

INSTRUCTIONS

In order to register a motor vehicle, trailer or semitrailer, or to secure a new title for such a vehicle, the customer must submit a certificate of title. If unable to do so because the title is lost, unlawfully detained by someone who currently holds the title, or if the title is otherwise "not available", the customer may file an affidavit instead. When an insurance company files an affidavit, the affidavit must indicate that the vehicle was acquired as a result of the claims process. Efforts made by the applicant to obtain the certificate of title from the previous owner must also be documented.

DMV will review the customer's applications and affidavit submitted along with information concerning the circumstances of the case. If DMV determines that the customer is entitled to registration and or titling, it will register the vehicle and issue a new registration card, license plate(s) and a certificate of title, salvage certificate or non-repairable certificate.

Pursuant to Virginia Law, if the current certificate of title for a motor vehicle, trailer or semitrailer is unavailable due to legitimate circumstances, the steps below must be followed:

1. Applicant (owner) must complete and submit form VSA 12, Affidavit in Lieu of Title Certificate.
2. Applicant must complete and submit one of the following:
 - a. **Application for Certificate of Title and Registration**, VSA 17A -- Applicants use this form to apply for a title and/or to register a passenger vehicle, truck, motor home (RV), trailer, motorcycle, or for-hire vehicle.
 - b. **Application for Certificate of Title - Manufactured Home**, VSA 17B -- Applicants use this form to apply for a title to a manufactured home.
 - c. **Salvage Certificate Application**, VSA 56 -- Applicants use this form to apply for a salvage certificate.
 - d. **Application For Non-Repairable Certificate**, VSA 57 -- Applicants use this form to apply for a no-fee non-repairable certificate. Insurance companies use this form to apply for no-fee certificates for non-repairable stolen vehicles or late model vehicles (current year and six preceding years) or any vehicle whose actual value is determined to have been at least \$10,000 prior to being damaged.
3. Submit the above forms, applicable fees (visit www.dmvnow.com to obtain fees), title and sales and use tax, available original documents evidencing ownership and other supporting affidavits.
4. Insurance companies must submit a \$25.00 processing fee in addition to the fees associated with the forms listed above.