor Vehicles  
Application for Certificate of Title for an IRP Motor Vehicle

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO THE DIVISION OF MOTOR VEHICLES.

INSTRUCTIONS ARE ON THE SECOND PAGE OF THIS FORM.

The purchaser(s)/owner(s) of the following motor vehicle make application for this motor vehicle's Certificate of Title and hereby state the following:

Purchaser(s)/Owner(s) Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

CITY/TOWN COUNTY STATE ZIP CODE

VEHICLE DESCRIPTION

Make \_\_\_\_\_ Year \_\_\_\_\_ V.I.N.

Style of  Trucks Requested  Title 

Salvage

Other:

Body  Weight (GVW)  Brand 

Reconstructed

 \_\_\_\_\_

Cost/Purchase Price \_\_\_\_\_ Trade-In \_\_\_\_\_ Net Cost \_\_\_\_\_ 6% Sales Tax \_\_\_\_\_

TRADE-IN DESCRIPTION

Make \_\_\_\_\_ Year \_\_\_\_\_ V.I.N.

 Title No. \_\_\_\_\_

LIENS AND ENCUMBRANCES

Name of Lienholder \_\_\_\_\_ Lien Amount \_\_\_\_\_ Lender Code

Mailing Address \_\_\_\_\_ Kind of Lien 

C/S/C

D/T

S/A

 Lien Date \_\_\_\_\_

CITY/TOWN STATE ZIP CODE

MOTOR VEHICLE LIABILITY INSURANCE INFORMATION - A POLICY MUST BE IN EFFECT WHEN THIS 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 all statements made herein are true and correct to the best of my knowledge and belief under penalty of law; §17A-9-1: Fraudulent Applications.

THIS TITLE APPLICATION MUST BE SIGNED BY THE PURCHASER(S)/OWNER(S)

Name of Insurance Company \_\_\_\_\_

Name of Insurance Agent \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

National Association of Insurance Commissioners (NAIC) Number \_\_\_\_\_

PRINTED COMPANY NAME

(X)

PURCHASER(S)/OWNER(S) SIGNATURE(S) - POWER OF ATTORNEY DOCUMENTS MUST BE PROVIDED IF NOT SIGNED BY THE OWNER(S) THEMSELVES.

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 all statements made herein are true and correct to the best of my knowledge and belief under penalty of law; §17A-9-1: Fraudulent Applications.

This is to certify that the above described motor vehicle was acquired from \_\_\_\_\_ on

\_\_\_\_\_ and sold to the above name purchaser on \_\_\_\_\_. The undersigned further certifies that the

MONTH, DAY, AND YEAR

MONTH, DAY, AND YEAR

sale price, trade-in, and net cost are true and correct. Additionally, the Federal Odometer Regulation has been satisfied by disclosing the mileage of the motor vehicle as \_\_\_\_\_ upon the date of sale, and transfer of ownership. **Additionally, the mileage stated is (check if applicable):**

☐ 1.) IN EXCESS OF ITS MECHANICAL LIMITS

☐ 2.) IS NOT THE ACTUAL MILEAGE WARNING: ODOMETER DISCREPANCY

☐ 3.) NOT APPLICABLE GVW OVER 16,000 POUNDS

Dealer Name \_\_\_\_\_ Dealer License No. \_\_\_\_\_

Dealer Address \_\_\_\_\_

CITY/TOWN STATE ZIP CODE

Dealer Signature (X) \_\_\_\_\_

IRP

# Instructions

- 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.**

## PROCEDURES TO TITLE & APPORTION A MOTOR VEHICLE THAT IS NEW AND NEVER BEEN TITLED

- 1) Form DMV-1-IRP – *Completed by the dealer*
- 2) MSO Certificate of Origin – *Properly assigned by the dealer*
- 3) Fees: \$15.00 for title, \$10.00 per lien – *Apportioned registration fees will be billed separately. 6% sales tax due for vehicles below 55,000 pounds.*
- 4) IRP: Form DMV-IRP-001 – *Completed by the carrier to add vehicle to apportioned fleet*
- 5) Company signatures for companies, corporations or LLC's 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 & APPORTION A MOTOR VEHICLE THAT IS USED AND LAST TITLED IN ANOTHER STATE

- 1) Form DMV-1-IRP – *Completed by the dealer*
- 2) Out-of-State Title – *Properly assigned by the seller*
- 3) Fees: \$15.00 for title, \$10.00 per lien – *Apportioned registration fees will be billed separately. 6% sales tax due for vehicles below 55,000 pounds.*
- 4) IRP: Form DMV-IRP-001 – *Completed by the carrier to add vehicle to apportioned fleet*
- 5) Company signatures for companies, corporations or LLC's 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 & 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: \$15.00 for title, \$10.00 per lien – *Apportioned registration fees will be billed separately. 6% sales tax due for vehicles below 55,000 pounds.*
- 3) IRP: Form DMV-IRP-001 – *Completed by the carrier to add vehicle to apportioned fleet*
- 4) Company signatures for companies, corporations or LLC's must be listed on the Secretary of State's Office website or a Power of Attorney from the company must be included.

# Checklist

- ☐ 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  
(304) 926-0797