

**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-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 \_\_\_\_\_

**TITLE 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 \_\_\_\_\_

## INFORMATION

Print in ink or type

Mail check or money order  
Make payable to DMV

**DO NOT MAIL CASH**

Any check that is not honored for payment will result in a \$10.00 service charge.

Be certain you have completed the application, including your signature.

If the vehicle is titled in another state, the title must accompany this application.

All titles with liens are mailed directly to the lienholder.

Be sure to include your Zip Code and Zip Code of lienholder.

Statement of insurance must be submitted with each application for motor vehicle registration. There is a \$.50 insurance recording fee.

### FEES

\$10.00 for title \$ \_\_\_\_\_

\$5.00 for lien \_\_\_\_\_

\$5.50 transfer of license (includes insurance fees.) \_\_\_\_\_

Additional weight (if applicable) \_\_\_\_\_

5% Sales Tax  
New Vehicle Tax based on purchase price \_\_\_\_\_

#### REGISTRATION FEES \*

Cars (Class A): \_\_\_\_\_ \$30.00 (includes litter and insurance fees) \_\_\_\_\_

Trucks (Class A):  
Below 8001 lbs Gross vehicle weight \_\_\_\_\_ \$30.00 (includes litter and insurance fees.) \_\_\_\_\_

All other registration fees must also include \$1.00 litter fee and the \$.50 insurance fee when applicable. \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

\* Credit on trade-in allowed only for vehicles registered in West Virginia and taxes paid thereon by applicant.

For additional information call 304-558-3900 or toll-free 1-800-642-9066

### Mail to:

**Department of Transportation  
Division of Motor Vehicles  
PO Box 17710  
Charleston, West Virginia 25317**