

MOTOR VEHICLES TITLING SEMINAR



PRESENTED BY

DIVISION OF MOTOR VEHICLES

<https://transportation.wv.gov/dmv>

and the

**WEST VIRGINIA AUTOMOBILE AND
TRUCK DEALERS ASSOCIATION**

Revised
10/1/23

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.

LEASE VEHICLES

▣ 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.



West Virginia Department of Transportation
Division of Motor Vehicles
Application for Certificate of Title for a Leased Motor Vehicle

FOR DMV USE ONLY

CLASS _____

NUMBER _____

EXP. DATE _____

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES
INSTRUCTIONS ARE ON THE REVERSE SIDE OF THIS FORM.

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

LESSOR'S NAME _____
NAME OF PURCHASER TO BE WRITTEN PLAINLY AND EXACTLY AS IT IS TO APPEAR ON THE CERTIFICATE OF TITLE

C/O LESSEE'S NAME _____

LESSOR'S ADDRESS _____
NUMBER STREET CITY/TOWN COUNTY STATE ZIP CODE

VEHICLE DESCRIPTION

Make _____ Year _____ V. I. N. _____

Style of Body _____ Weight _____ Odometer Reading _____
(No Tenths)

Lease Permit _____ Base Lease _____ Term in _____ Tax _____
Number Payment Months Amount

TRADE IN DESCRIPTION

Make _____ Year _____ V. I. N. _____ 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. _____ Plate No. _____

LIENS AND ENCUMBRANCES

Name of Lien Holder _____ Amount _____

Mailing _____
Address _____
Street City State Zip Code

Kind of Lien C/S/C D/T S/A Date _____

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 _____

THIS TITLE APPLICATION MUST BE SIGNED BY THE OWNER

PRINT COMPANY NAME

(X)

OWNER'S SIGNATURE - POWER IF A ATTORNEY DOCUMENTS MUST BE PROVIDED IF NOT SIGNED BY OWNER 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 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
MONTH _____ DAY _____ YEAR _____ and leased to the above-named lessor on MONTH _____
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 (X) _____

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 lamp constructed and placed to illuminate the registration plate with a white light
- One or more red reflectors on the rear
- An 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

Special Purpose Vehicles

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.

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, CVR and ELT.

West Virginia Department of Transportation
Division of Motor Vehicles
Application for Refund



PO Box 17700 • Charleston, WV 25317
1-800-642-9066 • www.dmv.wv.gov

ALL REFUND REQUESTS MUST BE ACCOMPANIED BY COPIES OF CANCELLED CHECK(S) (FRONT AND BACK) AND/OR APPLICABLE 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 CDL's, 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

REFUND TO (NAME)					
ADDRESS					
CITY				STATE	ZIP CODE
DRIVER'S LICENSE NUMBER		EXPIRATION DATE		DATE OF BIRTH	
PLATE NUMBER (INCLUDE SPACES)			VIN NUMBER		
MAKE	MODEL	YEAR	WEIGHT	TITLE NUMBER	

Reason for Refund _____

Refund Total \$ _____ Signature (X) _____ Date / /
SIGNATURE - YOU MUST SIGN HERE TO CERTIFY YOUR REQUEST DATE OF REQUEST - MUST BE WITHIN SIX MONTHS OF TRANSACTION 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 MasterCard VISA

Card Number _____ Expiration Date ____ / ____

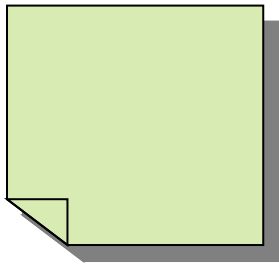
Card Holder Signature (X) _____ Date _____

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

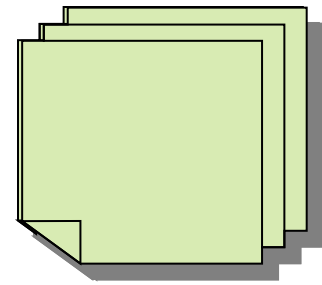
Supervisor's Signature _____ FIMS Number _____

Accounting Sign-Off _____ Date _____

Date Completed _____ Warrant Number _____

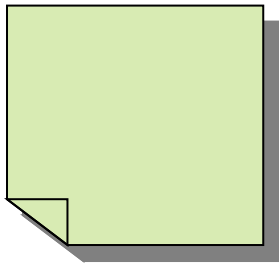


Send Backs

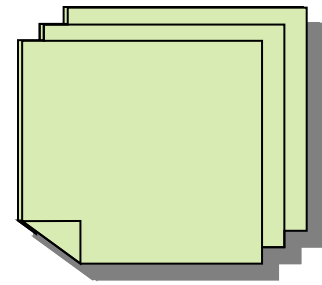


- There have been 31,240 send backs in the ELT system in the last year.

- The following are the top 4 reasons:
 1. Other - 12,722
 2. Missing evidence - 11,733
 3. Evidence does not match the application - 5,800
 4. Missing signature - 597



Send Backs



- If a rejection is processed asking for additional fees – please send check with a copy of the rejection or sendback. Or write title number on the front of the check to process the check in a timelier fashion.
- Paper sendbacks are still being processed as well. The Send Back Unit will process approximately 100 paper send backs per day.

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>



Titles and Registration

TRANSFER OF TITLE

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.

FOR DIVISION USE ONLY

R	N	T	E
CLASS			
LICENSE #			
EXP. DATE			
DL OR ID # →			

DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES



DL or ID
Number

PLEASE
COLLECT THE
ID/DL
NUMBER OF
NEW OWNER
FOR DMV
RECORDS

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
-----------	------------	---------------------------------	---------------	--------------	-----------------------

Said Division further certifies that from said verified application, the above described vehicle/boat is subject to lien(s) and encumbrance(s) described below, and none other, that is to say:

<p>FIRST LIEN</p> <p>Name and mailing address of Lienholder</p>	<p>RELEASE</p> <p>This lien was fully paid, satisfied, and released on this, the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of Person or Officer: (X) _____</p> <p>taken, subscribed, and sworn before me on this, the _____ day of _____, 20____</p> <p>Notary Public: (X) _____</p> <p>My commission expires the _____ day of _____, 20____</p>
<p>SECOND LIEN</p> <p>Name and mailing address of Lienholder</p>	<p>RELEASE</p> <p>This lien was fully paid, satisfied, and released on this, the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of Person or Officer: (X) _____</p> <p>taken, subscribed, and sworn before me on this, the _____ day of _____, 20____</p> <p>Notary Public: (X) _____</p> <p>My commission expires the _____ day of _____, 20____</p>

DMV
Logo



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division on the month, day, and year set beneath the name of the applicant in this Title.

WVC-1415159

DO NOT ACCEPT THIS TITLE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.

SALE PRICE

BUYER (1 & 7)

ODOMETER

SELLER

TRADE & TRANSFER

LIEN INFO

INSURANCE & NAIC

COMPLETE IN BLUE OR BLACK INK ONLY
Federal and State law requires that you 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.

ASSIGNMENT OF CERTIFICATE OF TITLE

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

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

Printed Name of Buyer(s) _____ Address _____

"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:"

No Tenths **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Signature of Seller(s) or Dealer _____ Printed Name of Seller(s) or Dealer _____ Dealer's License Certificate No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): _____ Printed Name(s) of Buyer(s): _____ **WARNING: THIS APPLICATION MUST NOT BE SIGNED UNLESS THE PRINTED NAME AND ADDRESS OF THE BUYER(S) APPEAR ABOVE.**

1st RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

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

Printed Name of Buyer(s) _____ Address _____

"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:"

No Tenths **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Signature Dealer/Agent: _____ Printed name of Dealer/Agent _____ Dealer's License Certificate No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): _____ Printed Name(s) of Buyer(s): _____

2nd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

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

Printed Name of Buyer(s) _____ Address _____

"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:"

No Tenths **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Signature Dealer/Agent: _____ Printed name of Dealer/Agent _____ Dealer's License Certificate No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): _____ Printed Name(s) of Buyer(s): _____

3rd RE-ASSIGNMENT BY DEALER ONLY

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

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

Printed Name of Buyer(s) _____ Address _____

"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:"

No Tenths **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Signature Dealer/Agent: _____ Printed name of Dealer/Agent _____ Dealer's License Certificate No. _____ Date of Sale _____

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): _____ Printed Name(s) of Buyer(s): _____

TRANSFER AND TRADE-IN INFORMATION

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Description of vehicle/boat traded in:	1. Make _____ Year _____ VIN No. _____ Title No. _____
	2. Make _____ Year _____ VIN No. _____ Title No. _____
Registration plates exchanged or transferred from:	Make _____ Year _____ VIN No. _____ License No. _____

LIENHOLDER INFORMATION (FEE: \$5.00)

Amount \$ _____	Kind _____	Lienholder _____
Date of Lien _____	Address of Lienholder _____	

INSURANCE STATEMENT

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED. Effective Date of Insurance Policy: _____

From _____ To _____

Name of Insurance Company _____

Name of Agent _____

Insurance Policy Number _____ NAIC# _____

BUYER'S CERTIFICATE OF TITLE

Name of Buyer(s) must be entered legibly and exactly as they are to appear on the new Certificate of Title. If the title reads "and" both signatures must appear.

Printed name of Buyer(s): _____

Address of Buyer(s): _____

"I/we hereby state, under penalty of false swearing, that the statements made herein are true and correct to the best of my/our knowledge and belief."

Insurance Policy Number _____ NAIC# _____ (X) _____ (X) _____ Date _____

NO ADDITIONAL RE-ASSIGNMENTS PERMITTED

Any change, alteration, or erasure on any re-assignment(s) will void this title. THE NUMBER

DEALER ONLY 2-3-4

BUYER INFORMATION

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.**

STATE OF WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CHARLESTON 25317

FOR DEPARTMENT USE ONLY
CLASS _____
NUMBER _____
EXP. DATE _____

Application for a Certificate of Title for a Motor Vehicle
TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES

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 _____
(Name of purchaser to be written plainly and exactly as it is to appear on the Certificate of Title)
MAILING ADDRESS _____
Number Street City or Town County State Zip Code

VEHICLE DESCRIPTION
MAKE _____ YEAR _____ V. I. N. _____
STYLE OF BODY _____
Odometer Reading _____ (No Tenths)
WEIGHT _____
Passenger vehicle only TRUCKS Requested (GVW)
Title Brands: SALVAGE RECONSTRUCTED
 OTHER: _____

Purchase Price \$ _____ Trade-in \$ _____ Net Cost \$ _____ 5% Sales Tax _____
(Credit allowed only on vehicles registered in West Virginia and the tax paid thereon by applicant)

TRADE-IN 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)
Make of vehicle _____ Weight _____ Serial Number _____ Title Number _____ License Number _____

LIENS AND ENCUMBRANCES
1 Name _____ Amount _____
Mailing Address _____
Street City State Zip Code Kind of Lien C/S/C D/T S/A Date _____
2 Name _____ Amount _____
Mailing Address _____
Street City State Zip Code Kind of Lien C/S/C D/T S/A Date _____

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 are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-3-1: 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 _____
TITTLE APPLICATION MUST BE SIGNED BY OWNER
If Title reads "AND" Both Signatures of Owners Must Appear
OWNER'S SIGNATURE _____
OWNER'S SIGNATURE _____

INSURANCE MUST BE IN EFFECT WHEN APPLICATION RECEIVED.
DEALER CERTIFICATION

This is to certify that the above described vehicle was acquired from _____ on month _____ day _____ year _____ and sold to the above named purchaser on month _____ day _____ year _____. The undersigned dealer further Certifies that the sale price, trade-in and net cost are true and correct and that the Federal Odometer Regulation has been satisfied. Federal Regulations Require you to 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 of the vehicle unless one of the following statements is checked:

- 1. Mileage stated is in excess of its mechanical limits.
- 2. The odometer reading is not the actual mileage - WARNING-ODOMETER DISCREPANCY.

Dealer Name _____
Address _____
Signature (X) _____
Dealer Number _____

VEHICLE INFO

BUYER INFO

ODOMETER

SALE PRICE

TRADE & TRANSFER

LIEN INFO

INSURANCE & NAIC

BUYERS SIGNATURE

DEALER CERTIFICATION

STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES
REASSIGNMENT SUPPLEMENT

WV 858301

FEDERAL AND STATE law requires you to state the mileage in connection with the transfer of ownership. Failure to complete the required information or providing false statements may result in fines and/or imprisonment.

- NOTICE** (A) This form is for use by licensed West Virginia motor vehicle dealers upon dealer's transfer where all assignments on the certificate of origin have been completed and also with non-conforming West Virginia and out-of-state titles.
- (B) Individuals or non-licensed dealers cannot use this form.
- (C) Each reassignment shall be in successive order and shall not be valid until completed in full.
- (D) Not to be used with the new West Virginia conforming title.
- (E) Only two (2) reassignments permitted. When the second reassignment is completed to dealer, a West Virginia dealer title must be obtained.
- (F) A copy of this reassignment must be kept by the dealer showing the odometer disclosure. (5 Years)

LEGAL NOTICE: ANY ALTERATION OR ERASURE VOID'S THE ASSIGNMENT.

MAKE	MODEL	YEAR	BODY	VEHICLE IDENTIFICATION NUMBER
(1) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER				
The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:				
NAME OF PURCHASER: _____				
ADDRESS: _____				
WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:				
LIEN IN FAVOR OF: _____				AMOUNT: \$ _____
LIEN-HOLDER'S ADDRESS: _____				
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:				
<input type="checkbox"/> NO TENTHS		1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.		
<input type="checkbox"/>		2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.		
WARNING: ODOMETER DISCREPANCY				
SIGNATURE OF DEALER: _____				DEALER NUMBER: _____
PRINTED NAME OF DEALER: _____				DATE OF SALE: _____
DEALER'S ADDRESS: _____				
BUYER'S SIGNATURE(S): _____				
BUYER'S PRINTED NAME(S): _____				
(2) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER				
The undersigned hereby certifies that the vehicle described in this title has been transferred to the following PRINTED name and address:				
NAME OF PURCHASER: _____				
ADDRESS: _____				
WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:				
LIEN IN FAVOR OF: _____				AMOUNT: \$ _____
LIEN-HOLDER'S ADDRESS: _____				
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:				
<input type="checkbox"/> NO TENTHS		1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.		
<input type="checkbox"/>		2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.		
WARNING: ODOMETER DISCREPANCY				
SIGNATURE OF DEALER: _____				DEALER NUMBER: _____
PRINTED NAME OF DEALER: _____				DATE OF SALE: _____
DEALER'S ADDRESS: _____				
BUYER'S SIGNATURE(S): _____				
BUYER'S PRINTED NAME(S): _____				

LIEN INFO

ODOMETER

BUYER'S SIGNATURE

BUYER'S INFO

DEALER SIGNATURE

THIS FORM IS NOT VALID UNLESS ATTACHED TO THE ORIGINAL MANUFACTURER'S STATEMENT OF ORIGIN OR TITLE THAT IT SUPPLEMENTS. ORIGINAL ONLY!

Manufacturers Statement of Origin (MSO)

- 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.

Manufacturers Statement of Origin (MSO)

- 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.

ODOMETER CERTIFICATION

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 16,000 pounds, or (4) if the vehicle's West Virginia Certificate of Title was issued after January 1, 1991.

All West Virginia Certificate of Titles issued after January 1, 1991 require the odometer certification to be completed on the back side of the title document. West Virginia Certificate of Titles issued prior to January 1, 1991 do not contain an odometer certification section on the back side of the document. For this reason, the Odometer Certification (this document) must be used.

**** PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION ****

VEHICLE INFORMATION

Year _____ Model _____ Make _____ Body Type _____
 Gross Vehicle Weight _____ VIN Number _____

SELLER'S INFORMATION

Name (Last, First, and Middle) _____
 Address _____

ODOMETER DISCLOSURE STATEMENT

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 _____ (no tenth) miles, on 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 odometer reading is NOT the actual mileage.
 WARNING: ODOMETER DISCREPANCY (NOTARY REQUIRED)

(X) _____ SELLER'S SIGNATURE _____ SELLER'S CERTIFICATION DATE

BUYER INFORMATION AND CERTIFICATION (TO BE COMPLETED BY THE BUYER)

Name (Last, First, and Middle) _____
 Address _____

(X) _____ BUYER'S SIGNATURE _____ DATE

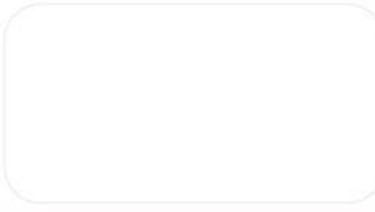
The buyer will retain this statement once it is completed and submit it, along with the title provided by the seller, to the WV DMV in order to apply for the new certificate of title in their name.

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

SELLER'S SIGNATURE - NOTARY CERTIFICATION

Subscribed and sworn before me this _____ day of _____, 20____

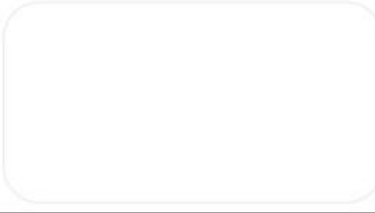
(X) _____ NOTARY PUBLIC SIGNATURE
 My Commission expires _____/_____/_____



BUYER'S SIGNATURE - NOTARY CERTIFICATION

Subscribed and sworn before me this _____ day of _____, 20____

(X) _____ NOTARY PUBLIC SIGNATURE
 My Commission expires _____/_____/_____



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.

Titling a Salvage Vehicle (Continued)

- 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/Owner Retention



1-800-642-9066
www.dmv.wv.gov

Name _____ Daytime Phone (____) ____ - ____

Address _____
STREET ADDRESS CITY STATE ZIP

Vehicle Information

Make _____ Year [][] [][] VIN No. []

Style of Body _____ Weight _____ or _____ Odometer Reading _____
PASSENGER VEHICLE TRUCKS GVW

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".

- | | | | |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Front Bumper | <input type="checkbox"/> Windshield | <input type="checkbox"/> Rear Bumper | Other Includes: Boats, Campers, Cycles, and Misc.

_____ |
| <input type="checkbox"/> Grill Assembly | <input type="checkbox"/> Side Glass - Left | <input type="checkbox"/> Frame | |
| <input type="checkbox"/> Hood | <input type="checkbox"/> Side Glass - Right | <input type="checkbox"/> Suspension | |
| <input type="checkbox"/> Fender - Left | <input type="checkbox"/> Rear Glass | <input type="checkbox"/> Seats | |
| <input type="checkbox"/> Fender - Right | <input type="checkbox"/> Roof Panel | <input type="checkbox"/> Radio Unit | |
| <input type="checkbox"/> Door Front - Left | <input type="checkbox"/> Qtr. Panel - Left | <input type="checkbox"/> Battery | |
| <input type="checkbox"/> Door Front - Right | <input type="checkbox"/> Qtr. Panel - Right | <input type="checkbox"/> Dash Panel | |
| <input type="checkbox"/> Door Rear - Left | <input type="checkbox"/> Deck Lid | <input type="checkbox"/> Engine | |
| <input type="checkbox"/> Door Rear - Right | <input type="checkbox"/> Rear Door S/W | <input type="checkbox"/> Other → | |

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) DATE

***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

153 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

Martinsburg DMV

38 Severna Parkway
10:30 am-2:30 pm
2nd & 4th Tues. 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 Armory Way
12:00 pm -2:00 pm
1st & 3rd Tues. of the Month

Weirton DMV

100 Municipal Plaza, Suite 100
10:30 am-2:00 pm
4th Tues. of the Month

Williamson DMV

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



- 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.

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
PO Box 17100
Charleston, WV 25317

1(800)642-9066
1(304)926-0705
dmv.wv.gov



THE TITLING PROCESS FOR Salvage Vehicles & Reconstructed Vehicles



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*

SALVAGE INSPECTION SCHEDULE

LOCATION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BECKLEY DMV												
107 PINECREST DRIVE	8	12	12	9	14	13	9	13	10	8	5	3
BECKLEY, WV	22	26	26	23	28	25	23	27	24	22	19	17
10:00-1:00												
CLARKSBURG DMV												
153 W MAIN STREET	14	11	11	6	13	10	8	12	9	14	4	2
CLARKSBURG, WV	15	12	12	9	14	11	9	13	10	15	5	3
9:30-9PM Thursday	28	25	25	22	27	24	22	26	23	28	18	16
9:30-2:30 Friday	29	26	26	23	28	25	23	27	24	29	19	17
ELKINS DMV												
102 N RANDOLPH AVE	12	9	9	13	11	8	13	10	14	12	2	7
ELKINS, WV	26	23	23	27	25	22	27	24	28	26	16	21
9:30-12:00												
HUNTINGTON DDH												
RT. 60 .25 MILES EAST	13	10	10	14	12	9	14	11	8	13	3	1
OF BARBOURSVILLE, WV	14	11	11	15	13	10	15	12	9	14	4	2
9:30-2:30	27	24	24	28	26	23	28	25	22	27	17	15
	28	25	25	29	27	24	29	26	23	28	18	16
KANAWHA CITY DMV												
5707 MACCORKLE AVE	12	9	9	13	4	8	13	10	14	12	2	14
CHARLESTON, WV	26	23	23	27	18	22	27	24	28	26	16	28
9:30-1:00												
LEWISBURG DMV												
148 MAPLEWOOD AVE	13	10	10	14	12	9	14	11	8	13	3	1
LEWISBURG, WV	27	24	24	28	26	23	28	25	22	27	17	15
10:00-2:00												
MARTINSBURG DMV												
88 SEVERNA PARKWAY	12	9	9	13	11	8	13	10	14	12	2	7
MARTINSBURG, WV	26	23	23	27	25	22	27	24	28	26	16	21
10:30-2:30												
MORGANTOWN DMV												
1525 DECKERS CREEK BLVD	11	8	8	12	10	14	12	9	13	4	1	13
MORGANTOWN, WV	25	22	22	26	24	28	26	23	27	18	15	27
10:30-2:30												
MOUNDSVILLE DMV												
400 TELETECH DRIVE	12	9	9	13	11	8	13	10	14	12	9	7
MOUNDSVILLE, WV												
10:30-2:00												
PARKERSBURG DMV												
601 LUBECK AVE	14	11	11	8	13	10	8	12	9	14	4	2
PARKERSBURG, WV	28	25	25	22	27	24	22	26	23	28	18	16
10:00-2:00												
PRINCETON DMV												
198 DAVIS STREET	14	11	11	8	13	10	8	12	9	14	4	2
PRINCETON, WV	28	25	25	22	27	24	22	26	23	28	18	16
10:00-1:00												
SUMMERSVILLE DMV												
2 ARMORY WAY	5	2	2	6	4	1	6	3	7	5	2	7
12:00-2:00	19	16	16	20	18	15	20	17	21	19	16	21
WEIRTON DMV												
100 MUNICIPAL PLAZA	26	23	23	27	25	22	27	24	28	26	16	14
10:30-2:00												
WILLIAMSON DMV												
225 EAST 3RD AVE	13	10	10	14	12	9	14	11	8	13	3	1
WILLIAMSON, WV	27	24	24	28	26	23	28	25	22	27	17	15
10:00-12:00												

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)

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> 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.

DEALER DUPLICATE TITLE PORTAL Cont'

- ❑ If the paperwork is rejected – you upload the document(s) needed and resubmit the paperwork.
- ❑ Portal is being checked at least 2 times daily. The duplicate title is usually mailed out the same day or the next day.

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.**

SECURE POWER OF ATTORNEY

WVPA 1246751

WARNING! This Form May Be Used Only When Title is Physically Held By Lienholder Or When Title Has Been Lost. This Form Must Be Submitted To The State By The Person Exercising Power(s) Of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.

VEHICLE DESCRIPTION

Year Make Model Body Type Vehicle Identification Number

PART A. Power of Attorney to Disclose Mileage

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

I, (transferor's name, Print), appoint (transferee's/ dealership name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer now reads (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless on of the following statements 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.

(Transferor's Signature) (Transferee's Signature)
(Printed Name) (Printed Name)
(Transferor's Street Address) Transferee's Street Address
(City, State, Zip Code) (City, State, Zip Code)
(Date of Statement)

PART B. Power of Attorney to Review Title Documents and Acknowledge Disclosure

(Part B is invalid unless Part A has been completed)

I, (transferee's name, Print), appoint (transferor's name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

(Transferee's Signature) (Transferee's Printed Name)
(Transferee's Name, Street Address, City, State, Zip Code)

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

I, (transferor's/dealership name, Print), state that the odometer now reads (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless one of the following statements 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.

(Transferor's Signature) (Transferor's Printed Name)
(Transferor's Street Address) (City, State, Zip Code)
(Date of Statement)

PART C. Certification (To Be Completed When Both Parts A and B Have Been Used)

I, (person exercising above powers of attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

(Signature) (Printed Name)
(Street Address) (City, State, Zip Code)
(Date of Statement)

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



1-800-642-9066
www.dmv.wv.gov

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

MODEL YEAR	MAKE	TITLE NUMBER	VEHICLE IDENTIFICATION NUMBER / SERIAL NUMBER / HULL NUMBER	STATE
------------	------	--------------	---	-------

Name of Defaulting Owner(s): _____

Address of Defaulting Owner(s): _____

Description of Lien Covering the Repossessed Vehicle/Trailer/Boat

Amount of Lien: _____ / _____ . _____ Date of Lien: ____/____/____ Kind of Lien: C/S/C D/T S/A

Lien in Favor Of: _____

Address of Lienholder: _____

Purchaser's Name at Sale: _____ Purchase Price of Vehicle 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 named herein further certifies that the 'default terms' of the lien contract have been fully complied with regarding giving due 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 agree to defend it against any claims.

Printed Name of Repossessing Lienholder: _____

Printed Name of Authorized Official: _____

Authorized Official's Signature (X) _____ Date _____

Notary Public Certification NOTARY PUBLIC/OFFICIAL STAMP

State of: _____ County of: _____

Subscribed and sworn before me this _____ day of

_____, 20____.

(X) _____
NOTARY PUBLIC / AUTHORIZED OFFICIAL SIGNATURE

My Commission expires on ____/____/____.

DEFAULTING OWNER'S NAME & ADDRESS

VEHICLE INFO

LEIN INFO FOR DEFAULTING OWNER

NAME OF PURCHASER AT SALE (IF APPLICABLE)

NAME OF LIENHOLDER REPOSSESSING VEHICLE

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



1-800-642-9066
www.dmv.wv.gov

I, _____, do hereby transfer to _____ a

NAME OF CURRENT VEHICLE OWNER NAME OF NEW VEHICLE OWNER

YEAR MODEL VEHICLE IDENTIFICATION NUMBER

TITLE 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.

Certification of CURRENT Ownership

NAME OF CURRENT OWNER(S) _____
ADDRESS _____
LICENSE/ID NUMBER _____ PHONE NUMBER _____
 SIGNATURE OF CURRENT OWNER(S) _____ DATE _____

Certification of NEW Ownership

NAME OF NEW OWNER(S) _____
ADDRESS _____
LICENSE/ID NUMBER _____ PHONE NUMBER _____
 SIGNATURE OF NEW OWNER(S) _____ DATE _____

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_____.

NOTARY PUBLIC _____

My commission expires on: _____

NOTARY STAMP

NEW OWNER'S Certification by Notary Public

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

Subscribed and sworn to before me this _____ day of _____, 20_____.

NOTARY PUBLIC _____

My commission expires on: _____

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)

STATE OF WEST VIRGINIA
 DEPARTMENT OF TRANSPORTATION
 DIVISION OF MOTOR VEHICLES

BUY HERE – PAY HERE DEALER AFFIDAVIT

PURCHASER'S INFORMATION

_____	_____	_____
(Purchaser's Name)	(Purchaser's Address)	(Phone #)
_____	_____	_____
(Co-Purchaser's Name)	(CO-Purchaser's Address)	(Phone #)

VEHICLE DESCRIPTION:

_____	_____	_____	_____
Make	Year	Body Type	Vehicle Identification Number

LIEN INFORMATION:

Name of Lienholder _____

Address _____

Date of Sale _____

_____	_____	_____
Total Amount of Lien	Kind of Lien	Date

_____	_____	_____
Total Amount of Payments	Amount of Payment	Payment Due Date

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

IF DEALERSHIP IS LISTED AS LIENHOLDER, OR USING THEIR ADDRESS FOR LIENHOLDER ADDRESS - THIS FORM MUST BE ATTACHED

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
NAME ONE

same person as _____ . My correct address is
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.

DMV-35-DL
REV 6/14

West Virginia Department of Transportation

Division of Motor Vehicles

Affidavit of Correction for a Title or Registration



1-800-642-9066
www.dmv.wv.gov

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

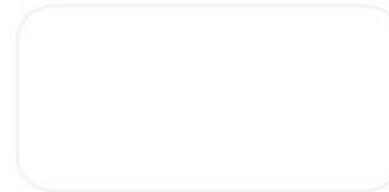
(X) _____ DATE / /
SENDER SIGNATURE DATE

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

How to Enter Customer Names Into the ELT System

Customer Name (Single Name)	John P. Smith
How to Enter:	Smith, John P
Customer Name (Name With Suffix - 1st, 2nd, 3rd, etc.)	John P. Smith 3rd
How to Enter	Smith, John P III
Customer Name (Name with Suffix - JR, SR, etc.)	John P. Smith Jr
How to Enter	Smith, John P JR
Customer Name (Two Owners with the Same Last Name)	John P. Smith or Mary K. Smith
How to Enter	Smith, John P or Mary K
Customer Name (Multiple Owners with the Same Last Name)	John P. Smith or Mary K. Smith or Penny J. Smith
How to Enter	Smith, John P or Mark K or Penny J
Customer Name (Two Owners with Different Last Names)	John P. Smith or Mary K. Jones
How to Enter	John P Smith or Mary K Jones
Customer Name (Multiple Owners with Different Last Names)	John P. Smith or Mary K. Jones or Penny J. Wilson
How to Enter	John P Smith or Mary K Jones or Penny J Wilson
Customer Name (Hyphenated Last Name)	John P. Smith or Mary K. Jones-Smith
How to Enter	John P Smith or Mary K Jones-Smith
Customer Name (Leasing Company with Owner Name)	Honda Lease Trust %John P. Smith or Mary K. Smith
How to Enter	Honda Lease Trust %John P or Mary K Smith
Customer Name (DBA)	John P. Smith DBA Smith Trucking Company
How to Enter	John P Smith DBA Smith Trucking Company

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

Special Plates

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 10,000 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 designated 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 for carrying more than seven passengers including for 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-sawing 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 travelling on water



Revised 02/2021



MOTOR VEHICLE REGISTRATION FEES



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 (.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 Description
- 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.

CLASS A | CARS & TRUCKS UP TO 10,000 LBS

NON-PERSONALIZED PLATE PRICES

LICENSE PLATE DETAIL	NEW PLATE PRICE	RENEWAL PRICE
Standard Graphic	\$51.50	\$51.50
Scenic Plate	\$61.50	\$51.50
Sequitennial (Available for a Limited Time Only)	\$51.50	\$51.50
United We Stand	\$61.50	\$51.50
Whitewater Rafting	\$76.50	\$66.50
Wildlife (Deer or Bird)	\$76.50	\$66.50
Educator w/Apple® / Character Education (Anyone)	\$76.50	\$66.50
4H / FFA	\$76.50	\$66.50
9/11 Commemorative	\$76.50	\$66.50
Donate Life / Organ Donor	\$76.50	\$66.50
Breast Cancer Awareness	\$76.50	\$66.50
All NASCAR	\$86.50	\$76.50
Classic Car	\$76.50	\$66.50
Antique (Non-Restricted)	\$51.50	\$51.50
All Military Designs*	\$61.50	\$51.50
Mobility Impaired*	\$51.50	\$51.50
Emergency Medical Services (EMS)*	\$61.50	\$51.50
Fire Fighter / Volunteer Firefighter / Certified Firefighter*	\$61.50	\$51.50

FOR A FIRST TIME TWO YEAR REGISTRATION, YOU PAY BOTH THE RENEWAL PRICE AND THE NEW PLATE PRICE. FOR A TWO YEAR REGISTRATION RENEWAL YOU PAY DOUBLE THE RENEWAL PRICE LISTED ABOVE. PLATES INDICATED WITH AN ASTERISK (*) REQUIRE ADDITIONAL CERTIFICATION.

EXCHANGE PRICING: CHANGE TO PERSONALIZED PLATE

LICENSE PLATE DETAIL	STANDARD GRAPHIC	PATRIOTIC OR SCENIC	WILDLIFE OR 9/11	NASCAR PLATE
Plate Begins with 1	\$66.50	\$76.50	\$91.50	\$101.50
Plate Begins with 2	\$68.13	\$78.13	\$93.13	\$99.12
Plate Begins with 3	\$65.75	\$75.75	\$90.75	\$96.74
Plate Begins with 4	\$63.38	\$73.38	\$88.38	\$94.36
Plate Begins with 5	\$61.00	\$71.00	\$86.00	\$91.98
Plate Begins with 6	\$58.63	\$68.63	\$83.63	\$89.60
Plate Begins with 7	\$56.25	\$66.25	\$81.25	\$87.22
Plate Begins with 8	\$53.88	\$63.88	\$78.88	\$84.84
Plate Begins with 9	\$51.50	\$61.50	\$76.50	\$82.46
Plate Begins with O	\$49.13	\$59.13	\$74.13	\$80.08
Plate Begins with N	\$46.75	\$56.75	\$71.75	\$77.70
Plate Begins with D	\$44.38	\$54.38	\$69.38	\$75.32
Renewal Fee	\$66.50	\$66.50	\$81.50	\$91.50

CLASS G | MOTORCYCLES

MOTORCYCLE PLATE REGISTRATIONS

LICENSE PLATE DETAIL	NEW PLATE PRICE	RENEWAL PRICE
Standard Motorcycle	\$16.00	\$16.00
Personalized (Includes \$15.00 yr Annual Reservation fee)	\$31.00	\$31.00
Handicapped	\$16.00	\$16.00
Veterans	\$26.00	\$16.00
Vertical	\$41.00	\$16.00

FOR A FIRST TIME TWO YEAR REGISTRATION, YOU PAY BOTH THE RENEWAL PRICE AND THE NEW PLATE PRICE. FOR A TWO YEAR REGISTRATION RENEWAL, YOU PAY DOUBLE THE RENEWAL PRICE LISTED ABOVE.

CLASS B | TRUCKS 10,001 LBS AND OVER

GROSS WEIGHT LBS.	FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
10,001 - 11,000	\$34.50	\$26.25	\$18.00	\$9.75
11,001 - 12,000	\$39.50	\$30.00	\$20.00	\$11.00
12,001 - 13,000	\$44.50	\$33.75	\$23.00	\$12.25
13,001 - 14,000	\$49.50	\$37.50	\$25.50	\$13.50
14,001 - 15,000	\$54.50	\$41.25	\$28.00	\$14.75
15,001 - 16,000	\$59.50	\$45.00	\$30.50	\$16.00
16,001 - 17,000	\$90.00	\$67.88	\$45.75	\$23.63
17,001 - 18,000	\$100.00	\$75.38	\$50.75	\$26.13
18,001 - 19,000	\$110.00	\$82.88	\$55.75	\$28.63
19,001 - 20,000	\$120.00	\$90.38	\$60.75	\$31.13
20,001 - 21,000	\$130.00	\$97.88	\$65.75	\$33.63
21,001 - 22,000	\$140.00	\$105.38	\$70.75	\$36.13
22,001 - 23,000	\$150.00	\$112.88	\$75.75	\$38.63
23,001 - 24,000	\$160.00	\$120.38	\$80.75	\$41.13
24,001 - 25,000	\$170.00	\$127.88	\$85.75	\$43.63
25,001 - 26,000	\$180.00	\$135.38	\$90.75	\$46.13
26,001 - 27,000	\$190.00	\$142.88	\$95.75	\$48.63
27,001 - 28,000	\$200.00	\$150.38	\$100.75	\$51.13
28,001 - 29,000	\$210.00	\$157.88	\$105.75	\$53.63
29,001 - 30,000	\$220.00	\$165.38	\$110.75	\$56.13
30,001 - 31,000	\$230.00	\$172.88	\$115.75	\$58.63
31,001 - 32,000	\$240.00	\$180.38	\$120.75	\$61.13
32,001 - 33,000	\$250.00	\$187.88	\$125.75	\$63.63
33,001 - 34,000	\$260.00	\$195.38	\$130.75	\$66.13
34,001 - 35,000	\$270.00	\$202.88	\$135.75	\$68.63
35,001 - 36,000	\$280.00	\$210.38	\$140.75	\$71.13
36,001 - 37,000	\$290.00	\$218.88	\$145.75	\$73.63
37,001 - 38,000	\$300.00	\$226.38	\$150.75	\$76.13
38,001 - 39,000	\$310.00	\$233.88	\$155.75	\$78.63
39,001 - 40,000	\$320.00	\$241.38	\$160.75	\$81.13
40,001 - 41,000	\$330.00	\$247.88	\$165.75	\$83.63
41,001 - 42,000	\$340.00	\$255.38	\$170.75	\$86.13
42,001 - 43,000	\$350.00	\$262.88	\$175.75	\$88.63
43,001 - 44,000	\$360.00	\$270.38	\$180.75	\$91.13
44,001 - 45,000	\$370.00	\$277.88	\$185.75	\$93.63
45,001 - 46,000	\$380.00	\$285.38	\$190.75	\$96.13
46,001 - 47,000	\$390.00	\$292.88	\$195.75	\$98.63
47,001 - 48,000	\$400.00	\$300.38	\$200.75	\$101.13
48,001 - 49,000	\$410.00	\$307.88	\$205.75	\$103.63
49,001 - 50,000	\$420.00	\$315.38	\$210.75	\$106.13
50,001 - 51,000	\$430.00	\$322.88	\$215.75	\$108.63
51,001 - 52,000	\$440.00	\$330.38	\$220.75	\$111.13
52,001 - 53,000	\$450.00	\$337.88	\$225.75	\$113.63
53,001 - 54,000	\$460.00	\$345.38	\$230.75	\$116.13
54,001 - 54,999	\$470.00	\$352.88	\$235.75	\$118.63
55,000	\$739.00	\$554.63	\$370.25	\$185.88
55,001 - 56,000	\$754.75	\$566.44	\$378.13	\$189.82
56,001 - 57,000	\$770.50	\$578.25	\$386.00	\$193.75
57,001 - 58,000	\$786.25	\$590.07	\$393.88	\$197.69
58,001 - 59,000	\$802.00	\$601.88	\$401.75	\$201.63
59,001 - 60,000	\$817.75	\$613.69	\$409.63	\$205.57
60,001 - 61,000	\$833.50	\$625.50	\$417.50	\$209.50
61,001 - 62,000	\$849.25	\$637.32	\$425.38	\$213.44
62,001 - 63,000	\$865.00	\$649.13	\$433.25	\$217.38
63,001 - 64,000	\$880.75	\$660.94	\$441.13	\$221.32
64,001 - 65,000	\$896.50	\$672.75	\$449.00	\$225.25
65,001 - 66,000	\$912.25	\$684.57	\$456.88	\$229.19
66,001 - 67,000	\$928.00	\$696.38	\$464.75	\$233.13
67,001 - 68,000	\$943.75	\$708.19	\$472.63	\$237.07
68,001 - 69,000	\$959.50	\$720.00	\$480.50	\$241.00
69,001 - 70,000	\$975.25	\$731.82	\$488.38	\$244.94
70,001 - 71,000	\$991.00	\$743.63	\$496.25	\$248.88
71,001 - 72,000	\$1006.75	\$755.44	\$504.13	\$252.82
72,001 - 73,000	\$1022.50	\$767.25	\$512.00	\$256.75
73,001 - 74,000	\$1038.25	\$779.07	\$519.88	\$260.69
74,001 - 75,000	\$1054.00	\$790.88	\$527.75	\$264.63
75,001 - 76,000	\$1069.75	\$802.69	\$535.63	\$268.57
76,001 - 77,000	\$1085.50	\$814.50	\$543.50	\$272.50
77,001 - 78,000	\$1101.25	\$826.32	\$551.38	\$276.44
78,001 - 79,000	\$1117.00	\$838.13	\$559.25	\$280.38
79,001 - 80,000	\$1132.75	\$849.94	\$567.13	\$284.32

CLASS C | TRAILERS & SEMI TRAILERS

Permanent & Non-Transferable License Fee - \$51.00

CLASS H | BUS FEES

Take the empty weight of the vehicle and add 150lbs per seat, including the driver's seat. Take the Class B license fee for the total weight and (times) the percentage the vehicle is used in West Virginia. For intrastate buses, the fee is \$6.50.

CLASS J | TAXI CABS

FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
\$86.50	\$65.25	\$44.00	\$22.75

CLASS X | FARM TRUCKS

GROSS WEIGHT LBS.	FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
8,001 - 16,000	\$31.50	\$24.00	\$16.50	\$9.00
16,001 - 22,000	\$61.50	\$46.50	\$31.50	\$16.50
22,001 - 28,000	\$91.50	\$69.00	\$46.50	\$24.00
28,001 - 34,000	\$116.50	\$89.75	\$59.00	\$30.25
34,001 - 44,000	\$161.50	\$121.50	\$81.50	\$41.50
44,001 - 64,000	\$206.50	\$155.25	\$104.00	\$52.75
64,001 - 80,000	\$251.00	\$189.00	\$126.50	\$64.00

CLASS M | MOBILE EQUIPMENT

FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
\$18.50	\$14.13	\$9.75	\$5.38

CLASS V | ANTIQUE MOTOR VEHICLE REGISTRATIONS

Motor vehicles that were manufactured at least 25 years ago are considered "antique" and qualify for antique license plates. Applicants may choose to provide a plate for use, which must be approved by the DMV, or they may use a DMV antique plate design.

Antique registrations permit the use of the motor vehicle on Saturday, Sunday, and holidays, or for activities such as parades, club events, tours, exhibits, etc. These registrations are on a ten year cycle. You can register an antique vehicle at anytime, and you will only be charged the fees for the remaining number of years on the current cycle. The current registration cycle began on July 2, 2015 and will end on July 1, 2025. The fee below will cover the fees to keep your registration current until the cycle ends.

YEAR 6 of 10 (7/2/20 to 7/1/21)	YEAR 7 of 10 (7/2/21 to 7/1/22)	YEAR 8 of 10 (7/2/22 to 7/1/23)	YEAR 9 of 10 (7/2/23 to 7/1/24)
\$17.50	\$14.00	\$10.50	\$7.00

All fees include an Insurance recording fee of .50¢ for all power units and a litter fund fee of \$1.00 for all plates and decals.

CLASSES R & T | TRAILERS

Motor boat and Class R or T trailer registrations run from April 1 - March 31 every three years. As shown below, 2020 is year one of the three year registration cycle and has a three year price, whereas 2023 is the last year of the registration cycle and has a one year price. See the chart below for pricing.

TRAILERS	2020 (4/1/2020 TO 3/31/2021)	2021 (4/1/2021 TO 3/31/2022)	2022 (4/1/2022 TO 3/31/2023)	2023 (4/1/2023 TO 3/31/2024)
CLASS R	\$39.00	\$26.00	\$13.00	\$39.00
CLASS T	\$27.00	\$18.00	\$9.00	\$27.00

CLASS Y | BOATS

All motor boats are required to be registered. Motor boats with at least 3hp/70lb thrust motors have a registration fee. All motor boats with under 3hp/70lb thrust and government boats have no registration fee. If you change the configuration of your boat from a 3hp/70lb thrust+ to under 3hp/70lb thrust status, submit the registration and a completed DMV Form R-14 to DMV. DMV only titles and registers motorized boats.

BOAT SIZE & CLASS	2020 (4/1/2020 TO 3/31/2021)	2021 (4/1/2021 TO 3/31/2022)	2022 (4/1/2022 TO 3/31/2023)	2023 (4/1/2023 TO 3/31/2024)
Under 16' - Y1A	\$30.00	\$20.00	\$10.00	\$30.00
16' - 25' - Y11	\$45.00	\$30.00	\$15.00	\$45.00
26' - 39' - Y12	\$60.00	\$40.00	\$20.00	\$60.00
40' & UP - Y13	\$75.00	\$50.00	\$25.00	\$75.00

DMV LOCATIONS & INFORMATION

Toll Free (In State) 1-800-642-9066

Hearing Impaired 1-800-742-6991

dmv.wv.gov



Renew Your Registrations with your mobile device with the QR code on the right or visit:

<https://go.wv.gov/selfservice>



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.

Titling Reminders (Continued)

- 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.

Titling Reminders (Continued)

- 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>

Dealer Services

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

Dealer Deficiencies

- Dealer does not have required sales records
- Not open during posted business hours
- Dealer displaying vehicles with open titles
- Dealer has not delivered title work within sixty (60) days
- Dealer has not remitted taxes, fees, and/or recorded lien
- Dealer is displaying vehicles of a type for which it is not licensed
- Display lot contains junk, or junk vehicles
- Dealer does not have a sign
- The DMV is authorized to revoke or suspend a dealer's license and to issue civil penalties as a result of dealer deficiencies.
- The DMV reserves the right to shape the consequences necessary to correct any deficiencies and to deter future deficiencies.

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.

Buying or Trading Vehicles Out of Class - (Continued)

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.

Buying or Trading Vehicles Out of Class - (Continued)

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



Mail Form to: Dealer Services
PO Box 17100 • Charleston, WV 25317
304-926-0705 • www.dmv.wv.gov

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 the 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 or receiver, 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: _____ Telephone Number () -
STREET ADDRESS CITY STATE ZIP

Address: _____ Telephone Number () -
STREET ADDRESS CITY STATE ZIP

Dealer and Notary Public Certification

State of West Virginia, County of _____ to wit:

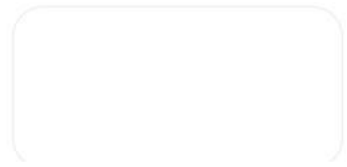
Before the undersigned authority this day personally appeared _____ who, after first being duly sworn deposes and says that he is the applicant (or if firm or corporation, that he is an authorized member of the firm or proper officer of said corporation): That the business herein named is a legitimate 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) _____
SIGNATURE
(X) _____
SIGNATURE
(X) _____
SIGNATURE
(X) _____
SIGNATURE

Subscribed and sworn before me this _____ day of _____, 20_____.

NOTARY PUBLIC SIGNATURE

My Commission expires on _____ / _____ / _____.



WV Dealer/License Service/Rental/Leasing Totals

- As of October 2023, West Virginia has 1,274 Dealers.
- 97 License Services
Renewal deadline is December 31, 2023.
- 38 Rental Companies
- 134 Leasing Companies

Digital Titling Record Keeping Requirements

- 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, Office Manager
Kim.F.Harrison@wv.gov

Donna Green, Lead Specialist
Donna.K.Green@wv.gov

Frank Pisaturo, Lead Specialist
Francesco.D.Pisaturo@wv.gov

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

SPECIAL PLATES

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

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

Phone 304-926-3972
Fax 304-926-3885
dmvspecialplates@wv.gov

Contact Information

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

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 1st. Applications must be received or post marked.

December 31st. License Services license expire.

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

45 days, transfer of registration on new vehicle.