

# Virginia Dealer Manual



Virginia Department of Motor Vehicles



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Virginia Dealer's Manual  
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**Virginia Dealer's Manual**  
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## CHAPTER 0 INTRODUCTION

### 0.0 DLR 005-ORGANIZATION, USAGE, UPDATING

#### 0.1 Organization

This manual is divided into 9 chapters: Procedures are arranged by subject. Below is a brief content statement for each chapter:

- **Chapter 0: Introduction**-Describes the structure of the manual, its usage and includes the table of contents.
- **Chapter 1: Dealer Licensing**-Describes Department of Motor Vehicles (DMV)/ Motor Vehicle Dealer Board (MVDB) requirements for obtaining dealer, supplemental dealer, factory branch, distributor representative, factory representative, salvage dealer, demolisher, rebuilder, salvage pool, vehicle removal operator and salespersons licenses. Includes information about license renewal and dealer license plates.
- **Chapter 2: Transacting Business with DMV**-Contains information about ordering, maintaining and accounting for DMV forms, including the controlled temporary license plates and Form VSA-27 "Temporary Registration Receipt". Includes description of how and where to submit work to DMV. Describes how dealers act on behalf of your customer.
- **Chapter 3: Vehicle Titling**-Describes how to assist your customer in titling his new or used vehicle. Describes miscellaneous title transactions you may perform for your customer.
- **Chapter 4: Virginia Motor Vehicle Sales & Use Tax & Title Fees**-Contains information on how to calculate Virginia Motor Vehicle Sales and Use Tax and DMV title fees, and lists exemptions from these fees. Includes fee charts.
- **Chapter 5: Vehicle Registration & Licensing**-Describes how to assist your customer in obtaining an owner's registration card and license plates. Also describes miscellaneous transactions you may perform for your customer.
- **Chapter 6: Uninsured Motor Vehicle Fee & License Fees**-Explains when and how to collect the uninsured motor vehicle fee for your customer and how to calculate the fee; Includes vehicle licensing fee charts.
- **Chapter 7: Dealer Functions & Duties**-Describes DMV/MVDB Requirements relating to certain functions you may or must perform as a dealer. Includes information on the Virginia and the National Highway Traffic Safety Administration's (NHTSA) odometer disclosure laws and manufacturer's statements/certificates of origin.
- **Chapter 8: Motor Vehicle Transaction Recovery Fund**-Includes information on how to file a claim, limits assignment of rights, and revocation of licenses.
- **Chapter 9: Fees, Charts & Forms**-Includes fee charts, requirements charts and samples of DMV forms referred to in this manual.



## **0.2 Usage**

This manual is designed to be used by dealership personnel. The primary uses of this manual are:

- To explain how your business may become a properly licensed dealership in Virginia
- To explain DMV/MVDB and Commonwealth of Virginia's requirements which apply to your dealership's operations
- To help make transacting business with DMV/MVDB as easy as possible
- To help you, as a dealer, in handling your customer's title and license transactions with DMV
- This manual assumes that in most cases the dealer will be submitting the title and registration paperwork, fees and taxes to DMV on behalf of the purchaser(s). Several areas will therefore mention, "...the owner or the dealer..." to cover either case.

## **0.3 Updating**

The Motor Vehicle Dealer manual is designed to be updated and extended as Virginia's laws and DMV/MVDB policies change.

## CHAPTER 1: DEALER LICENSING

- Code of Virginia: § 46.2 Chapters 15, 19, 19.1 and 19. 2.

### 1.1 DLR 100-REQUIREMENTS OF DEALERS

#### 1.1.1 License Required

All individuals and business organizations, which sell or deal in motor vehicles in Virginia must meet certain requirements and obtain appropriate licenses from DMV/MVDB.

#### 1.1.2 Dealer's Licenses

You must obtain a dealer license from DMV [franchised or independent motorcycle, trailer, T&M (Travel trailers & Motor homes)], or MVDB(franchised or independent truck and automobile) by submitting Form DSD-10, "Motor Vehicle Dealer License Application for Initial License or Renewal", before you begin operation as a Dealer in Virginia as a motor vehicle, or by submitting form DSD-10A, "Salvage Dealer, Demolisher, Rebuilder, Salvage Pool, Vehicle Removal Operator License, Application for Initial License or Renewal" to DMV before you begin operation as a salvage dealer, demolisher, rebuilder, salvage pool, or vehicle removal operator.

#### 1.1.3 Dealer Operator

Each dealership must have a certified dealer operator. The certificate of qualifications may be obtained by successfully completing a written examination, administered at a local DMV Customer Service Center (CSC) and paying either a fee of \$25.00 for a DMV Dealer Operator or \$50.00 for a MVDB Dealer Operator.

Note: Anyone who was not a dealer/operator at an independent dealership as of January 1, 2006, must first successfully complete a course of study (schedules can be found at [www.mvdb.virginia.gov](http://www.mvdb.virginia.gov)) before they can take the independent dealer/operator exam.

The following types of dealers are not required to have a dealer-operator:

- Distributor
- Manufacturer
- Factory Branch
- Distributor Branch
- Salvage Dealer
- Salvage Pool
- Demolisher
- Rebuilder
- Vehicle Removal Operator

If you wish to operate in Virginia as a:

- Demolisher
- Rebuilder
- Salvage Vehicle Dealer
- Salvage Pool
- Vehicle Removal Operator

You must obtain a license from DMV by submitting Form DSD-10A "Salvage Dealer, Demolisher, Rebuilder, Salvage Pool, Vehicle Removal Operator License, Application for Initial License or Renewal."

**1.1.4 Operation in Virginia**

- a. Complete an Application for License as a Motor Vehicle Salesperson and /or Dealer Operator, Salesperson Certificate of Qualification (Form DSD-7) "Certificate of Qualification/Salesperson's License".
- b. DMV CSCs will administer the appropriate type of written examination for a salesperson, independent dealer-operator, or franchise dealer operator.
- c. The test requires a fee of \$25.00 for DMV license applicants and \$50.00 for MVDB applicants.
- d. The Certificate of Qualification may be produced at the CSC or Central Office. A receipt will be given for salesperson license, if applicable.
- e. The Certificate of Qualification is the first step to obtain a license. The applicant must apply to either DMV Dealer Services or to the MVDB headquarters office. License applications are not accepted at DMV CSCs.

An applicant whose Salesperson's License has expired for more than 12 months is required to "re-qualify" before applying for another Salesperson's License. Re-qualification requires the applicant to pay the \$25.00 or \$50.00 testing fee and successfully pass the test to be eligible to apply for the Salesperson's License.

**1.1.5 Dealer License Plates**

Every manufacturer, distributor, or dealer, before he commences to operate vehicles in his inventory for sale or resale, shall apply to the Commissioner for a dealer's certificate of vehicle registration and license plates. Any vehicle which is driven on a public road or highway in Virginia must be properly licensed. The maximum numbers of dealer plates issued are authorized for Franchised and Independent Motor Vehicle Dealers as follows:

<u>Sales of Vehicle</u>	<u>Number of Plates</u>
0-24	Two dealer plates
25-49	Four Dealer Plates
50 or more	Not to exceed 4 times the number of licensed salespersons
Original Application	Not to exceed 4 times the number of licensed salespersons

You may request dealer plates by submitting a DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates" to the DMV/MVDB. No dealer shall be issued dealer license plates unless he holds a valid dealer license certificate.

**1.1.6 Individual Licenses**

A salesperson license must be obtained from DMV/MVDB by submitting DSD-7, "Application for Certificate of Qualification/Salesperson's License", before beginning operation in Virginia as a

- a. Motor Vehicle Salesperson (car/truck dealers apply with the MVDB, all others with DMV)
- b. Distributor Representative (DMV)
- c. Factory Representative (DMV)

No salesperson shall be employed by more than one dealer, unless the dealerships are owned by the same person, (firm, partnership or corporation).

If you wish to operate either a Permanent supplemental location or a Temporary supplemental location, T&M, trailer and motorcycle dealers must obtain a supplemental dealer license certificate from DMV. Dealers, submit form DSD-13, "Application for Permanent/Temporary or Supplemental Motor Dealer License" and the \$20.00 fee. Motor vehicle dealers must obtain a supplemental dealer license certificate from the MVDB, submit form MVDB-22, "Application for Permanent/Temporary or Supplemental Motor Dealer License" and the \$40.00 fee.

### **1.1.7 Dealer's License**

The Dealer's License issued by DMV/MVDB must be displayed in the place of business of a

- a. Motor Vehicle Dealer (Franchised, Independent, T&M, Trailer or Motorcycle)
- b. Distributor or Distributor Branch
- c. Manufacturer or Factory Branch

Each dealer, manufacturer, and distributor must notify the DMV/MVDB in writing no later than the tenth day of each month, following the month of termination of employment of the licensed salesperson or representative. In lieu of written notification the salesperson or representative license may be returned to DMV/MVDB annotated "terminated" on the face of the license and signed by the dealer-operator, owner or officer.

### **1.1.8 List of Salespersons**

Every dealer must post and maintain in a place conspicuous to the public a list of all licensed salespersons currently employed.

### **1.1.9 Carrying Salesperson License**

Salespersons, distributor representatives and factory representatives must carry their licenses when conducting business.

### **1.1.10 Advertising**

All advertisements in newspapers or other publications issued for the public must be clearly identified by the dealership name or the abbreviation, "VA DLR" in the advertisement.

### **1.1.11 Regulated Dealer Advertising Practices**

Code of Virginia: §§ 46.2-1581 thru 46.2-1582 regulate dealer advertising practices and permit the Motor Vehicle Dealer Board to assess a civil penalty up to \$1,000 per day for each violation of these advertising statutes. Code of Virginia: §§ 46.2-1990, 46.2-1991, 46.2-1992.84, 46.2-1992.85, 46.2-1993.81 and 46.2-1993.82 also regulate dealer advertising practices by DMV licensed dealers and permit the Commissioner to assess a civil penalty up to \$1,000 per day for each violation of these advertising statutes.

If you have questions or need additional information you may contact the Dealer Services Office at the DMV Headquarters or the Motor Vehicle Dealer Board in Richmond, Virginia.

### 1.1.12 Dealer License Plates

A dealer plate must be attached to each new vehicle owned or assigned to a dealer's inventory while it is being driven on a public highway. The plate must be attached to the rear of vehicle, in the same location provided for license plates.

Note: See DLR 140 for authorized use of dealer plates.

## 1.2 DLR 105-HOW TO OBTAIN AN ORIGINAL LICENSE CERTIFICATE

Code of Virginia: §§ 46.2-1500, 46.2-1900, 46.2-1900.1 and 46.2-1900.2

### 1.2.1 Who Needs a License Certificate

All of the below who wish to engage in business in Virginia must first obtain a License Certificate for each place of business they operate.

- Franchised Automobile Dealers
- Franchised Truck Dealers
- Franchised Motorcycle Dealers
- Franchised T&M Dealer
- Independent Automobile Dealers
- Independent Truck Dealers
- Independent Motorcycle Dealers
- Independent Trailer Dealers
- Independent T&M Dealers
- Supplemental Locations of all of the Above
- Demolishers
- Rebuilders
- Salvage Dealers
- Savage Pools
- Distributors
- Manufacturers
- Factory/Distributor Branches

### 1.2.2 Period of Validity of License Certificate

A Dealer License Certificate is valid for either one or two years as selected by applicant. All Dealer License Certificates will expire on the last day of the month of expiration.

### 1.2.3 Applying for Your Original Dealer License Certificate

Submit all necessary papers, forms and fees to DMV/MVDB at the same time.

### 1.2.4 All Dealers

#### **ALL dealers must submit:**

- a. form DSD-10, "Motor Vehicle Dealer License Application for Initial License or Renewal"
- b. either the single or the two-year fee for the license as appropriate

- c. the appropriate Assessment fees for the Motor Vehicle Transaction Recovery Fund or continuously maintain a bond, and the "Motor Vehicle Dealer Bond" form, DSD-2, provided the applicant has not been subject of a claim against a bond or fund for three consecutive years.
- d. a copy of your Buyer's Order form, for approval as outlined in the Motor Vehicle Dealer Licensing Laws. If the dealer charges a processing fee or dealer business license tax, both fees must be identified and have a blank space for the amount of the fee to be listed on the Buyer's Order.
- e. application for any supplemental dealer license certificates or distributor branch, or factory license certificate you may require (see procedures DLR-120 and DLR-125 for information on these types of licenses).
- f. form DSD-7 "Application for Certificate of Qualification/Salesperson's License" with one or two year fees.
- g. Written proof of local zoning approval for the sale and display of motor vehicles, must accompany the applications. For T&M, trailer and motorcycle dealers, submit the "Certificate of Zoning Compliance" form, DSD-65A.
- h. form MVDB-21 "Criminal History Check" (**REQUIRED of all applicants**)

### **1.2.5 Franchised Dealers**

#### **Franchised Dealers must submit:**

- a. a copy of your franchise agreement or original letter with copy of the manufacturers or distributor's service agreement for each line-make of the vehicle you sell  
**Note:** for Franchised dealers, all warranty work must be performed within a reasonable distance of the place of business.
- b. application for salesperson's license for each person who will be operating as a salesperson (see procedure DLR-130 for information on salespersons license)

### **1.2.6 Independent Vehicle Dealers**

#### **Independent Vehicle Dealers must submit:**

- a. an application for salesperson's license for each person who will be operating as a salesperson (see procedure DLR-130) for information on salespersons' licenses)

### **1.2.7 Distributors**

#### **Distributors must submit:**

- a. a written agreement from each manufacturer covering any new vehicles(s)
- b. for each line-make of vehicle you distribute one copy of your franchise or sales agreement must be furnished 60 days prior to the date offered
- c. application for a distributor representative license for each person who will be operating as a distributor representative (see procedure DLR-130 for information on distributor representative licenses.)

### **1.2.8 Manufacturers**

#### **Manufacturers must, submit:**

An application for a factory representative license for each person who will be operating as a factory representative (see procedure DLR-130 for information on distributor representative licenses.)

### **1.2.9 Inspection by DMV Investigator/MVDB Field Representative**

After you have applied for a dealer license certificate, a DMV/MVDB representative will come to your proposed business site and conduct an opening inspection. The investigator/representative will notify you ahead of time by phone of the date and time the inspection will take place.

In general, the following will be confirmed regarding your place of business during the inspection:

- a. a permanent building (cannot be a residence)
- b. at least 250 square feet of sales and service office space and additional space to display at least 10 vehicles
- c. a properly executed lease or document of ownership for your property
- d. all local zoning requirements have been met
- e. desks, chairs, file cabinets(s) working telephone, working utilities, including electricity and heat and other facilities adequate to maintain the records required by DMV/MVDB
- f. business hours posted at the front entrance for a minimum of twenty hours per week, ten of which must be between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday, except for used Manufactured Home Dealers only, without inventory; a minimum of two consecutive hours per week between 9:00am and 5:00 pm.
- g. a sign showing the "trading as" name with letters six inches in height
- h. a sign, displayed in the public sales area showing the dealer processing fee (if any) (The sign must be 8 ½ inches by 11 inches lettering no smaller than one-half inch to be approved by the Commissioner)
- i. When inspection is complete, either the DMV investigator completes and files with DMV, Form DSD-38, Department of Motor Vehicles' "Dealer Record of Inspection" or the MVDB field investigator completes and files with the MVDB, Form MVDB-38, indicating if your location has passed inspection.

### **1.2.10 Issuance of Your Dealer License Certificate**

If all aspects of your application and inspection meet DMV's/MVDB's requirements, DMV/MVDB will issue you a Dealer License Certificate, and any supplemental licenses and certificates and salespersons licenses you have requested. The requested items will be delivered to you at the time of your opening inspection.

### **1.2.11 Denial or Revocation of License Certificate**

- Code of Virginia: § 46.2-1575.

Your Dealer License Certificate may be denied if your proposed business site fails DMV's/MVDB's Inspection.

In addition, a dealer's application may be denied or a Dealer's License Certificate may be revoked at any time after it is issued if the dealer commits any of the following:

- a. makes a material misstatement or omission in application for License, Certificate of Registration or Certificate of Title
- b. fails to comply subsequent to receipt of written warning from the Virginia DMV or the MVDB
- c. fails to have an established place of business as required, with minimum space of 250 square feet
- d. fails to have as the dealer-operator an individual who holds a valid certificate of qualification

- e. has been convicted of larceny of a vehicle or receipt or sale of a stolen vehicle
- f. has been convicted of odometer tampering or any related violation
- g. if a salvage dealer, salvage pool or rebuilder, fails to comply with any provisions of (Virginia Code §§ 46.2-1074 or 46.2-1075.), or any lawful regulation promulgated by the Commissioner under those sections
- h. defrauds any retail buyer, to the buyer's damage, or any person in the conduct of the licensee's or registrant's business
- i. uses unfair methods of competition, or fraudulent or deceptive practices
- j. has been convicted of any fraudulent act in connection with the business of selling vehicles or any consumer-related fraud
- k. uses untrue, misleading or deceptive advertising
- l. has been convicted of any criminal act involving the business of selling vehicles
- m. willfully fails to comply with any lawful rule of DMV or any provision of the Motor Vehicle Licensing Act, Title 46.2, Code of Virginia
- n. leases, rents, or lends or otherwise allows the use of a dealer license plate by persons not authorized under Title 46.2, Code of Virginia
- o. has been convicted of a felony

#### **1.2.12 Reapplying After a Denial of License Certificate**

- Code of Virginia: §§ 46.2-1514, 46.2-1914, 46.2-1992, and 46.2-1993.12

If you were denied a dealer license certificate because your proposed business site failed to pass DMV's inspection, you may make all the required improvements and re-apply for a dealer license certificate for that same site after waiting at least 30 days.

In the event any licensee intends to change a licensed location, a thirty day written notice is required. When you reapply, you must submit a completed DSD-10 form, "Zoning Certificate", MVDB-19, and submit prorated certificate fees if the change is to a new jurisdiction.

#### **1.2.13 Renewing Your Dealer License Certificate**

(See procedure DLR-135 for Information on how to renew your Dealer License Certificate.)

#### **1.2.14 Requirements for Obtaining Dealer Licenses**

- Code of Virginia: §§ 46.2-1508, et seq., 46.2-1909, et seq., 46.2-1992.7, et seq., and 46.2-1993.7, et seq.



<b>Requirements for Obtaining Dealer Licenses</b>				
Franchised: Dealer Motorcycle T&M Trailer	Independent: Dealer Motorcycle T&M Trailer	Distributor	Manufacturer	Salvage Dealer, Salvage Pool, Rebuilder, Demolisher, and Vehicle Removal Operator
1. Application for Dealer License Certificate and Buyers Order  Dealer Operator with valid Certificate of Qualification  DSD Form 10 & Single or Multi Year Fee	Application for Dealer License Certificate and Buyers Order  Dealer Operator with valid Certificate of Qualification  DSD Form 10 & Single or Multi Year Fee	Application for Distributor License Certificate  N/A  DSD Form 10 & Single or Multi Year Fee	Application for Manufacturer License Certificate  N/A  DSD Form 10 & Single or Multi Year Fee	Application for Salvage Dealer, Salvage Pool, Rebuilder, Demolisher, and Vehicle Removal Operator License Certificate  NA  DSD Form 10A & Single or Multi Year Fee
2. Motor Vehicle Transaction Recovery Fund Assessment Fee	Motor Vehicle Transaction Recovery Fund Assessment Fee	N/A	N/A	N/A
3. Copy of Franchise Agreement or Signed Letter from Manufacturer or Distributor which must include a current service agreement.	N/A	One copy of franchise or sales agreement and written agreement from Manufacturer covering new vehicle(s)	Copy of Franchise or Sales Agreement	N/A
4. Application for Salesperson License for each Salesperson You employ which must have a valid Certificate of Qualification	Application for Salesperson License for each salesperson you employ which must have a valid Certificate of Qualification	Application for Distributor Representative license for each Distributor Representative you employ.	Application for Factory Representative License for each Factory Representative you employ.	N/A

(cont.)

<b>Requirements for Obtaining Dealer Licenses</b>				
Franchised: Dealer Motorcycle T&M Trailer	Independent: Dealer Motorcycle T&M Trailer	Distributor	Manufacturer	Salvage Dealer, Salvage Pool, Rebuilder, Demolisher, and Vehicle Removal Operator
4. (cont.) DSD-7 & Single or multi year fee	DSD-7 & Single or multi year fee	DSD-7 & Single or multi year fee	DSD-7 & Single or multi year fee	
5. * Application for your Supplemental Dealer License certificate for each lot must be less than 500 yards from the principal location.  DSD-10 Form & Fee	Application for your Supplemental Dealer License certificate for each lot must be less than 500 yards from the principal location.  DSD-10 Form & Fee	Application for Distributor Branch  DSD-10 Form & Fee	Application for Factory Branch  DSD-10 Form & Fee	N/A
* For temporary supplemental licenses, see DSD-13/MVDB-22 form located in Chapter 9, "Forms and Charts"				

Notes:

1. Foreign Motor Vehicle Dealers licensed in another jurisdiction, must submit the "Foreign Motor Vehicle Dealer Certificate of Registration, Application for Initial or Renewal Registration" form, DSD-14, a copy of the home-state dealer certificate and payment of the \$50.00 fee.
2. Watercraft Dealers licensed by the Department of Game and Inland Fisheries must submit a "Watercraft Trailer Dealer Certificate of Registration Application", DSD-15, if they intend to sell trailers for the watercraft that they sell.
3. Manufactured Home Dealers licensed by the Department of Housing and Community Development (HCD) must submit a "Manufactured Home Dealer Certificate of Registration Application", DSD-14A, along with the \$50.00 fee, and a copy of their HCD license.

**1.3 DLR 110-WHAT TO DO IF THE STATUS OF YOUR DEALERSHIP CHANGES**

Code of Virginia: §§ 46.2-1517, 46.2-1917, 46.2-1992.15, and 46.2-1993.15.

**1.3.1 Registering Changes in Your Dealership**

When there are changes in your business ownership or operation, you must register the changes with DMV/MVDB as described below. In some cases you will be required to obtain and pay for an entirely new Dealer License Certificate. DMV/MVDB will issue you new or undated Dealer License Certificate as necessary.

Note: The changes listed refer to changes which affect your principal place of business.

### 1.3.2 Adding a Partner

Submit to DMV/MVDB a completed DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal" and the pro-rated certificate fee.

### 1.3.3 Dropping a Partner

If you drop a partner from your dealership you must submit to DMV/MVDB a completed DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal".

### 1.3.4 Changing the Ownership Status of Your Business

Ownership of a business by individual or partnership is considered one type of ownership status, while ownership by a corporation is considered another type of ownership status. If you change from one ownership status to another, you must turn in your current Dealer License Certificate and all your dealer license plates and obtain new Dealer License Certificate and new dealer plates.

If there is a change in ownership you must submit to DMV:

- a. form DSD-10 "Application for a Motor Vehicle Dealer License, Initial License or Renewal" requesting a new dealer license certificate, along with the required fees
- b. assessment fee for the Motor Vehicle Transaction Recovery Fund
- c. If you are franchised dealer, a copy of your franchise agreement or a letter from the manufacturer authorizing sale of the motor vehicles and a copy of the current service agreement for each line-make of vehicle(s) you sell.
- d. form DSD-7 "Application for Certificate of Qualification/Salesperson's License" for each licensed salesperson along with the appropriate fees. All current salespersons licenses must be returned.
- e. if you desire dealer plates:  
Form DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates" requesting issuance of dealer plates, along with the required fee. (See procedure DLR 100 for maximum number of Dealer plates issued).

### 1.3.5 Changes in the Operation of Your Dealership

#### 1.3.5.1 Changing the "Trading As" Name of Your Business

If you change the trade name under which you conduct business, you should submit to DMV/MVDB a completed DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal" (No fee is required).

#### 1.3.5.2 Changing the Type of License

You may maintain one or more of the following types of dealerships:

- a. Franchised motor vehicle, motorcycle, T&M, or trailer
- b. Independent motor vehicle, motorcycle, T&M, or trailer
- c. Distributor
- d. Manufacturer
- e. Salvage, rebuilder, demolisher, salvage pool, or vehicle removal operator

If you change your license from one of these preceding types to another type of dealer you must submit to DMV/MVDB

- a. all old dealer plates
- b. form DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates", requesting exchange of dealer plates.

### **1.3.6 Changing the Location of Your Dealership**

You must obtain a new Dealer License Certificate when you move your dealership from one location to another.

You must notify DMV/MVDB, 30 days in advance and you must apply for a new Dealer License Certificate.

In all cases, submit to DMV/MVDB

- a. form DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal"
- b. proof of proper zoning.

If the move locates your dealership in a different political subdivision (i.e. county, city, and town) you must:

- a. pay the appropriate license fee
- b. Your new business site must be inspected. After you have applied for a new Dealer License Certificate, a DMV/MVDB representative will come to your new business site and conduct an inspection. This Inspection will be the same as an inspection performed for a newly established dealership.

(For details of the inspection procedure see paragraph 1.3.9 Inspection by a DMV or MVDB Inspector)

## **1.4 DLR 115- WHAT TO DO IF YOU GO OUT OF BUSINESS**

### **1.4.1 Canceling Your Dealer's License**

When you cease operation as a motor vehicle dealer in Virginia, you should complete all pending title and registration work, and submit to DMV/MVDB:

- a. your Dealer License Certificate
- b. all dealer license plates which have been issued to your dealership
- c. all current salespersons licenses of personnel, unless they have secured employment with another motor vehicle dealer
- d. all temporary license plates left in stock. (You may request a refund if you are returning at least 10 sets of temporary plates in an unbroken series.)
- e. all VSA-27 Forms "Temporary Registration Receipt" remaining in stock
- f. all fees and taxes collected with the title applications and all supporting documents. The former licensee shall continue to maintain and make available to DMV dealer records required by the Dealer Licensing Act.

### **1.4.2 Inspection by DMV Investigator/MVDB Field Representative**

When DMV receives notice that you are going out of business, a DMV/MVDB representative will come to your place of business to conduct an inspection and insure compliance with DMV/MVDB regulations. After the inspection, the representatives will complete and file with DMV Headquarters DSD-42/MVDB-25, "Record of Inspection for Cancellation".

#### **1.4.3 Credit Given on Exchange of Plate**

At the time you go out of business, you can receive credit on a prorated time basis for any dealer plates which you can exchange for private plates, provided the private plates will be issued in the same name that the dealer plates were issued in. (This rule applies both to corporations and to individual owners.) Exchange of dealer plates for private plates must be on a one-for-one basis.

In order to exchange your dealer plates, you must

- a. return old dealer plates and registration cards
- b. complete Form VSA-14, Application for Registration (to apply for private plates and registration)
- c. pay appropriate fees and SUT

#### **1.4.4 No Refund Given On the Exchange of Plates**

You cannot receive a refund or any credit on dealer plates returned to DMV except those exchanged for private plates.

#### **1.4.5 Re-Establishing Your Dealership**

If you decide to re-establish your dealership, you must apply for an original Dealer License Certificate as if you were a newly organized dealership. (See Paragraph 1.2 DLR 105 for Information on how to apply for an original Dealer License Certificate.)

#### **1.4.6 Online Dealer Participants**

If you are an Online Dealer participant you will need to notify your vendor and the DMV Online Dealer Office Manager, by letter that you are out of business. The letter may be mailed to DMV Headquarters, P. O. 27412, Richmond, VA 23269 or you may fax the letter to Online Dealer Office Manager at (804) 367-1490.

The Office Manager will verify with your online vendor so that a closing report can be completed.

### **1.5 DLR 120-HOW TO OBTAIN A SUPPLEMENTAL DEALER LICENSE CERTIFICATE**

- Code of Virginia: §§ 46.2-1516, 46.2-1916, 46.2-1992.14 and 46.2-1993.14

#### **1.5.1 Who Needs a Supplemental Dealer License Certificate**

- a. Franchised Motor Vehicle, Motorcycle, T&M, and Trailer Dealers
- b. Independent Motor Vehicle, Motorcycle, T&M, and Trailer Dealers
- c. Dealers who plan to operate a supplemental place of business, must first obtain a Supplemental Dealer License Certificate. You may obtain a Supplemental Dealer License Certificate only if the parent dealership or principal place of business, either holds or has applied for a valid dealer license.

#### **1.5.2 What Constitutes a "Supplemental" Place of Business**

A supplemental place of business is any location where you conduct business which is

- a. less than 500 yards from your principal place of business.
- b. Any location that exceeds 500 yards is a separate principal place of business and must be licensed as such.

- c. If the premises are contiguous to the established place of business, a supplemental license is not required
- d. situated on an approved lot (a properly zoned vacant lot or premises)

### **1.5.3 Period of Validity of License Certificate**

- a. A supplemental dealer license certificate is valid for a period of up to two years. All license certificates will expire on the last day of the month of expiration.
- b. A temporary supplemental license may be issued for a period not to exceed seven days.

### **1.5.4 Applying for Your Supplemental Dealer License Certificate**

You should submit to DMV or to the MVDB as appropriate:

- a. Form DSD-13, "Application for Permanent/Temporary Supplemental Motor Dealer License" (a minimum of fifteen days prior to sale for temporary supplementals)
- b. license Fee of \$20.00 for DMV licensed dealers, or \$40.00 for MVDB licensed dealers (if a permanent location for less than a full year the fee is pro-rated for MVDB license holders)
- c. proof of proper zoning
- d. Franchise dealers, for temporary supplementals, must provide proof or certify on form MVDB-22, that all franchise dealers of the same line-make in the area of responsibility of the proposed location do not oppose the issuance of a temporary supplemental license.
- e. Independent dealers may conduct a temporary sale in the same political jurisdiction as the dealer is licensed or within a contiguous jurisdiction. An exception to the above may be allowed if the dealer provides a notice and invitation to participate in the sale to all licensed dealers in the jurisdiction of the sale 30 days prior to the date of the sale.

Note: any such dealer accepting the invitation must also apply for a supplemental location license.

### **1.5.5 Inspection by DMV Investigator/MVDB Field Investigator**

After you have applied for a Supplemental or Temporary Supplemental Dealer License, a DMV Investigator or a MVDB field representative will come to your supplemental location to conduct an inspection. You will be notified ahead of time by phone of the date and time the inspection will take place.

You are not required to maintain a permanent building; however the Investigator/Representative will check to ensure your location meets the following requirements:

- proof of proper zoning
- executed lease or document of ownership of your property
- sign showing trade name with letters at least six inches high

### **1.5.6 Issuance of Your Supplemental Dealer License**

If all aspects of your application and inspection meet the requirements DMV or MVDB issues you a Supplemental or Temporary Supplemental Dealer License. Your license will be mailed to you.

### **1.5.7 Licenses for Salespersons Employed at Your Supplemental Place of Business**

Any salespersons who work at your supplemental place of business must obtain their required licenses through your principal place of business. (See procedure DLR 130 for information on salespersons licenses.)

### **1.5.8 Changes in the Status of Your Principal Business**

- a. When any change occurs in the ownership or operation of your principal business, you must record the changes with DMV/MVDB and obtain a new or updated license for each supplemental place of business you operate.
- b. The requirements pertaining to your principal business are listed in procedure DLR 110. In addition to meeting these requirements you should complete and file with DMV/MVDB, form DSD-13/ MVDB-22, "Application for Permanent/Temporary Supplemental Motor Dealer License" for each of your supplemental locations.
- c. You must pay the full or regular license fee in regard to your supplemental place of business for changing the ownership status of your dealership (individual to Corporation or vice versa).

There will be no fee in regard to your supplemental place of business for:

- Changing the trade name of your business
- Changing the type of your dealership
- Changing the line makes sold by your franchised dealership

### **1.5.9 Changing Location of a Supplemental Place of Business**

If you change the location of a supplemental dealer place of business you must update your Supplemental Dealer License.

The supplemental place of business must be less than 500 yards from your principal location. You should submit a form DSD-13 or MVDB-22 to DMV/MVDB (no fee is required).

Your new location will be inspected by a DMV investigator or MVDB field representative.

### **1.5.10 Renewing Your Supplemental Dealer License Certificate**

(See procedure DLR 135 for information on how to renew your Supplemental Dealer License.)

## **1.6 DLR 125-HOW TO OBTAIN A FACTORY BRANCH LICENSE CERTIFICATE**

### **1.6.1 Who Needs a Factory Branch License Certificate**

A supplemental place of business operated by a vehicle manufacturer is classified as a factory branch. Any factory branch conducting business in Virginia must obtain a factory branch license. The manufacturer's home office must either hold or have applied for a valid manufacturer license in order to obtain a factory branch license.

### **1.6.2 Period of Validity of Factory Branch License Certificate**

A Factory Branch License Certificate is good for a period of up to one year. All Factory Branch License Certificates will expire on the last day of the month of expiration.

### **1.6.3 Applying for Your Factory Branch License Certificate**

You must submit to DMV:

- a. form DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal"
- b. appropriate fees

- c. Application for a Factory Representative License for each person who will be operating as a factory representative. (See procedure DLR 130 for information on factory representative's licenses)

### **1.6.4 Inspection by DMV Investigator**

After you have applied for a Factory Branch License Certificate, a DMV Investigator will come to your proposed business site to conduct an inspection, (only if located in Virginia). This inspection will be the same as for a newly established manufacturer. (For Details of the inspection procedure see DLR 105, paragraph "Inspection by DMV Investigator".) You will be notified of the date and time of inspection.

### **1.6.5 Issuance of Your Factory Branch License Certificate**

If all aspects of your application and inspection meet the requirements, DMV will issue you a Factory Branch Dealer License Certificate. Your Factory Branch Dealer License Certificate will be mailed to you.

### **1.6.6 Changes Which Affect Your Factory Branch License**

- a. If the status of your Factory Branch changes in any way, you must record these changes with DMV by filing a DSD-10, "Application for a Motor Vehicle Dealer License, Initial License or Renewal" indicating the new information. DMV then issues by mail a new certificate of Factory Branch License.
- b. You must pay the full or regular license fee for changing your ownership status (individual to Corporation or vice versa).
- c. There will be no fee for
  - changing the "trading as" name of your business
  - changing the line makes sold by your Factory Branch.
  - changing your location (Your new location will be inspected by a DMV investigator.)

### **1.6.7 Renewing Your Factory Branch License Certificate**

(See procedure DLR 135 for information on how to renew your Factory Branch license.)

## **1.7 DLR 130-HOW TO OBTAIN A SALESPERSON'S LICENSE**

- Code of Virginia: §§ 46.2-1512, 46.2-1912, 46.2-1992.10, 46.2-1993.10

### **1.7.1 Who Needs a Salesperson's License**

Every person who sells or promotes the sale of vehicle in Virginia must obtain an individual license as a salesperson.

### **1.7.2 Period of Validity of License Certificate**

All salespersons' licenses expire on the last day of the month of expiration which will correspond with the expiration of employer's dealer certificate.

### **1.7.3 Applying for Your Salesperson's License**

- a. Before you apply for a salesperson's license, you must first be employed by a licensed dealer.
- b. Each salesperson must be certified by holding a valid Certificate of Qualification. For more information on the Certificate of Qualification requirements see **DLR 100**,



To apply you should submit to DMV/MVDB (Applications are not accepted at CSC's)

- a. form DSD-7 "Application for Certificate of Qualification/Salesperson's License"
- b. appropriate application fees
- c. "Criminal History Check" form, MVDB-21.

#### **1.7.4 Reissue of Your Salesperson's License**

##### **1.7.4.1 When You Change Employers Whose License Has a Different Expiration Date**

If you change employers during the license year DMV/MVDB will transfer your license. You should submit:

- your old salesperson license
- form DSD-7, "Application for Certificate of Qualification/Salesperson's License" (indicate transfer status)
- Transfers that extend the month of expiration require appropriate license fees.

##### **1.7.4.2 When You Change Employers Whose License Has the Same Expiration Date**

If you change employers during your license year and do not extend the month of expiration, a salesperson's license will be transferred at no charge. If the month of expiration is extended, a full fee will be required.

#### **1.7.5 Renewing Your Salesperson's License**

(See procedure DLR 135 for information on how to renew your salesperson's license.)

### **1.8 DLR 135-HOW TO RENEW ALL YOUR LICENSES**

- Code of Virginia: §§ 46.2-1521, 46.2-1921, 46.2-1992.19, 46.2-1993.19, and 46.2-1530

#### **1.8.1 Renewal of Licenses if Necessary**

All business licenses and individual (salespersons or representative) licenses expire on the last day of the designated month of expiration. Therefore, you must renew these two types of licenses each year prior to expiration.

#### **1.8.2 How Renewals Are Handled By DMV or MVDB**

- a. DMV/MVDB mails a renewal packet to you each year prior to expiration of your dealer license. This packet includes renewal forms for all licenses that you and your employees currently hold. Each form is preprinted with identifying information such as name and address.
- b. DMV mails renewal forms directly to any Factory/Distributor branch which operates in Virginia, not to its Parent Manufacturer or Distributor.
- c. DMV/MVDB sends renewal forms to you as a packet; please return all forms as a packet; Applications are processed as a packet; processing your renewal is faster if all renewal applications pertaining to your business operation are sent in together.
- d. Dealer's license plates and salespersons license cannot be renewed prior to your dealer certificate being renewed.
- e. Please submit all applications and fees by the first day of the month of your expiration to allow sufficient time for processing.

### 1.8.3 Renewing Your Dealer License

DMV/MVDB includes in your renewal packet forms that are needed by your dealership.

- a. DSD-7, "Application for Certificate of Qualification/Salesperson's License"
- b. DSD-9 "Application for Dealer/Drive-Away/Office Trailers Plates"
- c. DSD-10 "Application for Motor Vehicle Dealer License for Initial License or Renewal"
- d. DSD-13 / MVDB-22 "Application for Permanent/Temporary Dealer License"
- e. DSD-21 "Record of All Wholesale Sales and Retail Sales Registered Out of State"

To apply for renewal of your dealer license you must:

- a. Check the forms sent to ensure you have all the necessary forms for your business.
- b. If any forms are missing contact DMV/MVDB for replacement forms.
- c. Check all of the preprinted information for correctness.
- d. Complete the applicable form(s).
- e. Complete a certified DSD-21 "Record of All Wholesale Sales and Retail Sales Registered Out of State" to identify the additional vehicles sold at wholesale or to out-of-state residents. This will be used to determine the number of dealer and temporary plates authorized.
- f. Submit to DMV/MVDB completed license application form(s).
- g. A copy of your buyers order form must be submitted for approval as outlined in § 46.2-1530. If the dealer charges a processing fee or dealer's business license tax, both fees must be listed on the Buyer's Order.
- h. appropriate fees, renew for two years by doubling all license fees

### 1.8.4 Renewing Your Individual License

DMV/MVDB includes in your renewal packet the DSD-7, "Application for Certificate of Qualification/Salesperson's License" (One for each licensed employee)

- a. check the forms sent and make sure you have an application for each salesperson, obtain blank forms from DMV/MVDB, if needed
- b. check preprinted identifying information for corrections-make any necessary corrections
- c. have salesperson complete DSD-7 and obtain proper signatures
- d. submit to DMV/MVDB the completed DSD-7 along with appropriate fees

### 1.8.5 Failure to Renew Licenses

If you do not properly renew your dealer license certificate by the last day of your month of expiration, it will become unlawful for you to operate a dealership. If this happens and you wish to continue in business you must:

- a. reapply for all business license certificates and pay the required fees in full
- b. reapply for dealer license plates and pay the required fees
- c. have any salespersons who have not renewed their license apply for a salesperson's license and pay the required fees in full

Note: Car and truck dealers licensed by the MVDB may renew up to 30 days after expiration upon payment of a late fee.

**NOTE: YOU CANNOT SELL ANY VEHICLES UNTIL YOU RECEIVE YOUR NEW LICENSE.**

### **1.9 DLR 140-PURPOSE & USES OF DEALER LICENSE PLATES**

- Code of Virginia: § 46.2-1546, § 46.2-1547

#### **1.9.1 Dealer Plates Available**

All vehicles must be licensed and must display a valid license plate when driven on public roads or highways. Every manufacturer, distributor, or dealer, before he commences to operate vehicles in his inventory for sale or resale, shall apply to the Commissioner for a dealer's certificate of vehicle registration and license plates. These dealer plates may be used under specific regulated circumstances when vehicles owned or assigned to a dealer are being operated on public roads. Liability insurance or self insurance certificate must be maintained on every dealer license plate assigned to the dealership as long as the plate remains valid.

#### **1.9.2 Drive-Away Plates**

Unregistered and unlicensed vehicles may not be operated or moved on a public highway by a dealer by using Drive-Away plates.

#### **1.9.3 Uses of Dealer Plates**

Dealer plates may not be used:

- a. on any service vehicle, wrecking cranes or tow trucks
- b. on any vehicle not held in inventory for sale or resale
- c. on a vehicle which the dealer leases, rents, or lends to anyone not permitted to use dealer plates
- d. on vehicles used to deliver or transport other vehicles, portions of vehicles, vehicle components, parts, accessories, fuel, or for any other business, on a vehicle of a type for which their use is not authorized
- e. by spouses of employees or children of employees

Dealer Plates May be Used:

- f. on a vehicle in inventory for sale by dealer/operators, the dealer/operator's spouse and employees (Employee defined as one who works at least 25 hours/week on a regular basis and is compensated.)
- g. on a dealer-owned vehicle when driven by:
  - a customer who is a bona fide prospective purchaser when accompanied by a licensed salesperson or with written permission Form DSD-27, "Permission to Use Dealer's License Plate"
  - a customer whose own vehicle is being repaired by the dealer, and has a DSD-27 in the vehicle at all times
- h. The dealer completes and issues DSD-27, "Permission to Use Dealer's License Plate" for 5 days only, to the customer, keeping the duplicate on file at the dealership for a period of one (1) year. The customer must carry the completed DSD-27 "Permission to Use Dealer's License Plate" while driving the vehicle on public highways.
- i. No more than two successive DSD-27 Forms may be issued to the same customer for the same vehicle.

#### 1.9.4 Use of Dealer Promotional Plates

- 1) The promotional design must be approved by the Commissioner and the plate may be used for general use.
- 2) The promotional plate may be used for special events such as parades, tournaments, etc.
- 3) Liability insurance must be maintained on each plate assigned.

Promotional Plates May be Used:

- 4) on vehicles held for sale or resale in inventory
- 5) no more than 30 consecutive days for each event
- 6) A use or extended use of the plate must be approved by the Commissioner upon written request as outlined under DLR 145.

### 1.10 DLR 145-HOW TO OBTAIN DEALER LICENSE PLATES

#### 1.10.1 Assignment of Letters & Numbers on Dealers Plates

DMV assigns the letters and numbers on your dealer license plates according to the type of dealership you maintain.

The following is an example license number for each type of dealership—showing the correct prefix and a plate number:

<u>Typical License</u>	<u>Type of Dealer Number</u>
D10-001	Franchised Dealer
FB2-001	Franchised Motorcycle Dealer
FM4-001	Franchised T&M Dealer
FT5-001	Franchised Trailer Dealer
ID35-001	Independent Dealer
IB7-001	Independent Motorcycle Dealer
IM9-001	Independent T&M Dealer
IT9-001	Independent Trailer Dealer
FD6-101	Manufacturer/Distributor/Factory or Distributor Branch
DM-101	Motorcycle Manufacturer/Distributor/Factory or Distributor Branch
HQ-10-001	Virginia Headquartered Manufacturer/Distributor/Factory or Distributor Branch
MD-101	Virginia Headquartered Motorcycle Manufacturer/Distributor/Factory or Distributor Branch

#### 1.10.2 Dealer Plates Furnished by DMV

Dealer plates are furnished only to businesses which hold a valid Dealer, Manufacturer, Distributor, Factory Branch or Distributor Branch license.

#### 1.10.3 Period of Validity

Dealer Plates are valid from the date of purchase until the last day of your month of expiration.

#### **1.10.4 Fees**

Fees for dealer license plates are pro-rated on a time basis according to the number of months remaining in the current registration period. You may refer to the reverse side of the DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates", for a chart of pro-rated fees.

#### **1.10.5 Minimum Initial Purchase Required**

The first time you purchase dealer plates in any license year you must buy a minimum of two plates. Refer to DLR 11.1.5 for the maximum number of dealer plates which may be purchased.

#### **1.10.6 Applying for Dealer Plates**

To apply for dealer plates, you should submit to DMV/MVDB:

- Completed DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates"
- Appropriate fee (refer to fee chart on the reverse of DSD-9)

#### **1.10.7 Applying for Additional Plates**

If you wish to apply for additional dealer plates during the license year, you should submit to DMV/MVDB:

- Completed DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates"
- Appropriate fee (refer to fee chart on the reverse of DSD-9)

#### **1.10.8 If You Wish to Reserve Special Plates**

The letter prefix on your dealer plates is determined by the types of vehicles that your dealership offers for sale. However, you may request that one or more specific license plate numbers be reserved for you.

A fee, in addition to the regular plate fee, will be charged for each reserved plate. The reserved plate fee, like the regular plate fee, is prorated according to the number of months remaining in the current registration period which may be up two years. You may refer to the reverse side of DSD-11, "Reserved Dealer Plate Application" for chart of prorated fees.

Submit to DMV or the MVDB:

- a. form DSD-11, "Reserved Dealer Plate Application"
- b. appropriate fee (refer to the fee chart on the reverse of the DSD-11)

#### **1.10.9 Reissue of Plates**

If any of your dealer plates or decals are lost, stolen, destroyed or mutilated You may receive replacement plate(s) or decals for a fee.

To apply for reissue, you should submit to DMV or MVDB:

- a. form DSD-12, "Application for Reissue or Exchange of Dealer/Drive Away/Office Trailer Plates"
- b. the appropriate fee(s).

When DMV issues replacement plates, the original plate becomes invalid. If you happen to recover an original dealer plate you may not use it, nor request a second reissue on it. You must return it to DMV.

#### **1.10.10 Exchange of Plates/Decals**

If you change the type of your dealership, and this causes a change in the letter prefix on the dealer plates you use, you must exchange your old plates for new ones bearing the correct prefix.

- You should submit to DMV/MVDB all old dealer plates and a completed DSD-9, "Application for Dealer/Drive-Away/Office Trailers Plates"

#### **1.10.11 Change in Corporate Status of Business Invalidates Plates**

If ownership of your business is by an individual or partnership and changes to ownership by a corporation, or vice versa, your old dealer plates may not be used by the new business.

In order to obtain valid dealer plates, you must:

- a. return all old plates to DMV (You may not receive credit for or a refund for the unexpired plates)
- b. apply for new dealer plates, just as if you were establishing a new dealership

#### **1.10.12 Registration Card Furnished with Dealer Plates**

DMV issues a registration card with each dealer plate purchased by your business. The registration card indicates that the corresponding dealer plate is registered to your business and shows the type of your dealership, the makes of the vehicles you carry, and your dealer certificate number.

#### **1.10.13 Use of the Registration Card**

Drivers must carry the registration card at all times in the vehicle on which the corresponding dealer plate is being used. If a registration card is lost or destroyed, a reissue is available for a fee of \$2.00 from any CSC.

#### **1.10.14 Liability Insurance Requirement**

You must carry the minimum limits of liability on each dealer plate and maintain liability insurance as long as the plate remains valid. If liability insurance is not maintained, dealer plates must be surrendered.

#### **1.10.15 How to Obtain Dealer Promotional Plates**

- a. Submit a written request on a DSD-9A, "Application for Permanent/Temporary Dealer Promotional Plates" from the dealership to DMV's Dealer Services, along with promotional materials, giving the name of the event and time frame.
- b. request permission for the use of the plate; which may not exceed 30 consecutive days. An extension may be requested by submitting a DSD-9B and promotional material to support the extension.
- c. Upon receipt of the request for use of the promotional plate and proper verification of the special event, an authorization to use Promotional Plate (DSD-9B) will be sent to the dealer. The DSD-9B must be kept in the vehicle on which the license plate is displayed until the expiration of the authorization.

NOTE: Promotional plates will be prorated. Reissues are not authorized.

### **1.11 DLR 150-SALVAGE DEALERS & REBUILDERS**

- Code of Virginia: § 46.2-1600, et seq.

**1.11.1 Who Needs a Salvage Type Dealer License Certificate**

Any person engaging in business in the Commonwealth as a demolisher, rebuilder, salvage dealer, salvage pool, or vehicle removal operator must first acquire a license issued by the Commissioner for each such business at each location.

**1.11.2 Fees**

The fee for the first such license issued or renewed under this chapter shall be \$100 per license year or part thereof. The fee for each additional license issued or renewed under this chapter for the same location shall be \$25 per license year or part thereof. However, no fee shall be charged for supplemental locations of a business located within 500 yards of the licensed location. No license shall be issued or renewed for any person unless the licensed business contains at least 600 square feet of enclosed space and is shown to be in compliance with all applicable zoning ordinances.

**1.11.3 Revocation of Licenses**

- Code of Virginia: § 46.2-1601.

On due notice and hearing, the Commissioner may suspend or revoke any license issued for: Any person who, individually or in association with one or more others, or is in possession of vehicles with serial numbers removed or altered, knowingly removes, changes, alters, or conceals any motor number, serial, or other identification number, decal or device affixed to a motor vehicle, trailer, semitrailer or motor vehicle part as required by federal law without the consent of the Department. Suspension or revocation shall only be imposed on the specific business found to be in violation.

## CHAPTER 2: TRANSACTING BUSINESS WITH DMV

### 2.1 DLR 200-USE OF TEMPORARY LICENSE PLATES

- Code of Virginia: §§ 46.2-1542; 46.2-1500, Article 6; 46.2-1900, Article 6; 46.2-1943; 46.2-1992.35; 46.2-1992, Article 6; 46.2-1993.35, Article 6

#### 2.1.1 What is a Temporary License Plate

- a. A temporary license plate is either a cardboard license plate or a paper tag inserted into a plastic sleeve which may be issued by a dealer to a customer for use on a newly purchased vehicle when, for various reasons, the customer is unable to obtain proper registration, and permanent license plates. You may choose to issue temporary plates as a convenience for your customers, although you are not required by DMV to do so. (Specific conditions and procedures for issue of temporary tags are covered in Chapter 7, procedure DLR 705.)
- b. The cardboard plate has a license number consisting of a letter prefix of X, W or Z followed by a six digit number. Color of the plates is maroon on white (as distinguished from the blue on white of permanent plate and multi-use plates). The paper tag is printed at the dealership using the Print on Demand(PoD) process. It is available in both regular and motorcycle sizes. It will be black print on a white background and may have a color or black & white logo on the left side of the plate, and will be inserted into a clear plastic sleeve. The tag will begin with a logo (can be DMV logo or a dealer's logo) followed by 6 alpha-numeric characters for full-sized tags.
- c. A small temporary plate has been designed for motorcycles and must be issued to any vehicle defined as a motorcycle. A prefix of V has been designated to the motorcycle temporary plates. The Pod tag will be black print on a white background and may have a color or black & white logo on the left side of the plate, and will be inserted into a clear plastic sleeve. The tag will begin with a logo (can be DMV logo or a dealer's logo) followed by 5 alpha-numeric characters.
- d. A temporary plate is valid for 30 calendar days from the date of issue. This allows time for the customer to obtain valid permanent license plates from DMV, or from the jurisdiction where the vehicle is to be registered. However, if the dealer is still unable to furnish the evidence of ownership a second temporary plate may be issued by submission of a "Motor Vehicle Dealer Application to Issue a Subsequent Set of 30-Day Temporary Plates", DSD-40, to any DMV office. For the PoD tags, only vehicles being titled and registered out-of-state will be permitted to have a second issuance. Permission is not required as long as the application for the PoD plate indicates an out-of-state titling and registration. For Virginia titled and registered vehicles, the requirement of titling within 30 days of purchase will allow the issuance of metal plates and the expiration of the temporary tags.
- e. A third set can only be issued upon approval of your submission of form DSD-40, "Motor Vehicle Dealer Application to Issue a Subsequent Set of 30-Day



Temporary Plates". This form must be submitted to and approved by the Dealer Services staff in DMV Headquarters {Fax to (804) 367-2723}. For the PoD tags, only vehicles being titled and registered out-of-state will be permitted to have a third issuance. Permission is not required as long as the application for the PoD plate indicates an out-of-state titling and registration. For Virginia titled and registered vehicles, the requirement of titling within 30 days of purchase will allow the issuance of metal plates and the expiration of the first set of temporary tags.

### **2.1.2 Overview of DMV's Method of Control of non-PoD Temporary Tags**

**Note:** A complete and detailed explanation of how to order and receive temporary tags is included below in this procedure; the conditions and procedures you should follow to issue tags to your customers are found in Chapter 7, procedure DLR 705.)

- 1) The use of temporary license plates is regulated by DMV and you must keep the second copy of the "Temporary Certificate", DSD-5, (for dealers licensed by DMV) or of the "Temporary Certificate of Registration", VSA-01 (for dealers licensed by the MVDB) for five years.
- 2) In general terms, the steps involved in obtaining and accounting for temporary plates are as follows:
  - a. you submit an order for a number of temporary plates to DMV/MVDB
  - b. DMV processes your order and sends you the plates.
  - c. you receive your order which contains the plates you requested, and other forms you will need for issuing and accounting for temporary plates
  - d. you issue temporary plates to your customers as needed

### **2.1.3 How to Order non-PoD Temporary Tags**

To obtain an order of temporary license plates, you should submit to DMV/MVDB

- Completed DSD-4, "Dealer Application for Temporary Registration/Transport Plates" indicating the number of sets of plates and type of plates you are requesting
  - You must order temporary plates in multiples of 10 sets only (for example, 10 sets, 20 sets, 30 sets, etc.).
  - appropriate fee for the number of plates ordered
  - **NOTE:** Payment must be DEALERSHIP credit card or DEALERSHIP check **ONLY**.
  - Authorized persons must present their driver license when picking up plates.

#### **2.1.4 DMV/MVDB Fills Your Order for non-PoD Temporary Tags**

DMV/MVDB processes your order for temporary plates and sends you a complete packet containing the plates and all associated forms needed to issue and account for the plates. Specifically, the packet includes:

- the temporary license plates
- a supply of DSD-5 Forms, "Temporary Certificate" or VSA-01 forms, "Temporary Certificate of Registration"
- a blank DSD-4, "Dealer Application for Temporary Registration/Transport Plates."

#### **2.1.5 Dealer Verifies Shipment is Complete**

When you receive an order of temporary plates from DMV, you should check the contents of the packet carefully to insure that it contains:

- a sufficient supply of all forms listed above (if licensed by DMV, then DSD-5's, or if licensed by the MVDB, then VSA-01's)
- the correct number of plates that you ordered

If you find that your order is incorrect or incomplete in any way, you should immediately notify Dealer Services at the DMV Central Office in Richmond, Virginia.

#### **2.1.6 Maintaining an Adequate Supply**

It is your responsibility to maintain a supply of temporary plates adequate to meet your needs. To allow time for processing by DMV, you should always submit your new order at least two weeks before you expect to run out of your current order.

#### **2.1.7 Refund for Unused Plates Not Generally Allowed**

DMV will not allow you any credit, or refund any money for unused temporary licensee plates, except in the following circumstances:

- a. DMV discontinues your right to issue temporary licensee plates because you have failed to comply with the Code of Virginia (which contains laws governing the issuance of temporary license plates by a dealer)
- b. your dealership goes out of business
- c. Your dealership switched to PoD temporary tags, in which case refunds will be for unopened packs of temporary plates only.

DMV will not give a refund for less than 10 sets of plates, no exceptions.

### **2.2 DLR 205-TRANSFERRING PLATES**

#### **2.2.1 What is a Temporary Registration Receipt**

- a. A temporary registration receipt is actually a DMV three part form (VSA-27) which you may use when your customer wishes to apply to transfer his private license plates from a previously owned vehicle to a newly purchased vehicle.

- b. You may choose to issue temporary registration receipts (VSA-27) as a benefit to those customers who are eligible, although you are not required by DMV to do so. There are other (non-controlled) Forms for your customer. However the VSA-27 is the only form which, when properly issued, gives the customer a legally recognized registration for his newly purchased and licensed vehicle.
- c. The customer's copy of the temporary registration receipt is valid either 30 days, or until DMV processes his application for transfer of plates and registration and issues the customer a permanent registration card, whichever comes first.

**Note:** A complete and detailed explanation of the conditions and procedures you should follow to issue the receipts to your customers is found in Chapter, 7 Procedure DLR 710.

### **2.2.2 Obtaining/Dealer's Record of Temporary Registration Receipts**

NOTE:

If you are a Print on Demand (PoD) participating dealer, these will automatically print with your print of the tag. This section through section 2.2.5 do not apply to PoD dealers.

Temporary registration receipts may be secured at any branch office or by mail by completing a Dealer Request for DMV Forms, DSD-36 "Dealer Request for DMV Forms" and fax to the number shown on DSD-36.

It is your responsibility to maintain a supply of temporary registration receipts adequate to meet your needs. You must keep a written record of each receipt by filling the second copy of the VSA-27 marked Dealer's Copy. Your copy should be readily available for inspection by our DMV Investigator.

### **2.2.3 How to Order Temporary Receipts**

The steps to obtain temporary registration receipts are as follows:

- a. The Receipt for money Paid for Transfer of License Plates (VSA-27) will be furnished to the dealers at any DMV Branch Office without completing an application for Temporary Registration Receipts.
- b. Issue temporary registration receipts to your customers as needed when processing the transfer of their license plates.
- c. You must request temporary registration receipts in multiples of 100 only.
- d. The VSA-27's may be ordered by fax by completing the Dealer Request- DMV Forms (DSD-36) and faxed to (804) 367-1054.

### **2.2.4 Maintaining an Adequate Supply & Required Records**

- a. It is your responsibility to maintain an adequate supply of temporary registration receipts. You should allow one week for processing by DMV.
- b. Records covering the issuance of your Temporary Registration Receipts must be maintained for a period of five years.

### **2.2.5 Dealer Verifies Shipment is Complete**

When you receive an order of temporary registration receipts from DMV, you should check the contents of the packet carefully to insure that it contains the correct number of receipts that you ordered. If you find that your order is incorrect or incomplete in any way, you should notify immediately the Dealer Services Section at the DMV Central Office in Richmond.

## **2.3 DLR 210-HOW TO ORDER FROM DMV**

### **2.3.1 Forms Listed on DSD-36**

The DSD-36 is an order blank which you use to obtain forms from the DMV stockroom.

To request any of the forms which are listed on DSD-36; "Dealer Request for DMV Forms" you should submit to DMV or the MVDB a completed DSD-36 (no fee is required for DMV forms)

Indicate the quantity you desire for each form you request and mail your request directly to the DMV/MVDB at the following addresses:

Department of Motor Vehicles Dealer Services P.O. Box 27412 Richmond, VA 23269-0001	or	Motor Vehicle Dealer Board 2201 West Broad Street, Suite 104 Richmond, VA 23220
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### **2.3.2 Forms Not Listed on DSD-36**

To request any forms you may need which are NOT listed on the DSD-36, submit your request either by phone to (804) 367-0446 or fax to (804) 367-0446 at the DMV Central Office in Richmond, Virginia, or to the MVDB fax (804) 367-1053. The request should be on the dealership letterhead.

### **2.3.3 Small Quantities of Any Form**

If you need only a small quantity of any forms, you may obtain them on request from any DMV CSC.

## **2.4 DLR 215-YOUR CONTACT WITH DMV/MVDB**

### **2.4.1 Transacting Business with DMV/MVDB**

When you need to transact business with DMV/MVDB, you may do so either by mail or in person.

Generally, you can save time coming in person to the proper DMV location (as explained below). Unless there are very unusual circumstances, any business you may wish to conduct can be completed while you wait.

If it is more convenient for you to conduct your business by mail, you should allow at least two weeks for processing time.

#### 2.4.2 How to Save Time

It is very important when dealing with DMV/MVDB by mail that you use the correct mailing address, including the proper department which will process your particular transaction. DMV is a large organization, with many diverse functions. If a mailed request for service is addressed and delivered to the wrong internal department, many days can be wasted while the request is logged in, separated, identified, and sent along to its proper destination. An incorrect or incomplete address may add as much as two weeks to the time required for routine processing.

#### 2.4.3 Where to Submit Your Requests

- a. Not all of your transactions can be processed by the same location or department within DMV. For each type of transaction you wish to perform, you should submit all necessary papers, forms, and fees to one of the locations listed below. (Be sure to include proper departments name when submitting by mail.)

You may submit your **application** to:

Department of Motor Vehicles Dealer Services P.O. Box 27412 Richmond, VA 23269-0001	or	Motor Vehicle Dealer Board 2201 West Broad Street, Suite 104 Richmond, VA 23220
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- b. To request any of the **forms**, you should submit your request on a completed DD-36 Form, by Fax to (804) 367-1054. Forms may also be ordered by phone (804) 367-0446.

If you need only a small quantity of any forms, you may obtain them on a request from any DMV CSC

To submit your request for **forms** by mail:

Department of Motor Vehicles  
Stockroom Section  
P.O. Box 27412  
Richmond, VA 23269-0001

- c. This manual is designed to answer most of you questions concerning DMV's requirements and procedures as they apply to dealers.

If you have a question not answered by the information included in this manual, or if you need additional instructions, you may contact your DMV Customer Contact Center for title and registration information or contact the Dealer Services Section at the DMV Central Office or the Motor Vehicle Dealer Board in Richmond for dealer license information.

#### **2.4.4 Any Type of Dealer License, Individual License or Dealer License Plates**

You may submit your application to the Dealer Services Section at the DMV Central Office in Richmond.

#### **2.4.5 Supplies & Forms**

To request any of the forms, you should submit your request on a completed DSD-36, "Dealer Request for DMV Forms "Fax to (804) 37-1054. Forms may also be ordered by phone (804) 367-0446.

#### **2.4.6 Temporary License Plates or Temporary Registration Receipts**

Mailing Addresses:

Department of Motor Vehicles	or	Motor Vehicle Dealer Board
Dealer Services		2201 West Broad Street
P.O. Box 27412		Richmond, VA 23220
Richmond, VA 23269-0001		

#### **2.4.7 Title & Registration Applications for Your Customers**

You may submit applications to the Vehicle Title and Registration Division at the DMV Central Office in Richmond.

Mailing Address:

Department of Motor Vehicles  
Attn: Titles and Registration Division, Room 320  
P.O. Box 27412  
Richmond, VA 23269-0001

You may also submit your application to any DMV CSC.

#### **2.4.8 If You Have Questions:**

If you have a question not answered by the information included in this manual, or if you need additional instructions, you may contact your DMV CSC for title and registration information or contact the Dealer Services Section at the DMV Central Office in Richmond (804) 367-1680 or (804) 367-0901, or the Motor Vehicle Dealer Board (804) 367-1100, or toll-free from any area within Virginia at (877) 270-0203, for dealer license information.

### **2.5 DLR 220-YOU MAY ACT ON BEHALF OF YOUR CUSTOMER**

#### **2.5.1 Filling Out DMV Forms**

The individual citizen or company who legally owns the vehicle is responsible for obtaining the proper title and registration for the vehicle and for complying with all applicable Virginia laws and DMV regulations. The citizen himself may deal directly

with DMV and may provide all the necessary paperwork concerning his motor vehicle. (The only exceptions to their practice are when you issue temporary license plates on an uninsured motor vehicle.)

However many dealers, as a convenience for their customers, act as an agent for their customer. As a dealer, you may advise and assist your customer in filling out the forms required by DMV. You may even fill out the form for the customer, providing he or she signs the form wherever his signature is required.

You may collect DMV fees and submit paperwork and fees to DMV on the customers' behalf.

### **2.5.2 Power of Attorney (PoA)**

If your customers wish you to handle all DMV transactions necessary to complete the transfer of ownership or registration and licensing of a motor vehicle, including any required owner signatures, you may do so, provided your customer first completes and signs a VSA-70, "Power of Attorney to Sign for Owner When Registering and/or Transferring Ownership of a Motor Vehicle". This form grants the indicated dealer or salesman the PoA to act for the customer in all transactions and in completing any paperwork which may be required by DMV concerning the motor vehicle listed on the PoA form.

- a. The PoA does not need to be notarized.
- b. The PoA must be assigned to a person, not to a company or corporation.
- c. The PoA granted by this form is limited to the specific vehicle indicated on the form.
- d. This PoA form, VSA-70, shall not authorize the disclosure of odometer readings. The customer must disclose the odometer reading on the numbered, three-part, secure power of attorney form, "Power of Attorney to Sign For Owner When Registering and/or Transferring Ownership of a Motor Vehicle", (VAD-70A). The VAD-70A shall only be used when the title is lost or in the possession of a lienholder.

### **2.5.3 Receiving Processed Titles & Licenses from DMV**

You may submit applications for your customer:

- in person to any DMV Select Office or CSC
- by mail to any DMV CSC,
- by mail to the DMV Titles and Registration Office in Richmond (Room #320, P.O. Box 27412, Richmond VA 23269).

Work received by mail or from a license agent will be returned to your customer by mail. You may bring the work in person to any CSC. Work processed by any full service CSC will be handled in the most efficient manner possible.

#### 2.5.4 Processing Fees

You may decide to charge your customer a processing fee for obtaining title and license plates for the customer or other customer services. The processing fee charged by the dealer, if any, must be listed on the buyer's order. In addition, the dealer must disclose the fee charged by placing a clear and conspicuous sign in the public area of the dealership. The sign shall be eight and one half inches by eleven inches (8 ½ x 11) and print no smaller than one-half inch. While not required, it might be useful to list on the sign the items covered by the processing fee. Any fee you charge is **not required by DMV**, and **you must not represent it as such to your customer**.

#### 2.5.5 Online Dealers Only

DMV's contract with DMV licensed dealers provides that dealer agree not to charge customers any fees for filling out a DMV application or for other services pertaining to DMV transactions. A processing fee may be included, provided it is to cover consumer services other than those which relate to DMV. The fee charged by your vendor for the online transaction **must** be charged to the customer and be printed as a line item on the buyer's order.

### 2.6 DLR 225-OBTAINING & MAINTAINING A SUPPLY OF TEMPORARY TRANSPORT PLATES

- Code of Virginia: §§ 46.2-1550.1; 46.2-1550.2; 46.2-1551; 46.2-1552.1; 46.2-1557.1; 46.2-1953; 46.2-1954; 46.2-1955; 46.2-1992.45; 46.2-1992.46; 46.2-1992.47; 46.2-1993.45; and 46.2-1993.46

#### 2.6.1 What is a Temporary Transport Plate

- a. A temporary transport license plate is a cardboard license plate which may be issued by the dealer for use on any vehicles for resale.
- b. The cardboard plate has a license number consisting of a letter prefix, followed by a six-digit number. The color of the plate is green lettering against a white background. In addition, a temporary transport plate has been designed for motorcycles. A prefix of U has been designated to the motorcycle temporary transport plates.
- c. A temporary transport plate is valid for 5 calendar days from the date of issue.

#### 2.6.2 When to Issue Temporary Transport Plate

You may issue a temporary transport license plate if any of the following circumstances applies:

- a. to transport a vehicle between properties owned or controlled by the same dealership.
- b. to transport the vehicle for repairs, painting or installing parts or accessories.
- c. to transport the vehicle for demonstration of traded-in vehicles for which the dealer does not have appropriate dealer license plates.

#### 2.6.3 Provisions & Restrictions

- a. A "Temporary Transport Certificate", DSD-5A is filled out and authorized by the dealer for temporary transport plates to be issued and used on vehicles for resale.



- b. indicates why the plate is being used, in the appropriate check box.
- c. indicates the assigned operator's name and address
- d. shows the vehicle's year, make, and VIN.
- e. shows the issue and expiration date
- f. must be kept in the immediate possession of the person operating the vehicle at all times
- g. an office record of which temporary transport plate number has been issued
- h. The dealer's copy of the form must be filed and kept at the dealership for a period of five years.
- i. The plates are valid for five days (120 hours).
- j. The dealer cannot extend the expiration of a temporary transport plate.
- k. The dealer cannot loan temporary transport plates to customers or other dealers.
- l. The dealer must issue temporary transport plates in sequence.
- m. The dealer must provide proper liability insurance on all temporary transport plates or is allowed to pay the uninsured motor vehicle fee.

#### **2.6.4 How to Complete the Temporary Transport Plate**

When the dealer fills in the information required on the face of the cardboard temporary transport license plate, use a permanent waterproof broad point felt-tip marker. The following information is required:

- a. date the plates are issued
- b. date the plates expire (five days from issue date)
- c. make and model year of the vehicle
- d. identification number (VIN) of the vehicle
- e. dealership "trading as" name

**NOTE:** DMV supplies one temporary transport plate for each vehicle (not a pair).

#### **2.6.5 How to Order Temporary Transport Plates**

- a. To obtain an order of temporary transport plates, you should submit to DMV/MVDB or any DMV Customer Service Center.
- b. Completed DSD-4. "Dealer Application for Temporary Registration/Transport Plates" indicating the type and number of plates requested.
- c. The dealer must order temporary transport plates in multiples of 10.
- d. appropriate fee for the number of plates ordered Payment must be by DEALERSHIP credit card or DEALERSHIP check **ONLY**.
- e. driver license

**NOTE:** Liability insurance or Uninsured Motor Vehicle Fee is required on all Temporary Transport Plates.

### **2.6.6 Filling Your Order**

DMV/MVDB processes your order for temporary transport plates and sends you a complete package containing the plates and all associated forms needed to issue and account for the plates. Specifically the packet includes.

- a. temporary transport plates.
- b. a supply of DSA-5A "Temporary Transport Certificates"
- c. a blank DSD-4 "Dealer Application for Temporary Registration/Transport Plates"

### **2.6.7 Dealer Verifies Shipment is Complete**

When you receive an order of temporary transport plates, check the contents of the packet carefully to insure that it contains:

- a. the correct number of plates ordered
- b. a sufficient supply of all forms mentioned above

If your order is incorrect or incomplete in any way, immediately notify DMV/MVDB

### **2.6.8 Maintaining an Adequate Supply**

It is the dealership's responsibility to maintain an adequate supply of temporary transport plates. If ordered by mail, the new order should be submitted at least two weeks before you expect to run out of your current order.

### **2.6.9 Refund for Unused Plates**

Refunds for unused plates are generally not allowed. DMV/MVDB will not allow any credit or refund any money for unused temporary transport plates except in the following circumstances:

- a. when DMV discontinues your right to issue temporary transport plates because you have failed to comply with the Virginia Motorcycle Dealer Licensing Laws governing the issuance of temporary transport plates by a dealer
- b. when your dealership goes out of business

**NOTE:** At no time will DMV/MVDB give a refund for opened packs of plates.

## Chapter 3: VEHICLE TITLING

### 3.1 DLR 300-TITLING A VEHICLE

#### 3.1.1 Titling a New Vehicle

##### PURCHASER

The purchaser of the new vehicle completes and signs form VSA-17A, "Application for Certificate of Title and Registration".

##### DEALER

The dealer shall calculate the amount of the title fee and registration fee (see special instructions for Emissions Inspection Fee, DLR 610 p.1 if applicable, see Chapter 4 for information on fee calculation), taxes due for the Motor Vehicle Sales and Use Tax, (SUT) using the sales price and dealer processing fee if applicable, and the Uninsured Motor Vehicle Fee (if appropriate) and collect the fees and taxes from the purchaser.

The dealer then submits to DMV:

- a. form VSA-17A "Application for Certificate of Title and Registration"
- b. Manufacturer's Statement/Certificate of Origin (MSO/MCO) for the vehicle
- c. appropriate fees.
- d. Odometer Disclosure Statement, (VSA-5), if not disclosed on the MSO/MCO

**NOTE:** If applicant requests a Special Plate, collect the additional registration fee.

**NOTE FOR ONLINE DEALERS:** When titling and registering with new license plates or transferring plates with a renewal, edits in the transactions will only be invoked in the "pending" or "step one" edit transactions submitted. If a transaction is not flagged at that point, it will not be flagged in the subsequent "final" or "step four" edit of the update transaction. If the "registration period/expiration date" edit is invoked and an error generated, the online dealer will receive the following messages [the messages will also be returned when the vendor passes the fee, based on a different registration period (such as either one or two years) different than the two-month period required due to a SR22 or FR44 insurance verification requirement]:

**"V1131 REGISTRATION LIMITED TO TWO MONTHS – FUTURE EXPIRES IS "mmyy":** Where "mmyy" will be the month and year expiration of the registration period (such as "0309" for a March, 2009 expiration)

The following message will be returned to the online dealer when the vehicle is titled and registration transferred with a renewal for a customer with a requirement for a SR22 or FR44. This message will be sent so that the dealer doesn't allow the customer to leave with decals allowing more than two months of validity, then discover the situation for the first time upon processing of the renewal transaction afterwards:

**“V1133 TRANSACTION PROCESSED, 2-MONTH REG RENEWAL ALLOWED, FUTURE EXP “mmyy”:** Where “mmyy” will be the month and year expiration of the registration period (such as “0309” for a March, 2009 expiration)

The Multi-Use tags issued when metal plates are not available, will continue to be 60-day tags. They do not need to have the same expiration date as the metal tag registration (which is how it is now handled, **except** when SR22/FR44 processing is required, the metal plate registration will be two-months instead of one or two years when SR22/FR44 processing is not required).

### **3.1.2 Titling a New Manufactured Home**

#### PURCHASER

- a. The purchaser of a new manufactured home completes and signs VSA-17B – “Application for Certificate of Title - Manufactured Home”
- b. If the manufactured home will be situated within the town limits of an incorporated town, you must provide the town name.
- c. If the manufactured home will be located outside any city or town limits, you must provide the county name.

#### DEALER

The dealer calculates and collects the Department of Housing and Community Development (DHCD) fee and the title fee, and amount of SUT due (using sale price and dealer processing fee if applicable), (see Chapter 4 for Information on fee calculation) and submits to DMV:

- a. form VSA-17B “Application for Certificate of Title - Manufactured Home”
- b. Manufacturer’s Statement/Certificate of Origin (MSO/MCO) for the vehicle.
- c. appropriate fees.
- d. Odometer Disclosure Statement (VSA-5) if not disclosed on the MSO/MCO.

### **3.2 DLR 300-TITLING A USED VEHICLE**

#### **3.2.1 Possession of Valid Title Required for Sale of Any Used Vehicle in Virginia**

- a. Any person (or dealer) who sells or trades a used vehicle in Virginia must obtain a valid title for the vehicle. This includes Salvage Dealers, Salvage Pools, Demolishers, Rebuilders, and Vehicle Removal Operators.
- b. If the vehicle is titled in Virginia and the Certificate of Title has been lost or destroyed, the owner must obtain a duplicate Virginia title from DMV before the sale can be completed.
- c. If the vehicle is titled in another state and the owner was issued a title document, which has since been lost or destroyed, then the vehicle owner must obtain a

duplicate title from the issuing state before the sale can be completed. (See procedure DLR 315 for information on how to obtain a duplicate title.)

- d. If ownership of the vehicle is recorded in a non-title state (a state which did not issue a title at the same time the owner originally purchased the vehicle) the owner must submit appropriate proof of ownership to DMV and obtain a Virginia title in his name before the sale can be completed. (See procedure DLR 310 for information on how to obtain such a title.)

### **3.2.2 When the Previous Owner Holds a VIRGINIA Title**

#### **3.2.2.1 Used Vehicle Sold by One Dealership**

##### PREVIOUS OWNER

The previous owner of the vehicle completes and signs Section A of the Certificate of Title, (VSA-3) "Assignment of Title by Owner," and gives the title to the dealer.

##### DEALER

The vehicle dealer takes the following actions:

- a. receives vehicle in trade or purchases used vehicle
- b. verifies the odometer reading on the vehicle
- c. completes section A on the front of the Certificate of Title, "Assignment of Title by Owner"
- d. sells vehicle to retail purchaser
- e. fills out section B on the reverse of the title, "Re-Assignment of Title by Dealer" and has purchaser complete and sign, verifying odometer reading
- f. fills in any pertinent lien information in the space provided in section C, "Purchasers Application for New Certificate of Title and Registration"
- g. ensures that the purchaser completes the remainder of Section C, including proper signatures.
- h. calculates the amount due for the SUT, using the sale price and dealer processing fee if applicable, the title fee and registration fee (see special instructions for Emissions Inspection Fee, see DLR 610 p. 1. if applicable, see Chapter 4 for information on fee calculation)
- i. Collects the fees from the purchaser
- j. Submits to DMV:
  - 1) the old title with Sections A, B, and C completed
  - 2) appropriate fees and taxes
  - 3) Odometer Disclosure Statement (VSA-5), ONLY IF A NON-CONFORMING TITLE (title has no place for odometer disclosure)

##### **NOTES:**

1. If applicant requests a Special plate, collect additional fee in addition to regular registration fee.
2. If title is not in hand, submit all other paperwork, fees and taxes and request a dealer hold. Deliver title to DMV as soon as possible as held titles do not print

nor do they update the National Motor vehicle Titling Information System (NMVTIS). It is the dealer's responsibility to deliver the title to DMV.

### 3.2.2.2 Used Vehicle Sold by Two or More Dealerships Successively

a. PREVIOUS OWNER

The previous owner of the vehicle fills out Section A of the Certificate of Title, "Assignment of Title by Owner," and gives the title to the dealer. Dealer completes section A, verifying odometer reading.

b. FIRST DEALER TO ASSUME OWNERSHIP

The first dealer to assume ownership of the vehicle fills out Section B on the reverse of the Certificate of Title, "Re-Assignment of Title by Dealer," and gives the title to the dealer who has purchased the vehicle from him. That dealer completes section B at this time, verifying odometer reading.

c. SECOND AND ALL OTHER DEALERS TO ASSUME OWNERSHIP

Each successive dealer to assume ownership of the vehicle completes the first unused (numbered) section of the title or, if filled, the VAD-20, Re-Assignment of Title by Virginia Motor Vehicle Dealer, "and gives this form, along with the title to the dealer who has purchased the vehicle.

(If all three reassignment sections on the VAD-20 are used, the dealer must obtain a title in his name. All papers pertaining to re-assignment of title must be kept together and given to the next purchaser.)

If the title was unavailable at the time the VAD-20 was executed and when the title arrives, the re-assignment portion is blank, enter the number of the VAD-20 and a note to see the attached VAD-20 in the reassignment area of the title (Section B).

d. DEALER WHO MAKES RETAIL SALE OF THE VEHICLE TO A CUSTOMER

- 1) The dealer who sells the vehicle to a retail purchaser takes the following actions:
- 2) ensures that the purchaser completes and signs the VSA-17A, "Application for Certificate of Title and Registration"
- 3) **NOTE:** If applicant requests a Special Plate, collect the additional fee in addition to regular registration fee.
- 4) verifies that the lien information section of the VSA-17A has been completed correctly, and corrects any errors or omissions
- 5) Calculates the amount of fees due for the sales and use tax, using the sale price and dealer processing fee if applicable, the title fee and registration fee (see special instructions for Emissions inspection Fee) see DLR 610 p.1 if applicable (see chapter for information on fee calculation)
- 6) Ensures the odometer certification on the VSA-17A matches that on the title certificate and that the title is accurate and complete.
- 7) Collects the fees and taxes from the purchaser
- 8) Submits to DMV **within 30 days of the sale date**, and includes the following:
- 9) the old title with Sections A and B completed
- 10) the completed VAD-20 (if needed) and the completed VSA-17A

- 11) appropriate fees and taxes
- 12) Odometer Disclosure Statement (VSA-5) ONLY IF A NON-CONFORMING TITLE (title has no place for odometer disclosure)

**NOTES:**

1. If applicant requests a Special plate, collect additional fee in addition to regular registration fee.
2. If title is not in hand, submit all other paperwork, fees and taxes and request a dealer hold. Deliver title to DMV as soon as possible as held titles do not print nor do they update the National Motor Vehicle Titling Information System (NMVTIS). It is the dealer's responsibility to deliver the title to DMV.

**3.2.3 When the Previous Owner Holds an Out-of State Title**

a. PREVIOUS OWNER

If the previous owner of the vehicle holds a valid, transferable title issued by another state, he completes the paperwork necessary for transfer of vehicle ownership as directed by instructions on the title document or by laws of the issuing state. This usually involves supplying required information including the odometer disclosure certification, and signatures on the title form. He then gives the assigned title along with any other paperwork, such as a lien release letter, to the dealer.

b. FIRST AND ALL OTHER DEALERS TO ASSUME OWNERSHIP

- 1) The first and each successive Virginia dealer to assume ownership of the vehicle completes the valid, transferable out-of-state title with available space. If an out-of-state dealer has used a foreign state's supplemental reassignment form, the Virginia dealer, when reassigning must continue on that form and not add a Virginia Reassignment. If the last reassignment space has been used, a Virginia dealer may complete one block of a VAD-20, "Re-assignment of Title by Virginia Motor Vehicle Dealer," and give this form, along with the title, to the dealer who has purchased the vehicle from him.
- 2) **After maximum of four re-assignments, counting a combination of those on the title and the in-state assignment forms, a dealer must obtain title in the dealership's name before he can sell the vehicle.** All papers pertaining to the reassignment of the title must be kept together and given to the next purchaser.

c. DEALER WHO MAKES RETAIL SALE OF THE VEHICLE TO A CUSTOMER

The dealer who sells the vehicle to a retail purchaser takes the following actions:

- 1) executes assignments and odometer disclosure certification on the previous title
- 2) ensures that the purchaser completes and signs the VSA-17A, "Application for Certificate of Title and Registration"
- 3) verifies that the lien information section of the VSA-17A has been completed correctly

- 4) calculates the amount of fees due for the sales and use tax, the title fee and registration fee (see special instructions for Emission Inspections Fee) see DLR 10 p.1. if applicable (see Chapter 4 for information on fee calculation)  
**NOTE:** If applicants request a Special Plate, collect the additional fee in addition to regular registration fee.
- 5) collects the fees from the purchaser
- 6) submits to DMV:
  - the out of state title with necessary information completed
  - all completed VAD-20 (if needed) and VSA-17A forms
  - appropriate fees and taxes.

### **3.2.4 Titling a Used Manufactured Home**

When the dealer sells a used manufactured home, he should follow all the procedures and regulations which apply to the sale of a used vehicle. However the purchaser's application for a new title should be made on a VSA-17B, "Application for Certificate of Title - Manufactured Home".

The dealer should submit to DMV:

- a. the previous manufactured home title with Sections A and B complete
- b. any completed VAD-20 Forms, "Reassignment of Title by Virginia Motor Vehicle Dealer", if applicable
- c. completed VSA-17B
- d. appropriate sales and use tax, processing fee, DHCD fee and title fee (see Chapter 4 for information on fee calculation)

## **3.3 DLR 310-APPLYING FOR VIRGINIA TITLE FOR VEHICLES PURCHASED FROM A NON-TITLE STATE**

### **3.3.1 Applying for a Virginia Title for Vehicle purchased from a Non-Title State**

If you, as a dealer, purchase a vehicle from a non-title state and cannot obtain a valid title for the vehicle, then you must obtain a Virginia title in your dealership's name before you can sell or trade the vehicle in Virginia. At the time you purchase the vehicle, you must be certain that you obtain properly executed documents which will satisfy the Virginia DMV requirements for titling and prove that you are the legal and bona fide owner of the vehicle.

The same requirements apply to any of your customers who purchase a vehicle in non-title states. The customer must present acceptable proof of ownership and obtain a Virginia title in his name before he can sell or trade the vehicle in Virginia.

The documents that DMV requires as proof of ownership of vehicles purchased outside of Virginia are listed on the chart on page 2, 3, 4 of this procedure.

### **VEHICLE OWNER OR DEALER**



The vehicle owner (or dealer) submits to DMV:

- a. form VSA-17A, "Application for Certificate of Title and Registration"
- b. documents acceptable as proof of ownership (see chart on page 2)
- c. appropriate title fee and appropriate sales and use tax
- d. appropriate registration fees, if vehicle is to be registered

### **3.3.2 Required Evidence of Ownership Letter**

This letter, VSA-64, will be provided to the dealer to describe what document(s) is needed in order to process the transaction. For out of state vehicles please consult the state of title for more information.

## **3.4 DLR 315-APPLYING FOR A REPLACEMENT TITLE**

When a customer sells or trades vehicle to your dealership, he must possess and present to you a valid title in his name showing that the vehicle is truly owned by him. You cannot purchase a vehicle in Virginia without receiving a title for the vehicle. If the title to the customer's vehicle has been lost, or is otherwise missing, the owner must obtain a replacement title from DMV or the state in which his vehicle is titled before the sales or trade transaction may be completed.

### **3.4.1 Vehicle Titled in Another State**

- a. If your customer's vehicle is titled in another state, it is his responsibility to contact the appropriate authority in that state and secure a valid replacement title in his name. If the title shows a lien and it has been satisfied, the vehicle owner/applicant must have that title returned to the lienholder to be marked "lien satisfied" or provide a lien release letter from the lienholder on their letterhead.
- b. A title with no lien will be delivered by DMV to either the vehicle owner or the dealer, provided he holds an appropriate Power of Attorney. However, if the title shows a lien, DMV must deliver the title to the lienholder (either by mail or electronically).

### **3.4.2 Vehicle Titled in Virginia**

#### VEHICLE OWNER OR DEALER

If your customer's vehicle is titled in Virginia, the vehicle owner (or dealer) submits to DMV:

- completed VSA-66, "Application for Supplemental Lien, Transfer of Lien, Replacement Title Certificate or Substitute Title Certificate"
  - appropriate fees
- a. If the title shows a lien and it has been satisfied, the vehicle owner/applicant must either have that title returned to the lienholder to be marked "lien satisfied" or obtain a letter of lien satisfaction from the lienholder.  
**NOTE:** If the lien is electronic, a letter of satisfaction is insufficient. The electronic lienholder **MUST** release their lien electronically.
  - b. A title with no lien against it will be delivered by DMV to either the vehicle owner or the dealer, provided he holds an appropriate Power of Attorney.

However, if the title shows a lien, DMV must deliver the replacement title to the lienholder (either by mail or electronically).

### **3.5 DLR 320-APPLYING FOR A NAME CHANGE ON TITLE**

When a customer sells or trades a vehicle to your dealership, the transaction must be conducted using the customer's present and legal name. If the customer's name has recently been changed for any reason (for example, by marriage, divorce, or court order), the title to his vehicle might show the previous name. When this situation occurs, the customer must either

Obtain a substitute title from DMV showing his or her present name, before transferring ownership to the vehicle

**or**

Sign over the title using the name listed on the title

#### **3.5.1 To Obtain a New Title Showing Name Change**

The vehicle owner (or dealer) submits to DMV:

- current Certificate of Title
- appropriate fees
- evidence of legal name change

After processing the name change transaction, DMV will issue the owner a new title showing the owner's present name.

(NOTE: If the current title is held by a lienholder, the vehicle owner requests the lienholder to return the existing title by courier or certified mail to DMV's Data Integrity Unit, Room 525, 2300 West Broad Street, Richmond, VA 23220, noting that there is a name change. The vehicle owner forwards the evidence of name change to DMV's Data Integrity Unit along with the appropriate fees. After processing the name change transaction, DMV will issue a new title showing the owner's present name and mail the title to the lienholder.)

#### **3.5.2 To Register Name Change Along with Transfer of Ownership**

The vehicle owner (or dealer) submits to DMV:

- a. current Certificate of Title
- b. all necessary paperwork and signatures (as explained in DLR 305, Titling A Used Vehicle)
- c. appropriate fees
- d. evidence supporting the legal name change

Customer must come into a CSC to request a name change. DMV will then process the name change transaction together with the transfer of ownership transaction, update the appropriate records, and issue a substitute title in the name of the purchaser.

### 3.6 DLR 325-APPLYING TO RECORD A LIEN ON PREVIOUSLY ISSUED TITLE

- Code of Virginia §§ 46.2-637, 46.2-640, 46.2-641, and 46.2-643

#### 3.6.1 Applying To Record a First Lien When Omitted On Original Title Application

- a. In a few instances, lien information regarding a first lien is mistakenly left off a title application when it is submitted to DMV. When this happens, the vehicle owner must amend his title application to include the correct lien information.
- b. The vehicle owner (or dealer) submits to DMV
  - 1) form VSA-66, "Application for Supplemental Lien, Transfer of Lien, Replacement Title Certificate or Substitute Title Certificate" signed by the customer.
  - 2) Virginia Certificate of Title
  - 3) appropriate fees

#### 3.6.2 Applying to Record a Supplemental Lien on a Vehicle Title

(as an additional lien or a correction after 30 days)

#### VEHICLE OWNER OR DEALER

- a. If a lien is already recorded against the vehicle title, the vehicle owner (or dealer) must obtain the Certificate of Title from the first lienholder. The owner or dealer then submits to DMV:
  - 1) completed VSA-66, "Application for Supplemental Lien, Transfer of Lien, Replacement Title Certificate or Substitute Title Certificate"
  - 2) current Certificate of Title
  - 3) appropriate fees
- b. After processing the transaction, DMV will issue a title showing the supplemental lien, and mail the title to the lienholder of the first recorded lien.

### 3.7 DLR 330-APPLYING TO RECORD RELEASE OF LIEN

#### LIENHOLDER

When a vehicle owner pays off a lien on his vehicle, the lienholder

- 1) writes the words "lien paid," "lien released" or "lien satisfied" over the notation of lien on the Certificate of Title
- 2) signs and dates the notation of lien release  
**Note:** If lien is electronic, it shall only be released electronically. A lien release letter is not acceptable.
- 3) if this is the only lien recorded on the title, mails the title to the vehicle owner within 10 days
- 4) if there is an additional lien or liens recorded, presents the title to the next succeeding lienholder within 10 days

VEHICLE OWNER OR DEALER

After all liens against the title have been satisfied, the vehicle owner (or dealer) may apply to DMV for a substitute Certificate of Title showing no lien. The owner (or dealer) submits to DMV

- 1) the current Certificate of Title with the notation (s) of lien release
- 2) submits a VSA-66, "Application for Supplemental Lien, Transfer of Lien, Replacement Title Certificate or Substitute Title Certificate", with payment of the \$10.00 substitute title fee

After processing the transaction, DMV will issue a substitute title to the vehicle owner showing no lien.

**3.8 DLR 335-APPLYING TO TRANSFER LIEN**

ORIGINAL AND NEW LIENHOLDER

The original and new lienholder jointly complete VSA-66, "Application for Supplemental Lien, Transfer of Lien, Replacement Title Certificate or Substitute Title Certificate"

LIENHOLDER OWNER OR DEALER

One of the lienholders, the owner or the dealer submits to DMV:

- 1) completed VSA-66
- 2) the current Certificate of Title
- 3) \$10.00 substitute title fee

After processing the transaction, DMV will issue a substitute title and mail it to the new lienholder.

**3.9 DLR 340-OBTAINING A VEHICLE TITLE WHEN PREVIOUS TITLE IS NOT TRANSFERABLE**

**3.9.1 A Vehicle Sold by US Treasury Department or IRS**

You, as a dealer, may purchase a vehicle from the U.S. Treasury Department or the IRS. Or, you may have customer who has obtained such a vehicle, and wishes to sell or trade it to your dealership. In either case, the vehicle owner must obtain a valid Virginia title for the vehicle from DMV.

VEHICLE OWNER OR DEALER:

The owner of a vehicle sold by the Treasury Department or IRS submits to DMV the following

- a. a completed VSA-17, "Application For Certificate Of Title and Registration," showing all pertinent lien information
- b. Treasury Department Documentation (IRS letter 1040)
- c. appropriate motor vehicle sales and use tax, title fee and registration fee if applicable (see special instruction for Emission Inspections Fee) see DLR 619 p. 1 (see Chapter 4 for information on fee calculation)

- d. Certificate of Sales of Seized Property (IRS Form 2435)
- e. Odometer Disclosure Statement (VSA-5)

### **3.9.2 A Vehicle Seized & Sold by a Court**

- a. The purchaser of a vehicle which was seized and DMV's record is marked "SEIZED" and sold by a court under due process of law may obtain a valid title for the vehicle by submitting to DMV:
  - 1) completed VSA-17A, "Application for Certificate of Title and Registration," showing all pertinent lien information
  - 2) copy of the court order authorizing the sale (Official Notification of Seized Release from the Locality or Out-of-State Locality)
  - 3) bill of sale given by the court officer (sheriff in most cases)
  - 4) appropriate motor vehicle sales and use tax and title fee (see Chapter 4 for information on fee calculation)
  - 5) Odometer Disclosure Statement (VSA-5)
- b. If DMV record has not been marked "SEIZED", DMV will **not** title the vehicle unless the seizing authority either titles the vehicle in their name or submits the "Report of Levied and Seized Vehicle" form (VSA-62) to DMV.

### **3.9.3 A Vehicle Awarded by a Court**

The owner of a vehicle which was awarded to him may obtain a valid title for the vehicle by submitting to DMV:

- a. completed VSA-17A "Application for Certificate of Title and Registration," showing all pertinent lien information
- b. copy of the court order directing DMV to transfer ownership
- c. appropriate motor vehicle sales and use tax and title fee (see Chapter 4 for information on fee calculation)
- d. Odometer Disclosure Statement (VSA-5)

### **3.9.4 A Vehicle Purchased from Lienholder Under Provisions of Mechanics or Storage Lien (MSL)**

- Code of Virginia: §§ 43-32, 43-33, and 43-34
- a. Under the Virginia laws which cover mechanic's and storage liens, it is provided if a vehicle owner fails to pay a mechanic or garage owner just and reasonable charges for duly authorized repairs or storage of his vehicle, the mechanic or garage owner may legally sell the vehicle to pay his charges. When this course of action becomes necessary, the lienholder, (i.e., mechanic or garage owner) must comply fully with the requirements set forth in § 43-34 of the Code of Virginia. Under this section are the conditions under which the lienholder can enforce the lien and the steps he must follow to obtain the money due him.
- b. The purchaser of a vehicle sold by a lienholder under the provisions of a mechanic's or storage lien may obtain a title in his name by submitting to DMV:

- 1) the "Mechanic's or Storage Lien Title Application", form VSA-41, with all required attachments
- 2) a bill of sale from the MSL lienholder to the purchaser
- 3) completed VSA-17A, "Application for Certificate of Title and Registration," showing all pertinent lien information
- 4) appropriate motor vehicle sales and use tax and title fee and registration fee (see special instructions for Emission Inspections Fee) see DLR 610 p. 1 if applicable (see Chapter 4 for information on fee calculation)

**3.9.5 Self Storage Facilities (This section is only valid until October 1, 2009)**

- f. A vehicle stored in a self-storage facility for which storage payment has not been made does NOT come under the abandoned vehicle statutes, nor the Mechanic's and Storage Lien process. It is instead covered by § 55-417, Code of Virginia. The vehicle MUST be auctioned at a public auction.
- g. Prior to auction, the self-storage facility owner should request ownership information from DMV by completing an "Information Request" (CRD-93) which will be forwarded to DMV headquarters and paying the appropriate vehicle transcript fee. The vehicle ownership information should be requested because the person(s) who has stored the vehicle may or may not be the rightful vehicle owner(s)
- h. Upon receipt of the ownership information, the self-storage owner is responsible for notifying all persons having interest in the vehicle (i.e., lienholder, owner). This notification of the vehicle's status must be by registered or certified mail, (return receipt requested) and must advise them to pay the outstanding storage payment, reclaim and remove their vehicle within 30 days. If the vehicle owner does not comply within 30 days, the self-storage owner must then sell the vehicle at public auction.

**SELF-STORAGE OWNER**

Code of Virginia: §§ 55-416 through 55-423

- a. The self-storage owner must obtain the name and address of the last registered owner, as well as the lienholder information, if the vehicle is titled in Virginia. (If the vehicle is not titled in Virginia, see Number 5 below). To obtain the name and address of the last registered owner, the self-storage owner must give DMV the vehicle owner's name and address that was provided to them at the time of rental. DMV will compare the information with what we have on record and provide the correct information to the self-storage owner per § 46.2-208 (6). This request must be in writing using an "Information Request" (CRD-93). The self-storage owner can obtain the lienholder information per § 46.2-208 (7).
- b. Complete an "Information Request" (CRD-93) requesting the name and address of the last registered owner(s) and lienholder(s) of the stored vehicle. Submit the form CRD-93 with the appropriate vehicle transcript fee.

**NOTE:** if the customer chooses, the CRD-93 and fee can be mailed to:

Department of Motor Vehicles  
Customer Records Work Center, Room 514

P. O. Box 27412,  
Richmond, VA 23269-001

- c. if the vehicle is titled in Virginia, submit a DMV transcript showing the last registered owner(s) and lienholder(s)  
**NOTE:** The transcript must have the NCIC message indicating the vehicle was checked on NCIC.  
**Or** submit form CRD-93, with the following indicated:
- a. the last registered owner(s) and lienholder(s)
  - b. the NCIC stamp indicating the vehicle was checked on NCIC
  - c. the "Information Given" Notation
- d. if the vehicle is not titled in Virginia, submit form CRD-93, on which DMV headquarters provided the following information:
- NOC ("not on computer") indicating that the record was not found on the automated system
  - the NCIC stamp indicating the vehicle was checked on NCIC
  - the "No Record Found" Notation
- e. Since until October 1, 2009, a motor vehicle stored in self-storage is considered personal property, per § 55-417 et. seq. of the Code of Virginia, it is not necessary to check any other states for ownership. A person, who purchases this vehicle at public auction from the self-storage owner, may submit:
- an Application for Title, VSA-17A or VSA-17B, as applicable, and
  - an affidavit by the person conducting the public auction evidencing compliance with the provisions of § 55-419
- DMV shall then issue a certificate of title to the purchaser.
- f. If the completed CRD-93 Form contains the last registered owner(s) and/or lienholder(s), submit, (NO MATTER WHERE titled):
- signed receipt(s) for registered mail indicating that the owner(s) and lienholder(s) were notified of the intent to apply for a Virginia title if the vehicle remains unclaimed after 30 days.

**NOTE:** If returned undelivered, or not accepted, the customer must have the unopened returned envelope(s) with the registered or certified receipt(s) attached.

**SELF-STORAGE FACILITY - NOTICE OF INTENT TO SELL (UNTIL October 1, 2009)**

- a. Arrange for the vehicle to be sold at public auction.
- b. Notify any owners and lienholders, by telephone, of the intent to sell the vehicle.
- c. Notify any owners and lienholders, by certified mail, return receipt at least 10 days prior to the auction, of the date, time, and place of the sale.  
**NOTE:** The delivery date shown on the certified mail return receipt will be used to assure that the owner and lienholder have received notice at least 10 days prior to the sale.

- d. Advertise the date, time, place, and terms of the auction in a newspaper of general circulation in the city, town or county where the vehicle is located, at least once prior to the auction.
- e. Provide the purchaser with appropriate documentation.
- f. Provide an affidavit by the person conducting the public auction evidencing compliance with the provisions of Virginia Code § 55-419.
- g. The successful bidder must present:
  - form "Application for Certificate of Title and Registration" (VSA-17A)
  - correct title fee and Motor Vehicle Sales and Use Tax (SUT). The usual SUT rules will apply to the title transaction.

### **3.9.6 A Vehicle Repossessed Under Provision of Recorded Lien**

If a vehicle owner fails to make lien payments as previously agreed, the lienholder may under Virginia laws take possession of (i.e., repossess) the vehicle. When a vehicle is repossessed, the lienholder, whether an individual, corporation, or a dealership, must obtain a new vehicle title showing the lienholder as the new owner before the vehicle may be sold. If the vehicle has been repossessed out of state, it is not necessary for a licensed dealer to receive a title in the lender's name.

#### LIENHOLDER

If the vehicle is titled in Virginia, the lienholder after taking possession of the vehicle submits to DMV:

- a. form VSA-17A, "Application for Certificate of Title and Registration."
- b. the current Certificate of Title showing lien unsatisfied
- c. appropriate title fee (see Chapter 4)
- d. For out-of state vehicles, please refer to the VSA-98 "Application for Repossession of Vehicle Titled Outside Virginia" for the additional documents needed.

### **3.10 DLR 345-OBTAINING A TITLE WHEN DEALERSHIP CANNOT PROVE EVIDENCE OF OWNERSHIP**

**Note:** The following procedure applies to an application for title when the applicant does not have sufficient evidence of ownership to permit the release of a title (e.g., applicant has only the current registration card in his/her name issued by another state) OR the Virginia dealership does not have the needed evidence of ownership.

The applicant/dealer is required to furnish this office with the additional evidence of ownership before a title can be released.

#### DEALER

- a. Complete "Vehicle Application for License Plates" (VSA-14), or "Application for Certificate of Title and Registration" (VSA-17A), and "Temporary Certificate" (DSD-5); then, submit with a copy of the Bill of Sale/Buyer's Order and reason evidence of ownership is not available.



- b. Note the type of needed evidence of ownership (title, registration, etc.) and the word "DEALER".
    - 1) The title will not be released until the evidence of ownership is received.
    - 2) If dealer is responsible for obtaining evidence of ownership, a Held Code will be entered on the title record to reflect a dealer held condition ("DLR.")
    - 3) DMV will return the original application form to the dealer for submittal at a later date with the needed "evidence of ownership" documents.
- Note:** Please annotate on the VSA-17A or VSA-17B that proof of address has been cited.
- Note:** If dealer is requesting title and registration for a customer, it is the dealer's responsibility to submit the requested evidence of ownership to DMV.
- c. "REG ONLY" will be printed on the owner's registration card.
  - d. completed application for temporary registration:
    - 1) form Temporary Certificate of Registration (VSA-01) if titling a car or truck
    - 2) form Temporary Certificate (DSD-5) if titling a trailer, motorcycle, or T&M vehicle
  - e. copy of the Bill of Sale/Buyers Order

### **3.11 DSD-350 TITLE & REGISTRATION FOR DIPLOMATS, STAFF ASSISTANTS & FAMILY MEMBERS**

The United States Department of State, Diplomatic Motor Vehicles Division is responsible for a full range of motor vehicle services for the foreign mission community. This program, which is administered in accordance with U.S. laws, regulates the acquisition, registration, and disposition of all motor vehicles belonging to foreign missions and their members. It verifies that mandated insurance standards are maintained; ensures that members of the foreign mission community and their families are issued U.S. Department of State driver licenses, and monitors driving records to ensure unsafe drivers are removed from the road.

#### **Registration and Titling**

- a. To fulfill the requirements of the Congressional mandates of the Foreign Missions Act of 1982, as amended in 1983, and to ensure that adequate liability insurance coverage is maintained, the U.S. Department of State requires that all vehicles owned, leased, or otherwise operated by a mission, its members, and dependents of such members must be registered with the Diplomatic Motor Vehicle Office (DMV), Office of Foreign Missions, U.S. Department of State, and must bear distinctive red, white and blue federal license plates.
- b. In order to properly register a vehicle, all original ownership documents (and a copy of the leasing agreement, if applicable) must be submitted at the time of registration to that office. All vehicles must be properly insured at or above the minimum liability limits listed (see Financial Responsibility for limits).
- c. Once the proper documentation for registration is received, the Department of State issues an appropriate registration card, license plates and decals valid for one year. The vehicle title is retained by the DMV until the owner applies for a

- title to sell, title to export, or terminates employment with the mission. If a lien exists on the vehicle, it is recorded and a lien title is sent to the lien holder to protect the interest of the financial institution. When the vehicle is leased, a U.S. Department of State lien title will be sent to the lessor showing the leasing company as owner of the vehicle and the lessee as registered lessee.
- d. When the diplomat decides to dispose of the vehicle, the diplomat applies for a title to sell or title to export the vehicle. When the vehicle is leased, a U.S. Department of State lease title will be issued for disposition only by the owner (lessor) at the termination of the leasing contract.
  - e. Additionally, if payments are not made according to the loan or leasing agreement, the creditor has the right to repossess the vehicle. The Diplomatic Motor Vehicle Office, however, asks that we be contacted for information, instructions or assistance prior to repossessing any vehicle. We will be happy to help you in this situation in order to avoid any of violation of international law.

<b>Diplomatic Motor Vehicle Office</b> Diplomat DL's	202-895-3519 202-895-3532 202-895-3521	Department of State 2507 International Place Washington, DC 20008
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## Chapter 4: VIRGINIA MOTOR VEHICLE SALES & USE TAX & TITLE FEES

- Code of Virginia: § 58.1, Chapter 24

### 4.1 DLR 400-VIRGINIA MOTOR VEHICLE SALES & USE TAX (SUT)

#### 4.1.1 When the Dealer Must Collect SUT

When you act on behalf of your customer and file application for vehicle title, you will have to collect from the customer and submit to DMV the appropriate motor vehicle sales and use tax within 30 calendar days of the purchase date. The following paragraphs explain:

- The collection of the SUT
- That it is based on the sales price of the vehicle
- How to calculate the amount of SUT due on a particular title transaction
- On which transactions an SUT adjustment may be permitted
- Under what conditions a customer may be eligible for a refund of the SUT, and
- Which titling transactions are exempt from SUT

#### 4.1.2 Amount of SUT Collected

A tax of 4.05% of a vehicle's actual sales price and dealer processing fee, if applicable, is collected by DMV each time application is made to title the vehicle. The minimum tax on the sale of any vehicle is \$75.00, unless if exempt.

§ 58.1-2402 Code of Virginia requires any "Dealer Processing Fee" assessed by a dealer in pursuant § 46.2-1530 (10) is to be included in the amount on which the Motor Vehicle SUT is calculated.

#### 4.1.3 Sales & Use Tax is Based on Sale Price of Vehicle

- The sale price shall include any reduction in price shown on the invoice for a manufacturer's discount or dealer's price discount since they directly reduce the sale price from the dealer to the consumer. SUT should not be collected on these price reductions or discounts. **Rebates** are not subtracted and must be taxed.
- The sale price shall not include any credit given by the dealer for a trade-in, rebate, unpaid lien or other unpaid claim against the vehicle. SUT should be collected on these credits.
- When a new owner assumes the payments on a debt obligation of the prior owner, SUT is assessed based on the unpaid balance of the debt plus any payment made to the prior owner.

#### 4.1.4 Stated Sale Price Must be Reasonable

If the sale price seems unreasonable when compared with the National Automobile Dealers Association Used Car Guide or similar publication, The DMV can require the owner to file Form SUT-1 as evidence of purchase price.

**4.1.5 How to Calculate the SUT**

- a. Calculate SUT as follows: Actual Vehicle Sales Price and dealer processing fee, if applicable x 0.0405= amount due for SUT.
- b. If a dealer discount is given, the sales tax would be based on the vehicle price less the dealer discount. No reduction of the sale price for calculating SUT is allowed for trade-in, any “over allowance” included as part of the trade-in or any rebate.

**4.1.6 Refund for Tax Paid**

When a vehicle owner has already paid SUT but cannot at the time he applies to title the vehicle present adequate evidence of payment, he must pay the full amount of tax due to Virginia. If within three years of the date the title is issued the owner can present evidence of an earlier payment for tax, a refund will be made. Application for refund can be made by completing and filing with the DMV Form SUT 2.

**4.1.7 Exemptions from SUT**

- Code of Virginia § 58.1-2403

Certain types of title transactions are exempt from the entire SUT. The chart in procedure DLR 410 lists the types of transactions which are exempt, and can be used as a general reference when you are performing titling transactions for your dealership, or on behalf of your customers. See Exemptions Chart in Chapter 9.

**4.2 DLR 405-DMV TITLE FEE**

**4.2.1 When the Dealer Must Collect the DMV Title Fee**

When you act on behalf of your customer and file the application for vehicle title, generally you must collect from the customer and submit to DMV the appropriate title fee, as listed below.

**4.2.2 DMV Title Fee Chart**

TRANSACTION	FEE
Titling a used vehicle	\$10.00
Titling a new or used manufactured vehicle	\$10.00
Department of Housing and Community Development (DHCD)	\$10.00
Obtaining a replacement title	\$10.00
Recording a name change at the time of titling	no fee
Recording 1 <sup>st</sup> lien on an existing Title (after 30 days from date of Original applications	\$10.00
Recording supplemental lien on title	\$10.00
Recording release ( or satisfaction) of lien	no fee
Substitute title (change in data)	\$10.00
Transferring lien on title	\$10.00

**4.3 DLR 410-CHART OF EXEMPTIONS FOR MOTOR VEHICLE SALES & USE TAX (SUT)**

**4.3.1 Motor Vehicle SUT Requirements**

(See Chapter 9) This chart should only be used as a **GENERAL REFERENCE**. All types of transactions cannot be listed. Refer to Motor Vehicle Sales and Use Tax Directive. Whenever SUT is not required, the applicant must submit a completed "Purchaser's Statement of Tax Exemption" SUT 3, with an explanation of exemption.

Should you have specific questions concerning a particular situation contact the Customer Contact Center. As a last resort to answering a question, you may contact the Deputy Director for Titling at Headquarters at (804) 367-2634.

**4.4 DLR 415-SALES & USE TAX (SUT)**

**4.4.1 Titled in Virginia**

TRANSACTION	PAY SUT	REFERENCES
"Clean fuel" vehicle (fueled by natural gas, liquefied natural or petroleum gas (LNG or LPG), hydrogen or electricity)	YES	58.1-2402 (1)
Handicapped person, vehicle with special equipment to permit operation by. <b>NOTE:</b> The basic vehicle is taxable, but the special equipment is exempt. A Bill of Sale and Certification of Exemption are required.	YES	58.1-2401
Has more than 7 passenger seats, sold to restricted common carrier or common carrier of passengers To qualify for this exemption the vehicle must be registered under one of the following types of motor carrier operating authority: Common Carrier of Passengers, Irregular Route Common Carrier of Passengers, or Sight-Seeing Carrier. <b>NOTE:</b> To verify Motor Carrier Authority type, inquire on the MC Intrastate Customer Inquiry.	NO	58.1-2403 (19)
Has valid assignable title or registration issued by another U.S. state, a branch of the United States Armed Forces, a territory (American Samoa, Guam, Puerto Rico and the Virgin Islands) or foreign country <b>NOTE:</b> If customer has owned vehicle for less than 12 months, he or she must provide proof that the SUT or comparable tax has been paid elsewhere.	NO	58.1-2403 (10)
Has evidence that vehicle has not been previously titled <b>NOTE 1:</b> If customer provides buyer's order showing that the SUT has been paid to an out of state dealer, he or she <b>ONLY</b> pays the difference between the two states' SUT. <b>NOTE 2:</b> No title exempt code is required. The amount of SUT paid to other state must be entered in the Tax Credit field to allow the system to collect the difference.	YES	58.1-2402
Manufactured (mobile) home with valid assignable title or registration issued by another state <b>NOTE:</b> If customer has owned manufactured home for less than 12 months, he or she must provide proof that the SUT or comparable tax has been paid elsewhere. See	NO	58.1-2403 (10), 58.1-2402 (1-2)

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also "Miscellaneous" Section Below.			
Mobile office. <b>NOTE:</b> SUT is 2% of the sale price if vehicle is either purchased in Virginia, or used or stored for use in Virginia. If it is first used or stored for use in Virginia six or more months, after its acquisition, the SUT is based on its current market value.		YES	58.1-2402 (1-2)
Registered to member of the Pamunkey, Mattaponi, Chickahominy or other recognized Indian tribe of Virginia living on the tribal reservation <b>NOTE:</b> A letter from the Tribal Chief stating that the customer lives on the reservation must accompany the application.		NO	58.1-2403 (4)
Trucks, tractors and trailers with a manufacturer's gross vehicle weight rating or gross combination weight rating of 26,001 pounds and above, if registered in Virginia		NO	58.1-2402 A (2), 58.1-2403 (23)
Rental Vehicles <b>NOTE:</b> Vehicle MUST have rental period of LESS THAN 12 months, the company MUST be a Virginia licensed rental company, not operate as an occasional rental company, and can not be titled as business use within the rental company.		NO	58.1-2402

**4.4.2 Governmental**

TRANSACTION	PAY SUT	REFERENCES
Farm Credit Bank - Owned or leased for use only by the bank <b>NOTE:</b> Title application must include a copy of the lease agreement to prove that the agreement assigns responsibility for tax to the lessee.	NO	58.1-2403 (1)
Farm Credit Bank - Owned but leased to the private sector	NO	58.1-2403 (1)
Federal agencies - Owned or leased. <b>NOTE:</b> Title application must include a copy of the lease agreement to prove that the agreement assigns responsibility for tax to the lessee.	NO	58.1-2403 (1)
Federal Credit Union - Owned or leased by or leased to. <b>NOTE:</b> Exemption from SUT per memorandum dated 3/20/95 from Virginia Attorney General's Office, citing U.S. v. Maine, 524 F.S. 1056 (D.C. 1981) and U.S. v. Michigan, 851 F.2d 803 (6th Cir. 1988)	NO	12 USC §1768
Virginia state, city, town or county - Owned or leased. <b>NOTE:</b> Title application must include a copy of the lease agreement to prove that the agreement assigns responsibility for tax to the lessee.	NO	58.1-2403 (2)

**4.4.3 Foreign Individuals & Officials**

TRANSACTION	PAY SUT	REFERENCES
American Institute in Taiwan personnel	NO	
Foreign diplomatic, consular and staff personnel The customer must be referred to the Diplomatic Motor Vehicle Office, U. S. Department of State, Washington, D.C. <b>NOTE:</b> Does not apply to Honorary Consuls, who are U. S. citizens and pay tax and register like others.		Do not process.
Foreign military personnel, NATO members (or foreign civilians working for the military), temporarily assigned in Virginia and holding a valid	NO	58.1-2403

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assignable title or registration issued by a foreign government <b>NOTE:</b> If customer has owned vehicle for less than 12 months, he must provide proof that the SUT or comparable tax has been paid elsewhere.		
Members of NATO military forces who purchase and title a vehicle in Virginia	YES	58.1-2402

**4.4.4 Miscellaneous**

TRANSACTION	PAY SUT	REFERENCES
Virginia Dealer or non-Virginia Dealer - Titled in dealer's name only for RESALE and not registered (no license plates) <b>NOTE:</b> Ensure the license number entered is a DEALER license number. The license number can be verified by inquiring on the dealer file.	NO	58.1-2403 (11)
Dealer- Giving vehicle that is in inventory for resale as a gift to spouse or child <b>NOTE:</b> Dealer titles in his individual name and pays the SUT on current fair market value of vehicle. The vehicle can then be signed over to spouse or child as a gift. OR The dealer can sell the vehicle to spouse or child at fair market value. The SUT will be collected from the receiver at the current fair market value of vehicle.	YES	
Mobile home permanently attached to real estate and included in the sale of real estate	NO	58.1-2403 (6)
Second-stage manufactured vehicles (chassis and body purchased separately) Also see Handicapped person... above under "Titled in Virginia". <b>NOTE:</b> If the chassis alone was previously titled, then SUT is due on the value of the body only; otherwise, it is due on the entire vehicle.	YES	
Seized vehicle purchased from the U.S. Internal Revenue Service or U.S. Alcohol, Tobacco and Firearms Unit	YES	46.2-644
Title issued solely to record a lien to a lienholder Purchased in Virginia by a nonresident who will register the vehicle outside Virginia	NO	58.1-2403 (13)
To correct recorded title information, if DMV's error	NO	
Trailer kits, assembled, sold by dealer. (Consumer paid no retail sales tax.)	YES	
Trailer kits, sold unassembled - When titled, consumer receives credit toward SUT for retail sales tax paid, but the combined amounts must equal at least \$75. If retail tax is less than \$75, use the attached code to collect the difference.	YES	DMV Policy
Trailers, homemade <b>NOTE:</b> SUT is a minimum of \$75.	YES	DMV Policy
Vehicles not required to be registered. (i.e. vehicles in Article 6)	NO	58.1-2401
Vehicles formerly not required to be registered; use has changed and now customer desires registration	YES	

**4.4.5 Non-profit Organizations & Public Services**

TRANSACTION	PAY SUT	REFERENCES
American Red Cross - owned	NO	58.1-2403 (1) 10/85 AG Memo
American Red Cross – leased <b>NOTE:</b> Application for title must include a copy of the lease agreement to prove that the agreement assigns responsibility for SUT to the American Red Cross.	NO	58.1-2403 (1)
Charitable organization - Vehicles donated to or sold to these organizations are exempt if registered under § 501(C)(3) of the Internal Revenue Code. <b>NOTE:</b> If the charitable organization registers the vehicle, the SUT is due.	NO	58.1-2403 (21)
Charitable organizations who distribute food, clothing, medicines and other necessities of life and provide shelter for needy persons in the United States <u>and throughout the world</u> and registered under § 501(C)(3) of the Internal Revenue Code are exempt from the SUT even if registering the vehicle.	NO	58.1-2403 (22)
Church-owned bus or other vehicle <u>designed to transport 10 or more</u> passengers, bought for non-profit use <b>NOTE:</b> "Church" includes all religious organizations, such as synagogues, mosques, or Christian churches.	NO	58.1-2403 (14)
Non-profit (volunteer) fire department or rescue squad - registered by <b>NOTE:</b> If purchasing to use as a prize such as a raffle, the non-profit fire department or rescue department must pay the SUT.	NO	58.1-2403 (3)
Private non-profit institution of learning with vehicle loaned or leased by a dealership solely for use in driver's education as part of the curriculum for full-time students <b>NOTE:</b> Must submit a letter to DMV from the lienholder, if any, or otherwise from the dealer as proof that the vehicle is loaned for driver education purposes and that the school is responsible for no payment. A copy of the lease agreement, if any, is also required showing that no payment is required.	NO	58.1-2403 (15)
Self-contained mobile computerized axial topography (CAT) scanner rented or used by a non-profit hospital or cooperative hospital service organization <b>NOTE:</b> Exemption applies to self-propelled units and trailer units, but would not apply to a power unit (tractor) that pulls the trailer unit.	NO	58.1-2403 (18)
Self-contained mobile unit designed solely for human diagnostic or therapeutic service sold to, rented to or used by a non-profit hospital or cooperative hospital service organization <b>NOTE:</b> Exemption applies to self-propelled units and trailer units, but would not apply to a power unit (tractor) that pulls the trailer unit.	NO	58.1-2403 (20)
Urban or suburban bus line - Owned vehicle with more than 7 passenger seats, when most of the passengers make trips on the bus(es) of less than 40 miles one way in one day	NO	58.1-2403 (12)
All other non-profit organizations not covered under this heading. (even	YES	58.1-2403



if exempt from Retail Sales & Use Tax.)		
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**4.4.6 Replacement Vehicle Obtained as a Result of a Warranty**

TRANSACTION	PAY SUT	REFERENCES
A. OBTAINED UNDER THE VIRGINIA "LEMON LAW" <b>NOTE:</b> A letter is required from the manufacturer or distributor stating that the vehicle is a replacement received under the Virginia Motor Vehicle Warranty Enforcement Act (Virginia lemon law).		
1. Replacement is of same value as the "lemon". Tax paid on the "lemon" is applied toward the tax for the replacement vehicle.	NO	59.1-207.9, et. seq
2. Replacement is of higher value than the lemon. <b>NOTE: Tax is owed on the difference in value.</b>	YES	59.1-207.9
3. Replacement vehicle is of lower value than the lemon. DMV refunds the difference in tax paid on the lemon and tax owed on the replacement. (Send refund request to Title and Registration Work center).	NO	59.1-207.9, et. seq
B. OBTAINED UNDER OTHER WARRANTY (Not under the Virginia "lemon law")	YES	

**4.4.7 Repossession & Insurance**

TRANSACTION	PAY SUT	REFERENCES
Repossessed by lienholder under a recorded lien and owner refinances vehicle by signing a new contract	YES	58.1-2403 (5)
Repossessed by lienholder and titled in lienholders name <b>NOTE:</b> The SUT will be collected from the lienholder, if he is registering the vehicle, this includes transfer of tags.	NO	58.1-2403 (5)
Repossessed and titled by lienholder under a recorded lien but title transferred back to owner under the terms and conditions of the original contract <b>NOTE:</b> Written statement to this effect required from lienholder.	NO	
Sold to Insurance Company or local government group self-insurance pool after settlement for a stolen vehicle	NO	58.1-2403 (16)
Sold to insurance company or local government group self-insurance pool to dispose of after settlement on total loss if the vehicle is OVER 7 YEARS OLD or valued UNDER \$7,500 <b>NOTE:</b> Must provide copy of the "Proof of Loss" or other proof that the owner was paid for a total loss.	NO	58.1-2403 (16)
Sold to insurance company or local government group self-insurance pool to dispose of after settlement on total loss if the vehicle is 6 YEARS OLD OR LESS or valued at \$7,500 OR MORE <b>NOTE:</b> Must provide copy of the "Proof of Loss" or other proof that the owner was paid for a total loss.	NO	58.1-2403 (16)

**4.4.8 Survivors & Inheritance**

TRANSACTION	PAY SUT	REFERENCES
Inherited by spouse, parents or children <b>NOTE:</b> Includes stepchildren, sons-in-law and daughters-in-law.	NO	DMV policy
Inherited by a will or as legal heir.	NO	58.1-2403
Owned by survivor and vehicle was titled as "or survivor" Process substitute title and collect fee to have name of deceased removed.	NO	46.2-622
Ownership and registration transferred from deceased person to his estate	NO	
Transferred to the spouse of a deceased person	NO	58.1-2403

**4.4.9 Transfer of Ownership**

TRANSACTION	PAY SUT	REFERENCES
To obtain correct title when identification numbers on vehicle and title do not match as a result of dealer or customer error sending wrong paperwork and the error results in re-titling to correct	NO	
Even trade of one vehicle for another <b>NOTE:</b> Each owner pays SUT based on the market value (the amount that a seller may expect to obtain in the open market) as listed in the NADA Used Car Guide, using "Trade-in Value".	YES	
From individual, partnership or company to create a corporation or limited liability company (L.L.C.) (must be within 30 days of creation of the corporation or company)	NO	58.1-2403 (8)
From wholly-owned subsidiary to its parent corporation or vice versa	NO	58.1-2403 (9)
To majority stockholder or partnership when corporation or limited liability company (L.L.C.) is dissolved (must be within 30 days of dissolution of the corporation)	NO	58.1-2403 (8)
Gift, with no lien assumed and no payment made, to a spouse, parents or children (includes stepchildren, son-in-law and daughter-in-law) <b>NOTE:</b> The exemption is still valid if the vehicle is titled as joint ownership ONLY with the recipient's spouse or children.	NO	58.1-2403 (7)
Gift with lien assumed, to a spouse ONLY	NO	58.1-2403 (7)
Gift with lien to non-spouse	YES	58.1-2403 (7)
Gift, with no lien assumed and no payment made, to someone OTHER THAN spouse, parents or children <b>NOTE:</b> The tax is \$75 (the minimum). If a lien is assumed or a new lien is recorded or any other payment is made, then the transaction is deemed a sale, not a gift. In such cases tax is owed on the amount of the lien or lien balance as well as on any other considerations (payments) given.	YES	DMV policy
Divorce settlement, transfer ordered by court <b>NOTE:</b> If vehicle has joint ownership and one owner is being removed, the owner being removed may gift the vehicle and the SUT will be exempted.	YES	

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<p>Purchase of a vehicle by the lessee, if the lessee is an individual (not a business or corporation) and he paid the SUT at the time that he leased the vehicle. The lessee must present an original copy of the lease upon request of DMV or other evidence that the lessee purchasing the vehicle has paid the sales tax to Virginia (NOT TO ANY OTHER STATE).  <b>NOTE:</b> A leased vehicle may be assigned directly to the lessee or assigned to the dealer and reassigned to the lessee on the title. If assigned through the dealer the lessee must provide an original copy of the lease agreement or other evidence showing the assigned dealer's name as the lessor. The lessee must also show proof that SUT was paid upon initial titling of the vehicle in order to be exempt from SUT. If the reassigned dealer's name is not the same as the lessor on the lease agreement, the SUT exemption does not apply.</p>	NO	58.1-2403 (25)
<p>Grants an exemption from the SUT for inter vivos trusts (living trusts) where the vehicle is owned by an individual(s) and the owner(s) is included as a beneficiary and no consideration has passed between the owner(s) and the beneficiaries. The exemption is also granted if the vehicle is transferred back from the trust to the original owner(s).</p>	NO	58.1-2403 (24)
<p>Prize Winnings  <b>NOTE:</b> Winner of vehicle MUST pay the SUT based on the NADA value of the vehicle.</p>	YES	DMV policy

## CHAPTER 5: VEHICLE REGISTRATION & LICENSING

### 5.1 DLR 500-OBTAINING AN OWNER'S REGISTRATION CARD & NEW VEHICLE LICENSE PLATES

#### 5.1.1 Applying for Standard Series License Plates

- a. vehicle owner must hold or apply for a Virginia title for the vehicle
- b. vehicle owner (or Dealer) must submit a completed VSA-14, VSA-15, VSA-17A or VSA-19
- c. submit appropriate standard registration fee for the vehicle

**NOTE:** If the applicant requests a special plate collect the additional fee in addition to the regular registration fee. If the vehicle is uninsured, refer to Chapter 6.

#### 5.1.2 Applying for Reserved License Plates

- a. vehicle owner must hold or apply for a Virginia title for the vehicle
- b. form VSA-10 Application for Personalized License Plates
- c. appropriate standard registration fee for the vehicle
- d. reserve license plate fee in addition to other fees
- e. uninsured motorist fees if the vehicle is uninsured

If the requested reserved license plate number is not available, DMV will notify the vehicle owner. The owner then may either choose a different reserved plate number or obtain a refund of the reserved plate fee.

#### 5.1.3 Applying for Special Series License Plates

The DMV makes several series of license plates available for use on vehicles owned by special interest groups. Consult the DMV Customer Contact Center for additional information.

- a. vehicle owner must hold or apply for a Virginia title for the vehicle
- b. form VSA-10 Application for requested license series plus the additional license fee, if any
- c. appropriate standard registration fee for the vehicle
- d. uninsured motorist fees if the vehicle is uninsured

#### 5.1.4 Special Series License Plate Chart

See Chapter 9 DLR 900

#### 5.1.5 Applying for Diplomat or Consular License Plates

See Chapter 3.11 DSD-350 Title and Registration for Diplomats, Staff Assistants, Family Members.

## 5.2 DLR 505-OBTAINING AN OWNER'S REGISTRATION CARD & TRANSFERRING PREVIOUSLY ISSUED LICENSE PLATES

### 5.2.1 Applying to Transfer Vehicle License Plates

Your customer may want to trade in his/her old vehicle on a different one and retain the current valid license plates. DMV allows owners to transfer plates for one vehicle to another by completing a "transfer of license plates" transaction.

**Note:** This procedure uses the controlled VSA-14 "Application for Registration" use of this form makes application to DMV to transfer plates, but it **does not** provide your customer with a temporary registration card. You may use the controlled VSA-27 (Temporary Receipt) both to apply for transfer and to furnish your customer with a legal temporary registration card, provided that:

- a. your dealership stocks and issues the VSA-27
- b. your customer meets the requirements
- c. the required fee of \$2.00 is collected unless there is a weight increase; then the fee may be greater than \$2.00

### VEHICLE DEALER OR OWNER

When the vehicle owner (or dealer) applies to DMV to transfer license plates from one vehicle to another, the owner or dealer must take the following steps:

- a. Verify the owner(s) of the vehicle to which the plates are currently issued is also the owner(s) of the vehicle to which the plates will be transferred.
- b. Verify that the owner(s) has both license plates and all validation decals (if any) which are currently issued.
- c. If the owner(s) does not have both:
  - 1) Complete form VSA-14.
  - 2) Check the re-issue blocks and record the information which describes the vehicle to which the plates are currently issued.
  - 3) Verify the license series of the currently issued plate is correct for the vehicle to which they will be transferred.
- d. If the plates are incorrect for the vehicle:
  - 1) Complete form VSA-14; checking the exchange block.
  - 2) Record the information which describes the vehicle to which the plates are currently issued.
  - 3) Review application to determine type of license plates requested/chosen by the applicant.
- e. If the plates are correct for the vehicle, review the application to determine the type of license plates requested/chosen by the applicant.
- f. Check the transfer block.
- g. Record the information which describes the vehicle to which the plates will be transferred.
- h. Calculate and collect fees as follows:

- 1) Always collect a transfer fee of \$2.00, unless there is a weight increase; then the fee may be greater than \$2.00.
- 2) Collect appropriate fee if a Special Plate is being requested.
- 3) If there is an exchange of plates, there is no additional fee.
- 4) If license plates submitted were in weight class and will be transferred to a greater weight class, collect the difference between the fees, prorated for the number of months remaining in the current registration period.
- 5) If original license plates are exchanged for license plates which require a greater fee, collect the amount of difference between the fees, prorated for the number of months remaining in the current registration period.
- 6) If the vehicle is uninsured collect the uninsured motor vehicle fee for the number of months in the original registration period.

### **5.3 DLR 510-APPLYING FOR REISSUE OF VEHICLE LICENSE PLATES**

#### **5.3.1 Applying for Reissue of Vehicle License Plates**

When the vehicle owner (or dealer) needs to apply to DMV for re-issue of license plates, the owner or dealer submits:

- a. form VSA-14, "Application for Registration"
  - 1) reviews application to determine type of license plates requested/chosen by applicant
  - 2) checks the re-issue box
- b. any remaining license plates(s) and decals, and the current registration card
- c. appropriate re-issue fee (If the vehicle is uninsured, refer to Chapter 6)

**Note:** If applicant requests a special plate re-issue, collect the special plate fee and the transfer fee.

#### **5.3.2 Reissue Fee Chart**

<b>REISSUE FEE CHART</b>	
<b>FEEs For REISSUE OF LICENSE PLATES/DECALS</b>	
<b>License Plates/Decals Returned</b>	<b>Fees</b>
Applicant returns 1 License Plate (requires re-issue of 2 license plates)	\$10.00
Applicants returns 0 plates (requires re-issue of 2 license plates)	\$10.00
Applicant returns 1 license plate, 1 month decal and 1 year decal (requires re-issue of 2 license plates, 2 month decals and 2 year decals)	\$10.00
Applicant returns 0 license plates, 0 decals	\$10.00

**REISSUE FEE CHART**  
**FEES For REISSUE OF LICENSE PLATES/DECALS**

<b>License Plates/Decals Returned</b> (requires re-issue of 2 license plates, 2 month decals and 2 year decals)	<b>Fees</b>
Applicant requires reissue of 1 pair decals, month and year	\$1.00
Applicant requires reissue of 2 pairs decals, month and year	\$1.00
Applicant requires a reissue of license plates and decals for a tractor, trailer or motorcycle	\$10.00

**Fees described apply to all reissues except the following:**

- a. If a reissue is required due to faulty manufacture of license plates or decals or if issued licensed plates have mismatched numbers, the applicant is not required to pay for reissue.
- b. If an applicant requires a third reissue of license plates and/or decals for the same vehicle within the same registration period, he is required to pay the full license fee applicable to number of months remaining in current registration period.

**5.4 DLR 515-APPLYING FOR EXCHANGE OF LICENSE PLATES**

- a. If the vehicle owner or dealer needs to exchange license plates, he must possess and submit to DMV all license plates and decals which are currently issued to the vehicle. If he does not have the plates and decals he/she must apply for a re-issue of license plates prior to or at the same time the application for exchange is submitted.
- b. Vehicle Owner or Dealer Submits to DMV:
  - 1) completed VSA-14 "Application for Registration"
  - 2) reviewed application to determine type of license plates requested/chosen by the applicant
  - 3) checked exchange box
  - 4) owners current registration card
  - 5) all currently issued license plates and decals
- c. If plates to be issued for exchange purposes require a greater license fee than has been previously paid, submit all the difference in fees, prorated for the number of months remaining in the current registration period.

**Note: If applicant requests a special plate collect the appropriate fee.**

- d. If the vehicle is uninsured and the fee has not been previously paid for the current registration period, submit uninsured motor vehicle fee for the number of months which were in the original registration period.
  - 1) If the original registration period was for 12 months, collect the entire UMV fee.
  - 2) If original registration period was for over 9 months, collect 9/12 of the UMV fee.

#### **5.4.1 Methods of Assigning Plates to a Loaned Vehicle**

If you take a customer's vehicle into your shop for repairs and loan them one of your dealer-owned vehicles to drive you may either issue:

- a. if a passenger vehicle, a DSD-27, "Permission to Use Dealer's License Plates" and use dealer plates on the vehicle (As described in procedure DLR 140)
- b. if a cargo carrying vehicle (non-passenger), a DSD-27A, "Permit to Use Dealer Transport Plates on Laden Vehicles"
  - 1) This permit is valid for a period of three days **or 750 miles, whichever comes first.**
  - 2) This permit shall not be re-issued unless 60 days have passed since the expiration of the previous permit
  - 3) Either Dealer Plates or Temporary Transport Plates may be issued; however, the issuance of Temporary Transport Plates does **not** extend validity beyond 3 days.
- d. Issue VSA-39, "Application for Permit to Transfer License Plates" and use the customer's private license plates on the vehicle as described below.

#### **5.4.2 Differences Between Using Dealer License Plates & Private License Plates**

When you use dealer plates on a dealer-owned vehicle being used by a customer whose vehicle is being repaired by your shop:

- a. You may issue the necessary forms without submitting a copy to DMV.
- b. Your dealership's insurance policy covers the dealer-owned vehicle while it is in the customer's possession.
- c. When you transfer the customer's license plates from the vehicle undergoing repair to the dealer-owned vehicle, the customer's insurance policy covers the dealer-owned vehicle while it is in the customer's possession.
- d. If your customer wishes to transfer his private license plates to the loaned vehicle, you, the dealer, and the vehicle owner must jointly complete VSA-39 "Permit to Transfer Plates in duplicate. The dealer may validate the permit he issues.

### **5.5 DLR 520-APPLYING FOR EMERGENCY TRANSFER/RENEWAL OF LICENSE PLATES**

#### **5.5.1 Applying for Emergency Transfer of License Plates**

- a. Issue a VSA-39, "Application for Emergency Permit to Transfer License Plates When Vehicle is Undergoing Repairs in a Licensed Motor Vehicle Dealer's Shop".



- b. You should file the duplicate copy at your dealership.
- c. Give original to vehicle owner.
- d. Advise the vehicle owner that their copy of the VSA-39 is proof of authority to transfer plates and must be carried while operating the vehicle.
- e. That the permit is valid for 5 days or until the repairs are completed whichever comes first.
- f. The permit may be renewed once, if this vehicle is still undergoing repairs in your shop.
- g. If your customer's vehicle is still in your shop at the end of the 5-day period, you may apply for a renewal of the emergency transfer of plates.
- h. You may apply for only **one renewal**.
- i. A renewal, like the first permit, is not valid for longer than 5 days.

#### **5.5.2 Applying for Renewal of Emergency Transfer of Plates**

- a. To apply for a renewal, you should obtain the expiring original copy of the VSA-39 from the customer.
- b. Complete jointly with the vehicle owner a new VSA-39 in duplicate, checking the Renewal box.
- c. When the customer returns the vehicle, be sure to obtain their copy of the VSA-39, and file it along with the copy you already have, at your dealership.

## CHAPTER 6: UNINSURED MOTOR VEHICLE FEE & LICENSE FEE

- Code of Virginia: §46.2-706 and §46.2-706.1

### 6.1 DLR 600-UNINSURED MOTOR VEHICLE FEE

#### 6.1.1 When the Dealer Must Collect the Uninsured Motor Vehicle Fee

You the dealer must collect from your customer and submit to DMV the UMV fee, if it is required.

- a. Whenever you act on behalf of your customer and file the application for the original vehicle license plates or the application to transfer plates  
or
- b. Whenever you issue temporary license plates for a vehicle.

#### 6.1.2 When Collection of Uninsured Motorist Vehicle Fee is Required

The owner of a motor vehicle must pay the UMV fee at the time he applies to license the vehicle when the following conditions exist:

- a. his or her vehicle is not currently insured under a policy which provides at least minimum coverage as required by law
- b. The policy is not issued by a company licensed to do business in Virginia.

**NOTE: DMV does not require a UMV fee on trailers or semi-trailers.**

#### 6.1.3 How to Calculate the Uninsured Motorist Vehicle Fee

- a. The amount of the fee is calculated on the \$500.00 fee annually or 1/12<sup>th</sup> the fee for each month of registration, if original license period is less than 12 months.
- b. If the plates were originally bought for less than one year, and prorated, then you should prorate the UMV fee in like manner.
- c. If the plates are bought for an entire year, collect the entire applicable fee (even if the plates will be used on an uninsured vehicle for a portion of the year).

#### 6.1.4 Where to Submit the Uninsured Motorist Vehicle Fee

Payments through MVDB licensed dealers shall be made to the MVDB, 2201 West Broad Street, Suite 104, Richmond, VA 23220. Payments through a DMV licensed dealer shall be made to DMV's Dealer Services Work Center at DMV headquarters, 2300 West Broad Street, Room 417, Richmond, VA 23220.

#### 6.1.5 Payment of the Uninsured Motorist Vehicle Fee Provides No Insurance

If you collect the UMV fee from one of your customers, you should advise them that their payment of the UMV fee in no way provides insurance coverage for them or the vehicle.

## 6.2 DLR 605-HOW TO CALCULATE LICENSE FEE

### 6.2.1 Definitions for Type Vehicle

- a. Determine purpose for which vehicle is used according to the following definitions:
  - 1) Leased-Any motor vehicle designed for transportation of passengers or property, used for such by the lessee who-under agreement with the owner-pays the owner a fee for use of the vehicle for a period of twelve months or longer, with no transfer of ownership.
  - 2) Private-Any motor vehicle designed for the transportation of passengers or property, operates as such by the owner or lessee for their convenience, not for compensation.
  - 3) For-Hire (Common or Contract Carrier)-Any motor vehicle designed for the transportation of passengers or property, used for such by the owner or lessee, for compensation.
  - 4) Rental- Any motor vehicle designed for the transportation of passengers or property, used, used for such by the renter who-under agreement with the owner-pays the owner a fee for use of the vehicle for a period of less than twelve months with no transfer of ownership. Title applications must include the rental license number.

### 6.2.2 Definitions for Weight

Determines weight of vehicle according to the following definitions:

**Note:** All trucks, road tractors and semi-trailers are licensed according to gross weight: a truck operating as a single unit is licensed according to gross weight. If a truck is operated with a trailer, the fees are calculated on the combined gross weight of the units plus the weight of the load to be hauled. A tractor-trailer unit is licensed on the combined gross weight of both units plus the weight of the load to be hauled.

- a. Empty Weight- The weight of the vehicle exclusive of any load it may carry. For instructions on calculating fees based on empty weight see procedure DLR 800.
- b. Gross Weight- The empty weight of the vehicle(s) added to the weight of the load carried. For instructions on calculating fees based on gross weight see procedure DLR 800.
  - 1) determines appropriate license series according to charts located in DLR 800
  - 2) calculates fee for vehicle using appropriate charts in DLR 610

## 6.3 DLR 610-EMISSIONS INSPECTION FEE

- a. If the vehicle is subject to an emissions inspection requirement (to be garaged in a non-attainment area, see "f."), collect an additional \$2.00 for one-year (or \$4.00 for two year) original or renewal registrations. The Emissions Inspection Fee will be distributed to the Department of Environmental Quality (DEQ) to support air quality programs.

- b. The Emission Inspection Fee will be combined with the registration renewal fee printed on the renewal notice for all vehicles subject to this requirement.
- c. The Emissions Inspection Fee is not a registration fee. Collect the additional Emission Inspection Fee **even when a registration fee is not required.**
- d. Types of Plates not requiring the payment of registration fees include: Medal of Honor (MH), Federal, State & local Government and one issuance of Disabled Veterans (DV), or Prisoner of War (POW) plates.
- e. The Emissions Inspection Fee is not prorated for less than one year. If the registration fee is prorated for less than a year, the Emissions Inspection Fee will not be collected. If the registration fee is pro-rated for between one and two years, collect a \$2.00 Emissions Inspection Fee.
- f. Non-attainment areas are:
  - Arlington County
  - Fairfax County
  - Loudoun County
  - Prince William County
  - Stafford County
  - City of Alexandria
  - City of Fairfax
  - City of Falls Church
  - City of Manassas
  - City of Manassas Park

<b>DMV VEHICLE LICENSING SIMPLIFIED TRANSACTION FEE CHART</b>	
<b><u>Transaction</u></b>	<b><u>Fee</u></b>
Obtaining standard registration and plates	Variable amounts
Obtaining special series license plates	No additional fee or \$1.00 additional see DLR 500
Obtaining Heritage or Scenic Plates	\$10.00 fee
Obtaining reserved License plate number	\$10 additional
Transferring license plates	\$2.00
Obtaining reissue of license plates	\$10.00

**NOTE:** An online fee calculator is available on DMV's web site, [http://www.dmv.virginia.gov/apps/fee\\_calc/Select\\_Transaction.aspx](http://www.dmv.virginia.gov/apps/fee_calc/Select_Transaction.aspx). On this site you may enter the transaction details, and it will return the calculated fees for you.

## CHAPTER 7: DEALER FUNCTIONS & DUTIES

### 7.1 DLR 700-ISSUING TEMPORARY CERTIFICATES

#### 7.1.1 When to Issue a Temporary Certificate (DSD-5)

**NOTE: ONLY applies to T&M, Trailer and Motorcycle Dealers.**

When you purchase or accept a trade for a used vehicle, you must obtain a valid, transferable title from the previous owner. If you wish to sell a vehicle and the assignment of title or certificate of origin to you from the previous owner has been delayed for some reason, (e.g., the necessity to satisfy a lien, obtain a duplicate title, or perform any other paperwork,) you may undertake sale negotiations with a new purchaser, transfer possession of the vehicle and collect payments, provided you issue the purchaser a DSD-5, "Temporary Certificate". This form serves as proof that the purchaser is legally entitled to have possession of the vehicle in cases when the title is not available for assignment to them.

#### 7.1.2 Restrictions on the Use of a Temporary Certificate

There are several legal restrictions you must observe when you issue a temporary certificate (VSA-01):

- a. Only DMV licensed dealers may issue a temporary certificate; the form may not be used by the general public.
- b. If your customer wants to drive the vehicle on a public road, you may issue them temporary tags for use on the vehicle. (See DLR 705 for information on how to issue temporary tags.)
- c. A temporary certificate is valid for only 30 days.
- d. If the purchaser does not have a valid assigned title in his possession by the end of the 30-day period, he has the right to cancel all sale negotiations, return the vehicle to you, and obtain a full refund of any payments they made towards the purchase price of the vehicle less any damages to the vehicle and less a reasonable amount for use, not to exceed one-half the amount allowed per mile by the Internal Revenue Service.
- e. If the purchaser chooses to retain the vehicle, a second temporary certificate may be issued, provided that all fees and taxes have been paid to DMV (when the vehicle is to be titled and registered in Virginia), and DMV has approved such issuance. If the dealer does not produce the certificate of title or certificate of origin before the second temporary certificate expires, the purchaser's ownership may terminate as outlined in paragraphs d and f.
- f. If the dealer does not produce the Certificate of Title/Origin prior to the termination, the purchaser's ownership of the vehicle may terminate.
  - 1) The purchaser may not be refunded any portion of DMV UMV fee, if he was required to pay one when he took possession of the vehicle.
  - 2) The purchaser is required to pay you the dealer, for any damages to the vehicle which were incurred while in his possession.

### 7.1.3 How to Issue This Certificate

If you need to issue a temporary certificate to one of your customers, you must fill out completely a DSD-5; then distribute copies as indicated on the form. If returned, the vehicle will now be a used vehicle and the customer must assign title back to the dealership and pay for mileage and damages (if any).

**Note:** DMV will not refund the title fee or SUT.

### 7.1.4 When to Issue a Temporary Certificate of Registration (VSA-01)

**NOTE:** ONLY applies to MVDB Licensed Dealers.

When you purchase or accept a trade for a used vehicle, you must obtain a valid, transferable title from the previous owner. If you wish to sell a vehicle and the assignment of title or certificate of origin to you from the previous owner has been delayed for some reason (e.g., the necessity to satisfy a lien, obtain a duplicate title, or perform any other paperwork,) you may undertake sale negotiations with a new purchaser, transfer possession of the vehicle and collect payments, provided you issue the purchaser a VSA-01, "Temporary Certificate of Registration." This form serves as proof that the purchaser is legally entitled to have possession of the vehicle in cases when the title is not available for assignment to them.

### 7.1.5 Restrictions on the Use of a Temporary Certificate of Registration

There are several legal restrictions you must observe when you issue a temporary certificate of registration:

- a. Only MVDB licensed dealers may issue a temporary certificate of registration; the form may not be used by the general public.
- b. If your customer wants to drive the vehicle on a public road, you may issue them temporary tags for use on the vehicle. (See DLR 705 for information on how to issue temporary tags.)
- c. A temporary certificate of registration is valid for only 30 days.
- d. If the purchaser does not have a valid assigned title in his possession by the end of the 30-day period, he has the right to cancel all sale negotiations, return the vehicle to you, and obtain a full refund of any payments they made towards the purchase price of the vehicle less any damages to the vehicle and less a reasonable amount for use, not to exceed one-half the amount allowed per mile by the Internal Revenue Service.
- e. If the purchaser chooses to retain the vehicle, a second temporary certificate may be issued, provided that all fees and taxes have been paid to DMV (when the vehicle is to be titled and registered in Virginia), and DMV has approved such issuance. If the dealer does not produce the certificate of title or certificate of origin before the second temporary certificate expires, the purchaser's ownership may terminate as outlined in paragraphs d. and f.
- f. If the dealer does not produce the Certificate of Title/Origin prior to the termination, the purchaser's ownership of the vehicle may terminate.
  - 1) The purchaser may not be refunded any portion of DMV UMV fee, if he was required to pay one when he took possession of the vehicle.

- 2) The purchaser is required to pay you the dealer, for any damages to the vehicle which were incurred while in his possession.

### **7.1.6 How to Issue This Certificate**

If you need to issue a temporary certificate of registration to one of your customers, you must completely fill out a VSA-01; then distribute copies as indicated on the form. If returned, the customer must pay for mileage and damages (if any).

## **7.2 DLR 705-ISSUING TEMPORARY LICENSE PLATES**

### **7.2.1 What is a Temporary License Plate**

(See DLR 200)

### **7.2.2 How to Maintain a Supply & Account for the Use of Temporary License Plates**

(See DLR 200)

### **7.2.3 When to Issue Temporary License Plates**

You may issue a set of temporary license plates to a customer when he purchases a vehicle from you if any one of the following circumstances applies to the situation:

**Note:** If the purchaser trades in their vehicle or has removed one from use on public roads, they should transfer the metal plates from the old (traded) vehicle to the newly purchased vehicle at the time of purchase; proper applications and fees must be submitted to DMV for titling, registration and transfer of plates.

- a. If the purchaser does not hold any metal plates; they need to apply to DMV for new metal plates for his newly purchased vehicle.
- b. If the purchaser has metal plates in use on another vehicle and does not wish to transfer the plates to the newly purchased vehicle. The customer needs to apply to DMV for metal plates for the newly purchased vehicle.
- c. The purchaser has metal plates in use on another vehicle, and wishes to sell or junk the vehicle and transfer the plates to a newly purchased vehicle, but the plates are not available for transfer at the time of the purchase. They need to apply to DMV for transfer of plates at a later date.
- d. The purchaser has bought a vehicle, and you the dealer, issued him a temporary certificate because the vehicle title was not in your possession at that time. The customer needs to receive the properly assigned vehicle title from you, apply to DMV for new title, vehicle registration and plates (either new or transfer) at a later date, but no later than 30 days from the purchase date.

### **7.2.4 All Vehicles Driven on Public Roads Must be Registered**

If the purchaser wishes to drive his vehicle while all necessary paperwork is being processed and until he receives metal plates from DMV, he must obtain temporary (30-day) plates from the dealer who sold them the vehicle. If the dealer does not issue temporary plates, the purchaser must contact a DMV office or DMV Select office and obtain proper license plates before he drives the newly purchased vehicle from the dealer's place of business.

### **7.2.5 Provisions & Restrictions Concerning Temporary License Plates**

Dealers are not required to maintain and issue temporary plates, although you may choose to do so as a convenience for your customers. If you do issue temporary plates, you must follow all DMV rules and regulations.

DMV does not require you to charge a fee for issuing temporary plates. However if you do charge your customers for this service, the fee cannot exceed the fee charged by DMV for the plates.

A DSD-5 or VSA-01 must always be completed for each set of temporary plates you issue. This form serves the following functions:

- a. application made by purchaser for temporary plates
- b. authorization for you to legally issue plates to the purchaser
- c. an official record of which temporary tag number has been assigned to a specific purchaser and vehicle

You, the dealer must:

- a. distribute the copies as indicated on the form
- b. submit the original copy of the form to DMV with application for title
- c. file the dealer's copy of the form at your dealership for a period of at least five years
- d. issue temporary license plates only on the date of the sale of the vehicle
- e. ensure the plates are valid for 30 calendar days from the date of vehicle purchase (not applicable if participating in the PoD program)
- f. not extend the expiration date on temporary plates (not applicable if participating in the PoD program)
- g. not loan temporary plates to your customers or to another dealer (not applicable if participating in the PoD program)
- h. not issue a set of temporary plates for a vehicle sold to an individual by another dealer, or for a vehicle sold directly by one individual to another (not applicable if participating in the PoD program).
- i. exchange a supply of temporary plates only between your principal place of business and any of your supplemental locations (vice versa) (not applicable if participating in the PoD program)



- j. issue these plates to your customers in plate number sequence—from low number to high number (DMV sends you a supply of numbered plates which are in sequence). (not applicable if participating in the PoD program)

### **7.2.6 How to Issue Temporary License Plates**

Before you can issue temporary license plates to one of your customers, you must determine whether the purchaser has a legally adequate liability insurance policy in effect covering his newly purchased vehicle (as described on a DSD-5/VSA-01).

You should proceed according to the instructions in the following sections. Choose the section which applies to the specific situation you are dealing with.

### **7.2.7 Issuing Temporary Plates for an Insured Vehicle**

#### **7.2.7.1 Dealer Responsibility**

If the purchaser does have an adequate policy either; the purchaser must submit his application for title and permanent license plates directly to DMV, or you, the dealer, may handle all DMV-related paperwork on the purchaser's behalf.

#### **7.2.7.2 Issuing Temporary Plates**

To issue temporary plates, you must:

- a. determine the appropriate type of plate
- b. use regular temporary plates with X, W, or Z prefix except for vehicles defined as motorcycles use V series. If a PoD participating dealer, the numbers will be supplied to your printer by DMV.
- c. complete DSD-5, or VSA-01, as appropriate, and distribute the copies as indicated on the form
- d. ensure the owner has insurance coverage or pays the appropriate UIM fee.
- e. print or complete and present temporary plates to the purchaser

### **7.2.8 Issuing Temporary Plates for an Uninsured Vehicle**

If the person does not have adequate insurance policy which covers the vehicle, DMV requires you the dealer to collect and submit the prorated UIM fee when you issue temporary plates. (see section 6.1)

By law, an uninsured vehicle should never be operated on a public road unless the uninsured motorist fee has been paid.

#### **7.2.8.1 If Vehicle is to be Titled in Virginia**

Dealer Responsibility (If the dealer is processing with DMV on the purchaser's behalf)

DMV requires you the dealer, to:

- a. Submit all DMV related paperwork made necessary by the sale transaction including title application and license plate application.

- b. Collect and submit to DMV all required fees including the title and license fees, sales and use tax, and uninsured motor vehicle fee within 30 days form the date of sale.
- c. The purchaser may submit his own applications and fees directly to DMV.

#### **7.2.8.2 Issuing Temporary Plates**

Complete DSD-5, or VSA-01 as appropriate, and distribute the copies as indicated on the form and submit to DMV, the following:

- a. the original copy of the completed DSD-5 or VSA-01 form with application for title
- b. the proper application for title and appropriate fee (see Chapter 3 for information on vehicle titling)
- c. Sales and Use Tax (see Chapter 4 for information on the calculation)
- d. proper application for permanent license plates and appropriate fee (see Chapter 5, for information on vehicle licensing)
- e. uninsured motor vehicle fee (see Chapter 6) for information on fee (calculation)
- f. print or complete and present temporary plates to the Purchaser

#### **7.2.8.3 Uninsured Vehicle Operating Under a Temporary Certificate of Registration or Temporary Certificate**

- a. If you have issued a Temporary Certificate of Registration or a Temporary Certificate to the purchaser of a used vehicle instead of giving him the properly reassigned title, you may not be able to submit applications for title and license for the vehicle to DMV at the time you will be issuing temporary license plates. However, you are still required to collect all required fees and taxes from the customer before you issue the temporary plates.

**Note :** Required fees are title fee, license fee, sales and use tax, and uninsured motor Vehicle fee, if applicable

- b. You should hold these fees at your dealership and submit them to DMV with the title and license applications when you receive the current vehicle title or certificate of origin. However the dealer must submit fees to DMV no later than the expiration of the first 30 days. See DLR 345 for procedures.

#### **7.2.8.4 Submitting Forms & Fees to DMV for an Uninsured Motorist Vehicle**

- a. As stated above, when you issue temporary license plates for an UMV you, the dealer, must collect all DMV-required fees from the purchaser and submit to DMV all completed title and license plate applications on behalf of the purchaser.
- b. You should keep the title and license plate applications and all associated fees together and submit them to DMV as a packet.
- c. Do not mail in the UMV fee separately. If you are waiting to receive a title from the previous owner of a vehicle, you should hold the UMV fees, and submit all the papers and fees together when you obtain the title.

### **7.2.8.5 Dealer Responsibility for Uninsured Motorist Vehicle Fee**

If you issue temporary license plates for an UMV vehicle, you are held responsible to DMV for the amount of the UMV fee. If you do not collect the fee on the day the temporary plates are issued or if you collect the fee but later lose or misplace it, you will be required to pay the applicable fee to DMV before DMV will process the title and license transaction for the customer.

### **7.2.8.6 If Vehicle is to be Titled Out-of-State and is Uninsured**

#### **7.2.8.6.1 DEALER RESPONSIBILITY**

DMV requires you, the dealer, to:

- a. Collect and submit to DMV or the MVDB, one-twelfth of the annual applicable UMV fee when you issue temporary plates and the vehicle is uninsured.
- b. You are held responsible, for the amount of UMV fee. If you fail to collect the fee from your customer, You will be required to pay to DMV when you submit the DSD-5 or VSA-01.

#### **7.2.8.6.2 ISSUING TEMPORARY PLATES**

To issue the temporary plates for an uninsured motor vehicle, You must

- Complete form DSD-5 or VSA-01, as applicable, and distribute the copies as indicated on the form
- Collect the uninsured motor vehicle fee (one-twelfth the annual fee.)
- Submit the fee and the DSD-5 or VSA-01, as applicable, to DMV on the same day you issue the plates to the purchaser.
- Print or complete and present the temporary plates to the purchaser.

### **7.2.9 How to Complete the Temporary License Plates**

- a. When you fill in the information required on the face of the temporary license plates, you should use only permanent, dark, waterproof ink, such as that contained in several brands of broad felt-tip markers. The information required is:

- the date the plates were issued
- the date the plates expire (30 calendar days from issue)
- the make of the vehicle
- the identification number of the vehicle
- dealership trade name-The temporary plates have been revised to provide a space at the center bottom of the plate for the dealership's name

Note: This information will automatically print on the tag and temporary certificate if you are participating in the Pod program.

- b. DMV supplies a set of two plates (with the same plate number) for each vehicle. When you issue temporary plates for a trailer you should only fill in one plate and **destroy the second plate of that set. You shall not use the second plate of that set on another trailer.** The V series for motorcycles are issued as a single plate. (not applicable if participating in the PoD program)

### **7.2.10 Presenting the Temporary Plates to Your Customer**

When you present the complete temporary plates to your customer, you should advise them of the following regulations:

- a. Temporary plates are not transferable from one vehicle to another; they must be used only on the vehicle for which they were issued.
- b. As soon as the temporary plates expire or the customer receives his metal plates from DMV, he must remove the temporary plates from his vehicle and destroy them.

## **7.3 DLR 710-ISSUING A TEMPORARY REGISTRATION RECEIPT**

### **7.3.1 What is a Temporary Registration Receipt (VSA-27)**

See DLR 205 and DLR 705

### **7.3.2 How to Maintain a Supply & Account for the Use of Temporary Registration Receipts**

See DLR 205 and DLR 705

### **7.3.3 When to Issue a Temporary Registration Receipt**

You may issue a temporary registration receipt to a customer when they purchase a vehicle from you and transfer previously issued metal plates from a traded or junked vehicle to his newly purchased vehicle.

### **7.3.4 Provisions & Restrictions Concerning Temporary Registration Receipts**

- a. VSA-27 "Receipt for Money Paid for Transfer of License Plates" (Commonly called a temporary registration receipt) serves at the same time as:
  1. an application; for transfer of plates (instead of the usually required VSA-14)
  2. a receipt for the transfer of plate's fee
  3. a temporary registration card for the vehicle
  
- b. You, the Dealer, are not required to maintain and issue temporary registration receipts, although you may choose to do so as a convenience for your customers. If you do issue temporary registration receipts, it is your responsibility to:
  1. Be sure the vehicle purchaser meets all DMV requirements to be eligible to transfer license plates from a previously owned vehicle to his newly purchased vehicle.
  2. Submit all DMV-related paperwork made necessary by the sale transaction including title application and transfer of license application (VSA-27).
  3. Collect and submit to DMV all required fees including the title and transfer of license fees, sales and use tax, and uninsured motor vehicle fee (if applicable).
  4. Temporary registration receipts are made available by DMV to your customers who are eligible for them. You cannot charge the customer a fee for the receipt.
  5. You may issue a temporary registration receipt only on the date of the sale of the vehicle.
  6. The receipts are valid for 30 calendar days form date of issue.
  7. You cannot issue a temporary registration receipt for a vehicle sold to an individual by another dealer, or for a vehicle sold directly by one individual to another.
  8. You the dealer, must have in your possession a valid title or a valid manufacturer's certificate of origin for the vehicle, which you have reassigned to the purchaser.

9. The purchaser must have available currently valid license plates to be transferred to the vehicle.
10. You cannot issue a temporary registration receipt if the purchaser needs a re-issue/renewal or exchange of their present license plates from DMV, until that has taken place.

### **7.3.5 How to Issue Temporary Registration Receipts**

You cannot issue a temporary registration receipt if the plates to be transferred are not registered in the name of the vehicle purchaser.

#### **To issue a temporary registration receipt to a customer you must:**

- a. Keep one copy of the VSA-27 for your records.
- b. Send one copy to DMV, to request that the transfer of plates and registration of the newly purchased vehicle be processed and recorded in DMV's files.
- c. You should give one copy to your customer: the customer's copy serves as authorized proof that the transfer of plates was conducted in a legal manner with you, the dealer, acting as an agent of DMV.
- d. Complete VSA-27 "Temporary Registration Receipt" and distribute the copies as indicated on the form.

#### **Submit to DMV:**

- e. The third copy of the VSA-27 which serves as application for transfer of license plates, along with appropriate fee. (See Chapter 5 for information on vehicle licensing.)
- f. Proper application for title and appropriate fees. (See Chapter 3 for Information on Vehicle Titling)
- g. Sales and Use Tax (See Chapter 4 for information on fee calculation)
- h. UMV fee if applicable (see Chapter 6 for information on fee calculation)
- i. If the vehicle is properly insured, do not collect the UMV fee.
- j. If the vehicle is NOT insured, check the registration card of the vehicle the plates were previously used on. If your customer paid the UMV fee for his previously licensed vehicle, that fee will cover any vehicle to which they transfer the license plates until the end of the registration period. (In other words, the UMV fee covers the metal license plates until they expire) In this case, do not collect the UMV fee.

### **7.3.6 Dealer Responsibility for Uninsured Motor Vehicle Fee**

If you issue a temporary registration receipt for an uninsured vehicle and are required to collect a UMV fee, you are held responsible to DMV for the amount of the uninsured motor vehicle fee. If you do not collect the fee on the day the temporary registration receipt is issued, or if you collect the fee, but later lose or misplace it, you will be required to pay the applicable fee to DMV before DMV will process the title and license transactions for your customer.

## **7.4 DLR 715-WHAT TO DO IF A SALES CONTRACT IS CANCELLED**

### **7.4.1 Cancellation After Customer Takes Possession of Vehicle**

#### **7.4.1.1 Requirements Concerning DMV Fees & Forms For DMV Licensed Dealers**

If a sales contract between you and your customer is canceled and your customer actually took possession of the vehicle before cancellation of the contract, you cannot refund any of the following fees:

- a. Title Fee
- b. License Fee (either transfer or original purchase)
- c. SUT
- d. UMV Fee

Even if funds are still being held at your dealership, they are legally due DMV and you must submit them. You should:

- e. Complete all DMV required forms relating to the sale including title application and license application.
- f. Submit to DMV all completed forms, title fee, license fee, sales and use tax, and the uninsured motor vehicle fee. (if any).

If you issued temporary plates to the customer you must:

- g. Void all copies of the VSA-01, "Temporary Certificate of Registration.
- h. Void the customer's temporary plates (whether issued by PoD or not).
- i. Retain the dealer's copy of the VSA-01, on file at your dealership.

#### **7.4.1.2 How Your Customer May Get a Refund of DMV Fees**

In order for your customer to get a refund on registration DMV fees because of the cancellation (or rescission) of the sales contract, the following steps should be taken:

- a. The customer returns the vehicle to your dealership.
- b. You refund all money given you towards the purchase-price of the vehicle, less fees for mileage and any costs for damage to the vehicle.
- c. You give the customer a letter, stating that the contract has been rescinded and that he has returned the vehicle and you have refunded the whole amount that was paid your dealership toward the purchase price.
- d. Then your customer may contact DMV, HQ Title & Registration Division presenting the letter from you, and submit a request for refund of any DMV registration fees to which they are entitled by law. Note that there is no refund of temporary registration fees.

#### **7.4.1.3 Requirements Concerning DMV Fees & Forms For MVDB Licensed Dealers**

If a sales contract between you and your customer is canceled and your customer actually took possession of the vehicle before cancellation of the contract, you must refund the following fees:

- a. Title Fee
- b. License Fee (either transfer or original purchase)
- c. SUT
- d. UMV Fee

If you issued temporary plates to the customer you must:

- e. Void all copies of the DSD-5, "Temporary Certificate .
- f. Void the customer's temporary plates (whether issued by PoD or not).
- g. Retain the dealer's copy of the DSD-5, on file at your dealership.

#### **7.4.2 Cancellation Before Customer Takes Possession of Vehicle**

##### **7.4.2.1 Requirements Concerning DMV Fees & Forms**

If your customer did not remove the vehicle from your place of business before the sales contract was cancelled, you may refund all DMV taxes and fees you have collected from the customer.

- a. Destroy any completed DMV forms pertaining to the vehicle sales except for the following controlled forms:
  - 1) VSA-27, "Temporary Registration Receipt"



- 2) DSD-5, "Temporary Certificate"
  - 3) VSA-01, "Temporary Certificate of Registration"
- b. Refund all DMV fees and taxes.
  - c. Retain the dealer's copy of the DSD-5, or VSA-01, on file at your dealership.
  - d. Void any temporary tags/plates that may have been printed/issued

#### **7.4.2.2 If You Assigned a Manufacturer's Statement or Certificate of Origin**

If the cancelled sales contract covered a new vehicle and you have already filled out the first assignment on the reverse of the manufacturer's statement or certificate of origin for the vehicle, you need not obtain a new MSO/MCO from the manufacturer. You may:

- a. Line through and write the word "VOID" over information contained in the first assignment block.
- b. Attach a letter explaining the cancellation of contract with the first purchaser, and
- c. Obtain the first purchaser's signature on this explanation letter.
  - 1) If the purchaser is not available to sign your letter, he must send a similar signed statement explaining the cancellation of the contract to DMV.
  - 2) When you sell the vehicle to another customer, you may assign the vehicle ownership to them by using the space for the second assignment on the reverse of the MSO/MCO form.

### **7.5 DLR 720-VIRGINIA ODOMETER LAWS**

#### **7.5.1 Odometer Reading Must be Reported on Certificate of Title**

Any person, including a dealer, who is transferring ownership of a motor vehicle must, record the odometer reading of the vehicle on the title. DMV will not issue a new title for the vehicle until the odometer reading has been recorded.

It is illegal for any person to knowingly record an incorrect reading on any documents.

#### **7.5.2 Penalty**

Any person who is convicted of a violation of this law may be fined up to \$1,000 or imprisoned for up to 12 months, or both.

#### **7.5.3 Tampering with an Odometer is Prohibited**

- a. It is illegal for any person to connect, change, or disconnect an odometer on a motor vehicle. It is also illegal for any person to sell a motor vehicle if he knows, or should reasonably know that the odometer has been changed or tampered with

to show a lower than true mileage, unless the seller gives written notice to the purchaser before the sale.

- b. It is illegal for a person to advertise for sale, sell or use any device designed to reset the odometer of a motor vehicle.

#### **7.5.3.1 Exceptions**

- a. Vehicles with an out-of-state title displaying "Exempt" and vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 16,000 pounds are exempt from odometer disclosure in Virginia.
- b. The law against an odometer reading does not apply in following circumstances:
  - 1) When the odometer is reset following pre-delivery testing by the manufacturer prior to delivery to a dealer.
  - 2) When repair or replacement of an odometer is necessary.
    - The odometer must be set to show the actual accumulated mileage the vehicle has traveled; or the odometer shall be adjusted to read zero and a written notice shall be attached to the left door frame, specifying the mileage prior to the repair or replacement.

#### **7.5.3.2 Penalty**

Any person who is convicted of a violation of this law shall be guilty of a Class 1 misdemeanor for the first offense, and guilty for a Class 6 felony for any subsequent offense.

#### **7.5.4 If You Suspect a Violation of the Odometer Laws**

- a. If you suspect that an odometer has been tampered with, check for any evidence that would confirm suspicion.
  - 1) Check the glove compartment for an inspection receipt which indicates mileage.
  - 2) Check the door edges for an oil-change record which indicates mileage.
  - 3) Compare vehicle odometer with the odometer reading recorded on the vehicle's title.
  - 4) Compare the vehicle odometer with odometer reading recorded of VAD-20, "Reassignment of Title by Registered Virginia Dealer"
- b. If the vehicle odometer shows less mileage than any of the above records, you should contact the Law Enforcement Services office at the DMV, Headquarters in Richmond, Virginia.

- c. DMV will determine whether your evidence warrants further investigation, and will take appropriate action.

## **7.6 DLR 725-REQUIREMENTS CONCERNING MANUFACTURER'S STATEMENT OR CERTIFICATE OF ORIGIN**

### **7.6.1 If a Franchised Dealer Sells a New Vehicle to Another Dealer**

When a franchised dealer sells a new vehicle to another dealer who handles a different line make of vehicle, the purchasing dealer must obtain a Certificate of Title in the dealership's name before the vehicle can be resold. The vehicle must then be sold as used.

### **7.6.2 Exception**

If both dealers hold a franchise from the same manufacturer for the same line make of vehicle, the assigned Manufacturer's Statement of Origin will take the place of a title in the dealership's name.

### **7.6.3 Two-Stage Manufactured Vehicles**

DMV requires two manufacturer's Statements or Certificates of Origin or the chassis MSO/MCO and the National Highway Traffic Safety Administration (NHTSA) required door jamb sticker for the body, as proof of ownership on all two-stage manufactured vehicles. If your dealership sells these vehicles, you must be franchised by the second-stage manufacturer and you must obtain each manufacturer's Statements or Certificates of Origin when you accept delivery on the vehicles. The purchaser must submit both Statements or Certificates of Origin when applying to DMV for title to his vehicle.

## **7.7 DLR 730-REQUIREMENTS CONCERNING NEW MOTOR VEHICLE DAMAGE**

### **7.7.1 When a Franchised Dealer Receives a New Motor Vehicle from the Manufacturer/Distributor with Damage, or with Damage to a New Motor Vehicle that Occurs Following Delivery of the Vehicle to the Dealer.**

On any new motor vehicle, any uncorrected damage or any corrected damage exceeding three percent of the suggested retail price as defined in 15 U.S.C. Sections 1231-1233, as measured by retail repair costs, must be disclosed to the dealer in writing prior to delivery.

### **7.7.2 Exceptions**

Factory mechanical repair and damage to glass, tires and bumpers is excluded from the three percent rule when properly replaced by identical manufacturers or distributors or distributor's original equipment or parts.

### **7.7.3 Franchised Dealer**

Whenever a new motor vehicle is damaged in transit, when the carrier or means of transportation is determined by the manufacturer or distributor, or whenever a motor vehicle is otherwise damaged prior to delivery to the new motor vehicle dealer, shall:

- a. Notify the manufacturer or distributor of such damage within three business days from the date of delivery of such new motor vehicle to the new motor vehicle dealership or within the additional time as specified in the franchise agreement
- b. Request from the manufacturer or distributor authorization to replace the components, parts and accessories damaged or otherwise correct the damage, unless the damage to the vehicle exceeds the three percent rule, in which case the dealer may reject the vehicle within three business days.
- c. If the manufacturer or distributor refuses or fails to authorize correction of such damage within 10 days after receipt of notification, or if the dealer rejects the vehicle because damage exceeds the three percent rule, ownership of the new motor vehicle shall revert to the manufacturer or distributor, and the new motor vehicle dealer shall have no obligation, financial or otherwise, with respect to such motor vehicle.
- d. Should either the manufacturer, distributor or dealer elect to correct such damage or any other damage exceeding the Three percent rule, full disclosure shall be made by the dealer in writing to the buyer. An acknowledgement by the buyer is required. If there is less than three percent damage, no disclosure is required, provided the damage has been corrected. Pre-delivery mechanical work shall not require a disclosure.
- e. Failure to disclose any corrected damage, within the knowledge of the selling dealer, to a new motor vehicle in excess of the 3% rule, shall constitute grounds for revocation of the buyer's order, provided that within 30 days of purchase, the motor vehicle is returned to the dealer with an accompanying written notice of the grounds of the revocation. In case of revocation pursuant to § 46.2-1571, Code of Virginia , the dealer shall accept the vehicle and refund any payments made to the dealer in connection with the transaction, less a reasonable allowance for the customer's use of the vehicle as defined in § 59.1-207.11, Code of Virginia

## **7.8 DLR 735-RETENTION OF DEALER RECORDS**

### **7.8.1 DEALER, DEALER/OPERATOR**

#### **7.8.1.1 Dealer Certificate/License to Operate**

Dealers are required to retain a copy of their dealer certificate or the current registration period only. All dealer records must be maintained for a period of five years and must be kept at the dealer's licensed location.

#### **7.8.1.2 Employment/Personnel**

Dealers are required to retain all employment records for salespersons etc., including any original applications for employment for a period of five years.

**NOTE:** A dealer must retain employment records for individuals no longer in their employ, and must include the beginning and ending dates of employment. Dealers must maintain records of the number of hours per week that each employee works or worked during the time they were employed by the dealership. An official record of compensation for these hours, such as a copy of a W-2 Form is suitable proof. Please note that ALL salespersons must be issued a W-2.

#### **7.8.1.3 Vehicle Inventory**

- a. Dealers must retain lists of all vehicles in their inventory for sale, resale and consignment as well as all consignment contracts and records of purchases, sales, sales and trades for a period of five years. The buyers order for each vehicle must also be retained for five years, and must include the following information:
  1. year model
  2. make
  3. vehicle identification number (VIN)
  4. purchase date
  5. date received in inventory
  6. date of sale or trade
  7. name and address of dealer and purchaser
  8. sale price
  9. amount of deposit and amount
  10. credit for trade-in
  11. processing fee (if any)
  
- b. Salvage Dealers are required to retain the same records as required on the buyer's order for any late model vehicle plus:
  1. name and address of the person from whom the vehicle was acquired.
  2. title number
  3. state of issuance
  4. motor number, if applicable
  5. name and address of purchaser
  6. VIN of vehicle from which any major component part is taken.
  7. bill of sale for any major component part sold.

#### **7.8.1.4 Collection/Fees**

Dealers must retain itemized records for each vehicle of all Motor Vehicle SUT, and all fees collected for titling, registration, UMV fees and any additional processing fees, for a period of five years.

**NOTE:** The DMV Investigator / MVDB Field Representative may request any Buyer's Order/Bill of Sale to verify collection of fees noted above.

#### **7.8.1.5 Odometer Disclosure**

Federal law requires that dealers retain odometer disclosure statements for a period of five years. Retained documents containing a disclosure statement for a vehicle's odometer reading may include:

- Copy of title or MSO/MCO with disclosure
- Copy of VSA-5 Odometer disclosure form, accompanied by the MSO/MCO
- Copy of Power of Attorney with disclosure
- Copy of Re-assignment form with disclosure

#### **7.8.1.6 Temporary License Plates**

Dealers must retain records of all Temporary License Plates and Temporary Transport Plates consigned to (not applicable if participating in the PoD program) and issued by the dealership for a period of five (5) years. They must also retain copies of the DSD-5, "Temporary Certificate", or VSA-01, "Temporary Certificate of Registration", or DSD-5A, "Temporary Transport Certificate", for a period of five years.

**NOTE:** The DMV Investigator / MVDB field Representative may refer to these forms:

#### **7.8.1.7 Metal Plates**

- Dealers must retain a permanent record of all dealers' registration plates assigned them. Dealers may retain the second part of two-part registration as a permanent record. The first part must be kept by the operator whenever driving a vehicle bearing a dealer's metal license plate.
- Dealers must also retain a written record of all motor vehicles on which each dealer license plate is used. The record must contain the full identification of the vehicle including make, year, model, VIN number, and all dates on which the dealer license plates were used on the vehicles.
- Dealers must retain records pertaining to liability insurance for all dealer license plates assigned to them.

**NOTE:** The DMV Investigator may require the dealer to show where registration cards, or appropriate list of registrations, are maintained for possible review.

#### **7.8.1.8 DSD-27 (Five-day Permission Slip) "Permission to Use Dealer's License Plates"**

Dealers must retain copies of all five-day permission slips (DSD-27's) issued by the dealership for a period of five years.

#### **7.8.1.9 Promotional License Plate**

Dealers must retain a copy of the Commissioner's authorization for use of Promotional License Plates, for a period of five years.

#### **7.8.1.10 Dealer Advertisement**

Dealers must keep an original or clear copy of all advertisements for a period of 60 days.

#### **7.8.1.11 Law Enforcement**

A dealer's failure to comply with these procedures may result in charges for a Class 1 misdemeanor, civil penalties and/or license revocation/suspension.

#### **7.8.1.12 Record of Dealer's Vehicle Inventory**

Dealers must keep records for all vehicles in inventory as outlined in § 46.2-1529, Code of Virginia.

#### **7.8.1.13 Consignment Vehicles**

Dealers must keep all original consignment contracts for a period of five years.

### **7.9 GUIDELINES FOR MVDB DEALERS WHO WISH TO STORE RECORDS OFF-SITE**

All Motor Vehicle Dealers are required to keep the originals or a copy of all original records at the site (dealership) of origination for 12 months. After 12 months, they can be stored at another location. (See below for criteria on where and how they can be stored.)

- Upon request, the MVDB executive director may exempt a dealer from the requirement to keep the originals or a copy of the originals at the originating dealership when the location for the off site storage is no further than five miles from the originating dealer.
- Upon request, the MVDB executive director may exempt a dealer from the requirement to keep the originals or copies of the originals at the originating dealership when an electronic system is in place that allows immediate retrieval of documents imaged or otherwise maintained in electronic format at the site where they originated.

On-line dealers who own multiple dealerships and prefer to process all on-line transactions in a central location have five business days to return the original documents or a copy to the originating dealership once the on-line transaction is completed. (The original or a copy must be stored at the dealership for 12 months.)

Requirements for records stored off-site include the following:

- The dealer must provide, in writing, the address where the records will be stored
- Records must be stored in Virginia and may not be stored in a residence.
- Records must be available without notice to the MVDB, Monday through Friday, 9:00 am to 5:00 pm.
- Upon request, records must be shipped to the originating dealership within five business days.
- Records must be retrievable by dealer number. (e.g.: All deal jackets from dealer 1224 for a given time period.)

Dealers must notify the Dealer Board in writing if they wish to store their records off-site as described in these guidelines. If the Board has any questions or believes the dealer should not be authorized to store records off-site, the Board staff will contact the dealer within two weeks of receiving the request. If the dealer does not hear from the Board within 15 days of mailing the request to the Board, the request is automatically granted.

Any dealer found not in compliance with these guidelines could be subject to sanctions to include civil penalties, suspension or revocation or be required to keep all records on-site for the required five years.



## CHAPTER 8: MOTOR VEHICLE TRANSACTION RECOVERY FUND

**NOTE: ONLY applies to dealers licensed by the MVDB.**

### **8.1 DLR 800-MOTOR VEHICLE TRANSACTION RECOVERY FUND (MVTRF)**

- Code of Virginia: § 46.2-1527.1 through § 46.2-1527.11

#### **8.1.1 Motor Vehicle Transaction Recovery Fund established, § 46.2-1527.1**

All fees in this article shall be deposited in the Motor Vehicle Transaction Recovery Fund, hereinafter referred to in this article as "the Fund." The Fund shall be a special fund in the state treasury to pay claims against the Fund and for no other purpose, except the Board may expend moneys from the interest earned on the Fund for the administration of this article, in accordance with the general appropriation act. The Fund shall be used to satisfy unpaid judgments, as provided for in § 46.2-1527.3. Any interest income shall accrue to the Fund. The Board shall maintain an accurate record of all transactions involving the Fund. The minimum balance of the Fund shall be \$250,000. In order to maintain the minimum Fund balance, the Board may levy a special assessment on all dealers participating in the Fund.

Every applicant renewing a motor vehicle dealer's license shall pay, in addition to other license fees, an annual Fund fee of \$100, and every applicant for a motor vehicle salesperson's license shall pay, in addition to other license fees, an annual Fund fee of \$10, prior to license issue. However, annual Fund renewal fees from salespersons shall not exceed \$100 per year from an individual dealer. These fees shall be deposited in the Motor Vehicle Transaction Recovery Fund.

Applicants for an original motor vehicle dealer's license shall pay an annual Fund fee of \$250 each year for three consecutive years. During this period, the \$250 Fund fee will take the place of the annual \$100 Fund fee.

In addition to the \$250 annual fee, applicants for an original dealer's license shall have a \$50,000 bond pursuant to § 46.2-1527.2 for three consecutive years. Only those renewing licensees who have not been the subject of a claim against their bond or against the Fund for three consecutive years shall pay the annual \$100 fee and will no longer be required to pay the \$250 annual fee or hold the \$50,000 bond.

In addition to other license fees, applicants for an original Certificate of Dealer Registration or its renewal shall pay a Fund fee of \$60.

The Board may suspend or reinstate collection of Fund fees.

The provisions of this section shall not apply to manufactured home dealers as defined in § 36-85.16, T&M vehicle dealers as defined in § 46.2-1900, trailer dealers as defined in § 46.2-1992, motorcycle dealers as defined in § 46.2-1993, and nonprofit organizations issued certificates pursuant to subsection B of § 46.2-1508.1.

The provisions of this section shall not apply to applicants for the renewal of a motor vehicle dealer's license where such applicants have not been the subject of a claim against a bond issued pursuant to § 46.2-1527.2 or against the Fund for three years and such applicants elect to maintain continuous bonding pursuant to Article 3.2 (§ 46.2-1527.9 et seq.) of this chapter. Such applicants shall not participate in the Fund and shall be exempt from the payment of any Fund fees.

**8.1.2 Bonding Requirements for Applicants for an Original License, § 46.2-1527.2**

Before the Board shall issue to an applicant an original license, the applicant shall obtain and file with the Board a bond in the amount of \$50,000. The bond shall come from a corporate surety licensed to do business in the Commonwealth and approved by the Attorney General. The bond shall be conditioned on a statement by the applicant that the applicant will not practice fraud, make any fraudulent representation, or violate any provision of this chapter in the conduct of the applicant's business. The Board may, without holding a hearing, suspend the dealer's license during the period that the dealer does not have a sufficient bond on file.

If a person suffers any of the following: (i) loss or damage in connection with the purchase or lease of a motor vehicle by reason of fraud practiced on him or fraudulent representation made to him by a licensed motor vehicle dealer or one of the dealer's salespersons acting within his scope of employment, (ii) loss or damage by reason of the violation by a dealer or salesperson of any provision of this chapter in connection with the purchase or lease of a motor vehicle, or (iii) loss or damage resulting from a breach of an extended service contract entered into on or after the effective date of this act, as defined by § 59.1-435, that person shall have a claim against the dealer and the dealer's bond, and may recover such damages as may be awarded to such person by final judgment of a court of competent jurisdiction against the dealer as a proximate result of such loss or damage up to but not exceeding the amount of the bond, from such surety, who shall be subrogated to the rights of such person against the dealer or salesperson. The liability of such surety shall be limited to actual damages, and shall not include any punitive damages or attorneys' fees assessed against the dealer or salesperson.

In those cases in which a dealer's surety shall be liable pursuant to this section, the surety shall be liable only for the first \$50,000 in claims against the dealer. Thereafter, the Fund shall be liable for the next \$50,000 in those cases in which the Fund itself may be liable. The aggregate liability of the dealer's surety to any and all persons, regardless of the number of claims made against the bond or the number of years the bond remains in force, shall in no event exceed \$50,000.

The dealer's surety shall notify the Board when a claim is made against a dealer's bond, when a claim is paid and when the bond is cancelled. Such notification shall include the amount of a claim and the circumstances surrounding the claim. Notification of cancellation shall include the effective date and reason for cancellation. The bond may be cancelled as to future liability by the dealer's surety upon thirty days' notice to the Board.

**8.1.3 Recovery from the Fund, Generally, § 46.2-1527.3**

Except as otherwise provided in this chapter, whenever any person is awarded a final judgment in a court of competent jurisdiction in the Commonwealth for (i) any loss or damage in connection with the purchase or lease of a motor vehicle by reason of any fraud practiced on him or fraudulent representation made to him by a licensed or registered motor vehicle dealer participating in the Motor Vehicle Transaction Recovery Fund or one of a dealer's salespersons acting for the dealer or within the scope of his employment or (ii) any loss or damage by reason of the violation by a dealer or salesperson participating in the Motor Vehicle Transaction Recovery Fund of any of the provisions of this chapter in connection with the purchase of a motor vehicle on or after January 1, 1989, or the lease of a motor vehicle on or after October 1, 1998, the judgment creditor may file a verified claim with the Board, requesting payment from the Fund of the amount unpaid on the judgment. The claim shall be filed with the Board no sooner than 30 days and no later than 12 months after the judgment becomes final.

On or after the effective date of this act, the Board shall consider for payment claims submitted by retail purchasers of motor vehicles, and for purchases of motor vehicles by licensed or registered motor vehicle dealers who contribute to the Fund. The Board shall also consider for payment claims submitted by lessees of motor vehicles leased on or after October 1, 1998, from licensed or registered motor vehicle dealers who contribute to the Fund.

If the final judgment from a court of competent jurisdiction includes, as part of the judgment, an award of attorney fees and court costs, the Fund may include those in its payment of the claim if (i) the claimant had previously submitted to the trial court a detailed and itemized affidavit by counsel for the judgment creditor seeking such fees and costs, including a breakdown of the hours worked and the subject matter of those hours; (ii) said itemized affidavit formed the basis of the court's award of such fees; and (iii) a copy of such affidavit is provided to the Board with the judgment creditor's claim. If the award of attorney fees and costs by the trial court was not based on a detailed and itemized affidavit from counsel for the judgment creditor with a breakdown of the hours worked, then the Board may review and limit any claim for attorney fees to those attorney fees directly attributable to that portion of the final judgment that is determined to be a compensable claim by the Board against the Fund, and the Board may require a detailed itemization from counsel before considering such claim for attorney fees.

**8.1.4 Opportunity to Intervene, § 46.2-1527.4**

Any action instituted by a person against a licensed or registered dealer or a salesperson, which may become a claim against the Fund, shall be served to the Board in the manner prescribed by law. All subsequent pleadings and documents shall also be served to the Board. Included in such service shall be an affidavit stating all acts constituting fraud or violations of this chapter. Upon service of process, the Board, or duly authorized representative, shall have the right to request leave of the court to intervene. The person shall submit such pleadings or documents to the Board by certified mail or the equivalent.

**8.1.5 Limitations on Recovery from the Fund, § 46.2-1527.5**

The maximum claim of one judgment creditor against the Fund based on an unpaid final judgment arising out of any loss or damage by reason of a claim submitted under § 46.2-1527.2 or § 46.2-1527.3 involving a single transaction, shall be limited to \$20,000, regardless of the amount of the unpaid final judgment of one judgment creditor.

The aggregate of claims against the Fund based on unpaid final judgments arising out of any loss or damage by reason of a claim submitted under § 46.2-1527.3 involving more than one transaction shall be limited to \$100,000, regardless of the total amounts of the unpaid final judgments of judgment creditors.

However, aggregate claims against the Fund under § 46.2-1527.2 shall be limited to \$50,000 and then only after the dealer's \$50,000 bond has been exhausted.

If a claim has been made against the Fund, and the Board has reason to believe that there may be additional claims against the Fund from other transactions involving the same licensee or registrant, the Board may withhold any payment from the Fund involving the licensee or registrant for a period not to exceed the end of the relevant license or registration period. After this period, if the aggregate of claims against the licensee or registrant exceeds \$100,000, a total of \$100,000 shall be prorated among the claimants and paid from the Fund in proportion to the amounts of their unpaid final judgments against the licensee or registrant.

However, claims against motor vehicle dealers and salespersons participating in the Motor Vehicle Transaction Recovery Fund pursuant to § 46.2-1527.2 shall be prorated when the aggregate exceeds \$50,000. Claims shall be prorated only after the dealer's \$50,000 bond has been exhausted.

On receipt of a verified claim filed against the Fund, the Board shall forthwith notify the licensee or registrant who is the subject of the unpaid judgment that a verified claim has been filed and that the licensee or registrant should satisfy the judgment debt. If the judgment debt is not fully satisfied 30 days following the date of the notification by the Board, the Board shall make payment from the Fund subject to the other limitations contained in this article.

Excluded from the amount of any unpaid final judgment on which a claim against the Fund is based shall be any sums representing interest, or punitive or exemplary damages.

If at any time the Fund is insufficient to fully satisfy any claims or claim filed with the Board and authorized by this article, the Board shall pay such claims, claim, or portion thereof to the claimants in the order that the claims were filed with the Board. However, claims by retail purchasers shall take precedence over other claims.

**8.1.6 Assignment of Claimant's Rights to the Board; Payment of Claims, § 46.2-1527.6**

Subject to the provisions of this article and on the claimant's execution and delivery to the Board of an assignment to the Board of his rights against the licensee or registrant, to the

extent he received satisfaction from the Fund; the Board shall pay the claimant from the Fund the amount of the unpaid final judgment.

**8.1.7 Revocation of License or Certificate of Registration Upon Payment from the Fund, § 46.2-1527.7**

Upon payment by the Board to a claimant from the Fund as provided in this article, the Board shall immediately notify the licensee or registrant in writing of the Board's payment to the claimant and request full reimbursement be made to the Board within thirty days of the notification. Failure to reimburse the Board in full within the specified period shall cause the Board to immediately revoke the license or certificate of the dealer or the license of a salesperson whose fraud, fraudulent representation, or violation of this chapter resulted in this payment. Any person whose license or certificate is revoked shall not be eligible to apply for a license or certificate as a motor vehicle dealer or a license as a salesperson until the person has repaid in full the amount paid from the Fund on his account, plus interest at the rate of eight percent per year from the date of payment.

**8.1.8 No Waiver by the Board of Disciplinary Action Against Licensee or Registrant, § 46.2-1527.8**

Nothing contained in this article shall limit the authority of the Board to take disciplinary action against any licensee or registrant for any violation of this chapter or any regulation promulgated thereunder, nor shall full repayment of the amount paid from the Fund on a licensee's or registrant's account nullify or modify the effect of any disciplinary action against that licensee or registrant for any violation

**8.1.9 Continuous Bonding Requirements for the Fund Non-participants, § 46.2-1527.9**

Applicants for a renewal of a motor vehicle dealer's license may elect to obtain and continuously maintain a bond in the amount of \$100,000 in lieu of participation in the Motor Vehicle Transaction Recovery Fund, provided that such applicants have not been the subject of a claim against a bond issued pursuant to § 46.2-1527.2, or against the Fund for three consecutive years. The bond shall come from a corporate surety licensed to do business in the Commonwealth and approved by the Attorney General and shall be filed with the Board. The bond shall be conditioned on a statement by the applicant that the applicant will not practice fraud, make any fraudulent representation, or violate any provision of this chapter in the conduct of the applicant's business. In those cases in which the surety of a dealer electing continuous bonding under this section shall be liable pursuant to this section, the maximum liability to one claimant against the surety by reason of a claim involving a single transaction shall be limited to \$20,000 regardless of the amount of the claim by one claimant, and the aggregate liability of the dealer's surety to any and all persons, regardless of the number of claims made against the bond or the number of years the bond remains in effect shall in no event exceed \$100,000.

An applicant for a renewal of a motor vehicle dealer's license who is a member of a nonprofit organization established under 26 U.S.C. § 501(c) (6) that provides on behalf of its membership a blanket or umbrella bond in the amount of \$1 million satisfies the bonding requirements of this section. When posted, a blanket or umbrella bond shall be

considered a dealer bond for the purposes of § 46.2-1527.10. The bond shall come from a corporate surety licensed to do business in the Commonwealth and approved by the Attorney General and shall be filed with the Board. In those cases in which the nonprofit organization's surety shall be liable pursuant to § 46.2-1527.10, the maximum liability to one claimant against the surety by reason of a claim involving a single transaction shall be limited to \$20,000, regardless of the amount of the claim by one claimant, and the aggregate liability of the nonprofit organization's surety to any and all persons for claims against a single dealer shall in no event exceed \$100,000. In those cases in which the nonprofit organization's surety shall be liable pursuant to § 46.2-1527.10, the maximum liability to any and all persons, regardless of the number of claims made against the bond or the number of years the bond remains in force shall in no event exceed \$1 million. The Board may, without holding a hearing, suspend the dealer's license during the period that the dealer does not have a sufficient bond on file. Dealers bonded under this article and those salespersons employed by such dealers shall be exempt from the Fund fees specified in § 46.2-1527.1.

**8.1.10 Recovery on Bond, § 46.2-1527.10**

With respect to a motor vehicle dealer electing continuous bonding under § 46.2-1527.9, whenever any person is awarded a final judgment in a court of competent jurisdiction in the Commonwealth against the dealer for (i) any loss or damage in connection with the purchase or lease of a motor vehicle by reason of fraud practiced on him or fraudulent representation made to him by the dealer or one of the dealer's salespersons acting within the scope of his employment, (ii) any loss or damage by reason of the violation by the dealer or salesperson of any provision of this chapter in connection with the purchase or lease of a motor vehicle, or (iii) any loss or damage resulting from a breach of an extended service contract, as defined in § 59.1-435, entered into on or after July 1, 2003, the judgment creditor shall have a claim against the dealer bond for such damages as may be awarded such person in final judgment and unpaid by the dealer, and may recover such unpaid damages up to but not exceeding the maximum liability of the surety as set forth in § 46.2-1527.9 from the surety who shall be subrogated to the rights of such person against the dealer or salesperson. The liability of such surety shall be limited to actual damages and attorneys' fees assessed against the dealer or salesperson as part of the underlying judgment but this section does not authorize the award of attorneys' fees in the underlying judgment. The liability of such surety shall not include any sums representing interest or punitive or exemplary damages assessed against the dealer or salesperson.

The dealer's surety shall notify the Board when a claim is made against a dealer's bond, when a claim is paid, and when the bond is cancelled. Such notification shall include the amount of claim and the circumstances surrounding the claim. Notification of cancellation shall include the effective date and reason for cancellation. The bond may be cancelled as to future liability by the dealer's surety upon 30 days' notice to the Board.

**8.1.11 No Waiver by the Board of Disciplinary Action Against Licensee or Registrant, § 46.2-1527.11**

Nothing contained in this article shall limit the authority of the Board to take disciplinary action against any licensee or registrant for any violation of this chapter or any regulation promulgated under this chapter.

**8.2 DLR 801-CLAIMS & REVOCATION OF LICENSE**

**8.2.1 Motor Vehicle Transaction Recovery Fund (MVTRF)**

The MVTRF has been established to reimburse persons who have suffered loss or damage in connection with the purchase or sale of a motor vehicle due to illegal actions of licensed or registered motor vehicle dealers or salespersons.

**8.2.2 Who is Eligible**

Any person who has been awarded a final judgment against a licensed or registered motor vehicle dealer or salesperson in a State or Federal Court in Virginia may file a claim with the Motor Vehicle Dealer Board requesting payment from the fund for any portion of such judgment which has not been satisfied. The judgment must be based on loss or damage resulting from fraud or fraudulent acts conducted in connection with the purchase or lease of a motor vehicle; or by reason of breach of an extended service contract entered on or after July 1, 1991. The dealer or salespersons must have been licensed or registered in Virginia during the period in which fraud occurred.

**8.2.3 How to File a Claim**

A claim may be filed with MVDB no sooner than 30 days and no later than 12 months after the final judgment. A MVTRF Judgment Claim request Form DSD-37 must be accompanied by a certified copy of the final judgment written statement of facts and a copy of all supporting evidence.

To obtain a form write or call MVDB, 2201 West Broad Street, Suite 104, Richmond, VA 23220, (804) 367-1100, ext. 3007

The claim will be reviewed to determine if it meets the requirements for payment from the fund. If the requirements have not been met, claimant will be notified in writing. If the requirements have been met, DMV will notify the dealer or salesperson named on the form that the judgment must be paid.

If the judgment is not paid within 30 days of such notice, DMV will proceed to make payment from the fund.

**8.2.4 Limitations**

A claim is limited to \$20,000 involving a single transaction. Multiple claims involving the same dealer or salesperson are limited to a total of \$100,000. The \$100,000 will be divided among claimants who have filed claims against the same dealer or salespersons.

If there is not enough money in the fund to fully reimburse all claimants, the fund will pay claims in the order in which they were filed until the limit is reached.

Neither interest, punitive, nor exemplary damages will be paid from the fund. The fund will be available to reimburse claimant beginning July 1, 1989 for claims that arise on or after that date. For claims prior to that date a claimant may file a claim against the dealer's surety bond.

#### **8.2.5 Assignment of Rights**

MVDB will pay the claimant the amount of the unpaid judgment, up to \$20,000 limit per claim and subject to other limitations as to availability of funds, upon the claimant's execution and delivery of an Assignment of Claimant's Rights, MVDB-24, against the dealer or salesperson.

#### **8.2.6 Revocation of License**

When payment is made from the fund, the dealer or salesperson must reimburse the fund within 30 days. If the fund is not reimbursed, the dealer's or salesperson's license will be automatically revoked. The fund must be repaid in the full amount plus interest at the rate of eight percent a year, prior to reapplying for a license/certificate or salesperson's license.

#### **8.2.7 Source of Funding**

The recovery fund is established through assessment fees paid by licensed and registered motor vehicle dealers and salespersons. The MVTRF **is not** supported by tax revenues.

**NOTE:** The information contained in this Chapter is only a Summary. For actual provisions, refer to the MVTRF in the Motor Vehicle Dealer Licensing Act.



## CHAPTER 9: FEES, CHARTS & FORMS

### 9.1 DLR 900-CHARTS LOCATED THROUGHOUT THE TEXT OF THIS MANUAL

#### 9.1.1 Vehicle Plate Descriptions

##### License Plate Descriptions - Single and Multi-Year

**Legend:**

- 1 Scenic (Mountain to Seashore and Autumn (7 characters), or Patriot) Heritage 6 characters (Cardinal and Dogwood) available-Additional \$10.00 fee.
- 2 Scenic or Heritage not available.
- 3 Communiplates available --Additional \$10.00 fee.
- 4 May also be registered under Section 46.2-697 as a wrecker.
- 5 Communiplates available: One-time \$10.00 fee
- 6 Local vehicle registration (LVR) fees, when applicable, will be added to this registration fee. (Refer to VLIC-314.)

TYPE OF LICENSE PLATE	SYMBOL	DESCRIPTION OF VEHICLE	CODE SECTIONS
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.	Motor vehicle designed and used exclusively for the transportation of passengers, not-for-compensation, with a seating capacity of <b>not more than 10 persons</b> including the driver and vehicles leased for 12 months or more.	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.	Motor vehicle used for the transportation of passengers, not-for-compensation, with a seating capacity of <b>more than 10 persons</b> including the driver.	46.2-694 (3) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	School bus (Private)	46.2-694 (4) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Bus used exclusively for transporting persons to and from church or Sunday School for purpose of divine worship only. (Requires form VSA-71)	46.2-694 (11) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Bus converted to incorporate full or part-time living quarters with seating capacity of <b>not more than 10 adult persons</b> including the driver.	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Motor home or camper	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Truck with a van-type body converted to full or part-time living quarters.	46.2-694 (1) (2) (13) 46.2-1168 46.2-697 (1)

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Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Station Wagon	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Carryall and sports vans used for the transportation of passengers.	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Ambulance used as a private operation.	46.2-694 (1) (2) (13) 46.2-1168
Passenger <sup>1,3,6</sup>	6 or 7 characters e.g., 3 letters - 4 numbers.>	Hearse used as a private operation.	46.2-694 (1) (2) (13) 46.2-1168
Farm Vehicle <sup>2,3,6</sup>	1 letter - 5 numbers. e.g. F12345	Used exclusively for farm-use as defined in 46.2-698. Vehicle must have a gross weight of 7500 lbs. or more and cannot be used for-hire.	46.2-698
Permanent Farm License Plates <sup>2,3,6</sup> [Available]	5 numbers - 1 letter. e.g. 12345F	Truck or tractor-truck having a gross weight of 7500 lbs. or more used exclusively for farm-use as defined in 46.2-698	46.2-712B
Motorcycle <sup>2,3,6</sup>	MC	Motor vehicle designed to operate on not more than three wheels or any four-wheeled vehicle weighing less than 500 lbs. and equipped with an engine of less than six horsepower.	46.2-100 46.2-694 (10) (13) 46.2-1168
Truck <sup>2,3,6</sup> [Not For-Hire]	2 letters - 4 numbers. e.g. TV1234	Motor vehicle (including truck with removable camper) used for the purpose of hauling goods and property, not-for-compensation, with a registered gross weight of 7501 lbs. or more.	46.2-100 46.2-711 46.2-697 46.2-701
Truck Permanent license plates <sup>2,3,6</sup> [Available]	5 numbers - 2 letters. e.g. 12345TV	Permanent license plates for trucks having a GVWR or GCWR of 26001 lbs. or more or a GVWR or GCWR of 7501 lbs. provided the vehicle is used for business use only.	46.2-712B
Truck <sup>2,3,6</sup> [For-Hire]	2 letters - 5 numbers. e.g., HA10001	Motor vehicles (including truck with removable camper) used for hauling goods and property for-compensation and having a registered gross weight of 7501 lbs. or more.	46.2-100 46.2-697 46.2-701 46.2-1168
Truck Permanent License Plates <sup>2,3,6</sup> [Available]	5 numbers - 2 letters. e.g., 10001HA	Permanent license plates are available for truck or tractor truck having a GVWR or GCWR of 26001 lbs. or more or a GVWR or GCWR of 7501 lbs. provided the vehicle is used for business use only.	46.2-712B
Tractor Truck <sup>2,3,6</sup> [Not-For-Hire]	2 letters - 5 numbers. e.g., YA10001	Motor vehicle designed and used exclusively for towing semi-trailers and incapable of transporting a cargo on the frame or body of the vehicle. Used not-for-compensation.	46.2-697 46.2-701 46.2-1168
Tractor Truck Permanent License Plates <sup>2,3,6</sup> [Available]	5 numbers - 2 letters. e.g., 10001YA	Permanent license plates are available for tractor truck having a GVWR or GCWR of 26001 lbs. or more or a GVWR or GCWR of 7501 lbs. provided the vehicle is used for business use only.	46.2-712B
Tractor Truck <sup>2,3,6</sup>	2 letters - 5	Motor vehicle designed and used	46.2-100 46.2-

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[For-Hire]	numbers. e.g. XA10001	exclusively for towing semi-trailers and incapable of transporting a cargo on the frame or body of the vehicle. Used for-compensation.	697 46.2-701 46.2-1168
Tractor Truck Permanent license plates <sup>2,3,6</sup> [Available]	5 numbers - 2 letters. e.g. 10001XA	Permanent license plates available for tractor trucks having a GVWR or GCWR of 26001 lbs. or more or a GVWR or GCWR of 7501 lbs. provided the vehicle is used for business use only.	46.2-712B
Trailer <sup>2,5,6</sup> (1500 lbs. or less)	CT - TR - UT	Vehicles without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, including tow dollies and converter gear.	46.2-694.1
Trailer Permanent trailer plates <sup>2,5,6</sup> [Available]	5 numbers - 2 letters	Permanent license plates are available for all trailers, tow dollies and converter gear.	46.2-712B
Trailer <sup>2,5,6</sup> 1501 lbs. thru 4000 lbs. gross weight (G.W.)	CT - TR - UT	Vehicles without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, including tow dollies and converter gear.	46.2-694.1
Trailer Permanent trailer plates <sup>2,5,6</sup> [Available]	5 numbers - 2 letters	Permanent trailer plates available for all trailers tow dollies and converter gear.	46.2-712B
Trailer <sup>2,5,6</sup> 4001 lbs. gross weight (G.W.) or more.	CT - TR - UT	Vehicles without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, including tow dollies and converter gear.	46.2-694.1
Trailer Permanent trailer plates <sup>2,5,6</sup> [Available]	5 numbers - 2 letters	Permanent trailer plates available for all trailers, tow dollies and converter gear.	46.2-712B
Tow Truck <sup>2,3,4,6</sup> [For-Hire]	WT1001	Motor vehicle must be designed to lift, pull or carry another vehicle by means of a hoist or other mechanical apparatus. May also be designed with a capacity to haul or tow (commonly called "rollback").	46.2-649.1
Permanent Tow Truck Plates <sup>2,3,6</sup> [Available]	10001WT	Permanent license plates are available for a truck having a GVWR or GVWR of 10000 lbs. or more.	46.2-712B
Well Machinery and Special Mobile Equipment <sup>2,6</sup>	EQ10001	Any truck, trailer, or semitrailer on which well drilling machinery is permanently mounted and is used solely for the transportation of such machinery. Specialized mobile equipment not designed for the transportation of passengers or property which will be used on a job site and whose movement upon the highways is incidental to the purpose for which it was designed. Must be capable of maintaining speeds of 40 MPH or more.	46.2-700
Chauffeur Driven Passenger Vehicles, pick-up and panel trucks	H H101 -thru- H99999	Chauffeur driven passenger vehicles (other than taxis). For hire pick-up and panel trucks having a gross weight of 7500 or less and used as a property	46.2-100 46.2- 694 (9) (13) 46.2-1168 46.2-711 46.2-

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<sup>2,6</sup>		carrier.	2000 46.2-2500
Taxi Non Permanent <sup>3,6</sup>	H100001 -thru- H999999	Taxicabs or other motor vehicles performing a taxicab service as defined in <u>46.2-2000</u> . (Seating capacity = 6 passengers)	46.2-100 46.2-694 (9) (13) 46.2-1168 46.2-711 46.2-2000 46.2-2500
Taxi Permanent [Available] <sup>3,6</sup>	100001H -thru- 999999H	Taxicabs or other motor vehicles performing taxicab service as defined in <u>46.2-2000</u> . (Seating capacity = 6 passengers)	46.2-712B
Rental (Passenger Vehicle) <sup>2</sup>	Passenger plate displaying the orange & white rental decal	Passenger vehicle rented for a period of less than twelve months without a chauffeur.	46.2-694 (8) (13) 46.2-1168
Rental (Pickup & Panel Trucks) <sup>2,6</sup>	Passenger plate displaying the orange & white rental decal	Pickup and panel trucks rented for a period of less than twelve months without a chauffeur.	46.2-697 46.2-1168
Rental (Trucks & Tractor Trucks) <sup>1,3</sup>	2 letters - 5 numbers. e.g., RA10001	Truck or tractor truck rented for a period of less than twelve months.	46.2-697 46.2-1168
Permanent plates <sup>2,3</sup> [Available]	5 numbers - 2 letters. e.g., 10001RA	Permanent license plates available for truck and tractor truck having a GVWR or GCWR of 26001 lbs. or a GVWR or GCWR of 7501 lbs. Provided the vehicle is used for business use only.	46.2-712B
Rental Trailer <sup>2,4</sup> (Single Weight)	5 numbers - 2 letters	Vehicles without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle, including mobile homes.	46.2-694.1 46.2-712B
Permanent Trailer plates <sup>2,4,6</sup> [Available]	5 numbers - 2 letters	For all trailers	46.2-694.1 46.2-712B
Common, Carrier of passenger <sup>6</sup>	E	Common carriers of interstate or intrastate passengers operating under a certificate of public convenience and necessity issued by DMV.	46.2-694 (6) (13) 46.2-1168
Buses <sup>2,3,6</sup>	P1 - P100 PY1 - PY100	Bus used as an interstate carrier, the owner choosing to apportion the vehicle.	46.2-694 (7) (13) 46.2-1168
Permanent [Available] <sup>2,3,6</sup>	101P - 1000P 1PY - 1000PY	Bus used as an interstate carrier, the owner choosing to apportion the vehicle.	46.2-694 (7) (13) 46.2-1168
Office Trailer <sup>2</sup>	OT followed by 10001 -thru- 99999	Issued to persons solely engaged in the business of transporting mobile home/house trailer, to be used as an office, from one construction site to another.	46.2-723
Drive-Away <sup>2</sup>	DA	Issued to persons delivering unladen motor vehicles under their own power from points of assembly or distribution. Issued to banks or lending institutions for the purpose of taking, repossessing, or transporting vehicles for the purpose of preservation, sale, or otherwise in	46.2-733

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		connection with such repossession. Issued to business engaged in the mounting, installing, servicing or repairing of equipment on a vehicle. This is limited to the pickup and delivery of a vehicle only.	
Quarterly License Plates Truck or Tractor Truck <sup>2,6</sup>	Use appropriate private or for-hire plates. Special Quarterly Plates discontinued.	Truck or tractor truck, the owner of which elects to license for one or more quarters of the year.	46.2-697
Apportioned License Plates Truck and Bus <sup>2,3</sup>	P with the word Apportioned embossed on the plate	Truck or Bus, the owner of which elects to license the vehicle under the International Registration Plan.	46.2-703
Apportioned License Plates Tractor Truck or Trailer <sup>2,3,4</sup>	PY with the word Apportioned embossed on the plate	Truck or trailer, the owner of which elects to license the vehicle under the International Registration Plan.	46.2-703
Apportioned License Plates Tractor Truck <sup>2,3</sup>	5 numbers followed by 1 letter	Truck or tractor truck	46.2-712B
Apportioned License Plates Permanent Trailer Plates <sup>2,4</sup> [Available]	5 numbers followed by 2 letters. e.g., 10001TR	Permanent Trailer Plates are available for all trailers.	46.2-694.1
Independent Dealer <sup>2</sup>	ID in front of numbers.	Applicant must be licensed under Dealer Licensing Act before obtaining dealer plates. Also issued to independent, re-builder and trailer dealers.	46.2-1546
Independent Dealer Reserved Plate <sup>2</sup>	ID in front of numbers or numbers in front of ID	Applicant must be licensed under Dealer Licensing Act before obtaining reserve independent dealer plates.	46.2-1546
Independent and Franchised Motorcycle Dealer <sup>2</sup>	IB & FB in front of numbers.	Applicant must be licensed under Dealer Licensing Act before obtaining dealer plates. Issued to independent and franchised dealers.	46.2-1993
Franchised Dealer Plates <sup>2</sup>	D in front of numbers	Applicant must be licensed under Dealer Licensing Act before obtaining dealer plates	46.2-1546
Franchised Dealer Reserved Plate <sup>2</sup>	D in front of numbers	Applicant must be licensed under Dealer Licensing Act before obtaining reserved dealer plates.	46.2-1546
Franchised Trailer Dealer Plates <sup>2</sup> Independent Trailer Dealer Plates <sup>2</sup>	FT & IT in front of numbers.	Applicant must be licensed under Dealer Licensing Act before obtaining franchised or independent trailer dealer plates.	46.2-1992
Factory Assembly Testing Plates <sup>2</sup>	FD in front of numbers.	Applicant must be licensed under Dealer Licensing Act before obtaining plates. Used for testing by factory assembly branches.	46.2-1546
Franchise Motor Home Dealer <sup>2</sup>	FM & IM	Applicant must be licensed under Dealer Licensing Act before obtaining franchise	46.2-1900

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Independent Motor Home Dealer <sup>2</sup>		or independent motor home dealer plates.	
Temporary License Plates <sup>2</sup>	W, X, and Z followed by numbers	Issued to dealers licensed under the Dealer Licensing Act. Dealer issues plates to purchaser for temporary registration pending permanent registration.	46.2-1500
Temporary License Plates <sup>2</sup> (Motorcycle)	V followed by numbers	Issued to motorcycle dealers licensed under the Dealer Licensing Act. Dealer issues plates to purchaser for temporary registration pending permanent registration.	46.2-1500
Antique Vehicle License Plates Black & White Yellow <sup>6</sup>	10001-99999 1001AQ-9999AQ	Vehicle must be 25 years old or older. Restricted use of the vehicle applies. *Customer may choose between the Black & White or Yellow plates.	46.2-730
Antique License Plates (Motorcycle) Black & White Yellow <sup>6</sup>	1001A-9999A 1001AQ-9999AQ	Vehicle must be 25 years old or older. Restricted use of the vehicle applies. *Customer may choose between the Black & White or Yellow plates.	46.2-730
Vintage License Plates <sup>6</sup>	DMV issued plates manufactured prior to 1976	Vehicle must be 25 years old or older. Restricted use of the vehicle applies.	46.2-730
Vintage License Plates (General Transportation Purposes) <sup>6</sup>	DMV issued plates manufactured prior to 1976	Vehicle must be 25 years old or older. Vehicle requires safety inspection and liability insurance. No use restrictions apply.	46.2-730

## **9.2 DLR 910-DEALER LICENSING FEES**

Application for a dealer's license must include the name of a certified dealer-operator before the application will be processed. Each salesperson applicant must also be certified. The dealer-operator and salesperson certificates of qualification may be obtained by successfully completing an examination administered at a local DMV branch office, and payment of a \$25 fee for DMV applicants or a \$50.00 fee for MVDB applicants.

All applicants for an original, MVDB issued motor vehicle dealer's license must pay an annual fund fee of \$250.00 each year for three (3) consecutive years. In addition to the Motor Vehicle Transaction Recovery Fund, applicants are required to furnish a \$50,000 surety bond for three (3) consecutive years.

### **9.2.1 Dealer & Salespersons Fees**

<b>Description:</b>	<b>License Fees:</b>
Dealer License (DSD-10)	\$200
Dealer Annual Fund Fee	\$250
Salesperson License Fee (DSD-7)	\$25
TOTAL:	\$475
Criminal History Check (MVDB-21)	\$10.00 (If applicable)

Applications shall include:

- a. DSD-10, salespersons license application (DSD-7), plate application (DSD-9) [optional], zoning letter, buyers order, inspection required, certificate fee \$200.00/assessment fee \$250.00\*, salespersons fee \$20.00/assessment fee \$10.00\* and \$50,000 surety bond.  
  
\* = only required of MVDB licensed dealers.
- b. Application for dealer's license must include the name of a certified dealer-operator.
- c. Each salesperson applicant must be properly certified.
- d. The dealer-operator and salesperson certificates of qualifications may be obtained by successfully completing a written examination administered at local DMV customer service centers, and payment of a \$25.00 fee to DMV and a criminal history check fee of \$15.00. MVDB applicants require a \$50.00 fee and a \$10.00 criminal history check fee.

**9.2.2 Partner or Partners Added or Dropped**

DSD-10, same certificate number, no new plates, no inspection needed - prorated fee of \$16.67 per month for each month remaining in the license year.

**9.2.3 Dealer Moves Sales Office or Different Political Sub-Division**

DSD-10, same certificate number, proof of zoning, need inspection - - prorated certificate fee of \$16.67 per month for each month remaining in the license year.

**9.2.4 Dealer Moves Sales Office, Same Political Sub-Division or Changes Trade Name**

DSD-10, same certificate number, proof of zoning, needs inspection (no zoning required if change of trade name only) - - - no fee.

**9.2.5 Dealer Changes from One Type to Another**

DSD-10, same certificate number, plates must be exchanged (DSD-9), inspection required for exchange of plates to be made - - - no fee.

**9.2.6 Change from Individual or Partnership to a Corporation or Vice-Versa**

DSD-10, new certificate number, must purchase new plates (DSD-9), salesperson applications (DSD-7), inspection needed. Certificate fee \$200.00/no assessment fee, salesperson fee \$10.00/transfer. Requires a copy of the State Corporation Commission (SCC) filing.

**9.2.7 Change in the Name of a Corporation with an Amendment to the Charter**

DSD-10, same certificate number, no new plates are required, need inspection - no fee. Requires a copy of the State Corporation Commission (SCC) filing.

**9.2.8 Change in the Name of a Corporation with a New Charter Drawn Up**

DSD-10, new certificate number, purchase new plates (DSD-9), salespersons applications (DSD-7), need inspection - - certificate fee \$200.00/assessment fee \$250.00\*, salesperson fee \$20.00. Requires a copy of the State Corporation Commission (SCC) filing.

\* = only required of MVDB licensed dealers.

**9.2.9 Supplemental Location**

DSD-13, proof of zoning, need inspection, must be within 500 yards of principal location for a permanent supplemental location. Fee \$40.00

**9.3 DLR 910-DEALER LICENSE PLATES**

- a. If you desire to purchase dealer license plates, you must complete application form DSD-9. You must also certify automobile liability insurance coverage for each plate and must maintain liability insurance as long as the dealer plate remains valid.



- b. Dealerships may purchase a maximum of four plates per licensed salesperson. First two plates \$40, third and any subsequent plates \$15 each.
- c. A sign must be displayed in the public sales area of the dealership with the amount of the processing fee charged, if any. The sign must be no smaller than eight and one-half by eleven inches (8½ x 11) and in print of at least one-half inch.
- d. Each dealership owner, partner and/or officer of the dealership, each dealer-operator and all salespersons are required to complete and submit a Criminal History Form along with all other applications.
- e. Initial DMV applicants will have the option of either providing their own criminal history background check as obtained from the Department of State Police or the DMV will provide this service for a fee of \$15. Initial MVDB applicants must have the MVDB conduct the background check for the \$10.00 fee.

#### **9.4 DLR 915-DEALER LICENSE/CERTIFICATE ADDITIONAL REQUIREMENTS**

The following additional requirements must be attached or included in the application.

- a. The location of the business must be either owned or leased by the applicant. The specific address must be shown on the application. Post Office Box mailing address alone will not be acceptable.
- b. Provide a \$50,000 surety bond executed from a corporate surety company licensed to do business in the Commonwealth.
- c. A copy of your "Buyer's Order" for approval, which must include items outlined in the enclosed copy of Code Section 46.2-1530. Be sure that "Buyer's Order" includes an item designed as "processing fee" and in the amount charged, if any. For sales involving dealer arranged financing, your buyer's order must indicate this information.
- d. Written proof of local zoning approval, which includes the sale and display of motor vehicles, must accompany the application.
- e. Proof that the corporation has been registered with the Virginia State Corporation Commission (SCC). Any "trading as" or fictitious name must be first filed through local courts. Proof of court filing and a fee of \$10 mailed to the SCC. Please furnish proof of this filing.
- f. Franchised dealers must attach a copy of the franchise agreement or original franchise letter that includes the manufacturer's or distributor's service agreement. The manufacturer or distributor must also be licensed by the Department of Motor Vehicles, Dealer Services Division.
- g. Upon receipt of your application with appropriate fees and enclosures, an on-site inspection will be requested to be conducted by our representative to determine if the dealership meets the established place of business requirements as outlined in the Virginia Motor Vehicle Dealer Licensing Laws.

## 9.5 DLR 920-ELECTRONIC FORM INDEX

<b>Form #</b>	<b>Description</b>
DSD-2	<a href="#">Motor Vehicle Dealer Bond</a>
DSD-4	<a href="#">Dealer Application for Temporary Registration/Transport Plates</a>
DSD-5	<a href="#">Temporary Transport Certificate</a>
DSD-5A	<a href="#">Temporary Transport Certificate</a>
DSD-7	<a href="#">Certificate of Qualification/Salesperson's License, Application for</a>
DSD-9	<a href="#">Dealer/Drive-Away/Office Trailers Plates, Application for</a>
DSD-10	<a href="#">Motor Vehicle Dealer License Appl. for Initial Lic. or Ren.</a>
DSD-10A	<a href="#">Salvage Dealer, Demolisher, Rebuilder... Application</a>
DSD-12	<a href="#">Reissue or Exchange of Dealer /Drive-Away Plates, Application</a>
DSD-13	<a href="#">Temporary or Permanent Dealer License, Application for</a>
DSD-14	<a href="#">Foreign Motor Vehicle Dealer Cert. of Reg. Appl. for Initial or Ren.</a>
DSD-14A	<a href="#">Manufactured Home Dealer Certificate of Registration Application</a>
DSD-15	<a href="#">Watercraft Trailer Dealer Certificate of Registration Application</a>
DSD-21	<a href="#">Record of All Wholesale Sales and Retail Sales Registered Out of State</a>
DSD-27	<a href="#">Permission to Use Dealer's License Plates</a>
DSD-27A	<a href="#">Permission to Use Dealer Transport License Plates on Laden Vehicles</a>
DSD-27B	<a href="#">Permission to Use Drive Away License Plates</a>
DSD-36	<a href="#">Dealer Request for DMV Forms</a>
DSD-40	<a href="#">Motor Vehicle Dealer Board Application - Subsequent 30 Day Plates</a>
DSD-42	<a href="#">Motor Vehicle Dealer Board Application - Increase 30-Day Plate Purchase</a>
DSD-43	<a href="#">Authorize Temporary Plate Purchaser, Application to</a>
DSD-65	<a href="#">Certificate of Zoning Compliance</a>
DSD-65A	<a href="#">Certificate of Zoning Compliance</a>
<b>Form #</b>	<b>Description</b>
MVDB-13 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	VA MVDB TRF Claim Request
MVDB-19 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Certificate of Zoning Compliance
MVDB-21 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Criminal History Check Data Form
MVDB-22 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Application for Permanent/ Temporary Supplemental Motor Vehicle Dealers License
MVDB-24 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Assignment of Claimants Rights
MVDB-30 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Dealer Request for MVDB & DMV Forms
MVDB-31 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	2006 Licensing Laws
MVDB-33 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	New Dealer Requirements Checklist
MVDB-34 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	MVDB Dealer-Operator Study Guide
MVDB-35 ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	MVDB Salesperson Study Guide
Buyers Order ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Buyer's Order Checklist
Consignment Agreement ( <a href="#">PDF</a> )	Consignment Agreement Form

( <a href="#">Word</a> )	
Consignment - Record of Dealers Vehicle Inventory ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Consignment - Record of Dealer's Vehicle Inventory Form
Licensed Salesperson(s) ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Licensed Salesperson(s) Form
Notification of Dealership Temp. Closing ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Notification of Dealership Temporary Closing Form
Processing Fee ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Processing Fee Form
Record of Temp. Tags ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Record of Temporary Tags Form
Record of Transport Tags ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Record of Transport Tags Form
Record For Metal Dealer Tags ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Record Of Use For Metal Dealer Tags Form
Required Inspec. Documentation ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Required Inspection Documentation Form
What Is A Processing Fee? ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	What Is A Processing Fee? Form
Employment Term ( <a href="#">PDF</a> )   ( <a href="#">Word</a> )	Salesperson Employment Termination Notification Form
SUT-1A	<a href="#">Affidavit for Procurement of Title</a>
SUT-2	<a href="#">Application for Refund of Sales and Use Tax</a>
SUT-3	<a href="#">Purchaser's Statement of Tax Exemption</a>
VSA-01	<a href="#">Temporary Certificate of Registration</a>
VSA-5	<a href="#">Odometer Disclosure Sheet</a>
VSA-6	<a href="#">Color Chart</a>
VSA-9	<a href="#">Disabled Personalized Plates, Application for</a>
VSA-10	<a href="#">Application for Personalized License Plates</a>
VSA-12	<a href="#">Affidavit in Lieu of Title Certificate</a>
VSA-14	<a href="#">Registration, Application for</a>
VSA-14i	<a href="#">Registration Information Sheet</a>
VSA-17A	<a href="#">Certificate of Title and Registration, Application for</a>
VSA-17B	<a href="#">Certificate of Title - Manufactured Home, Application for</a>
VSA-22	<a href="#">Assigned Vehicle Identification Number, Application for</a>
VSA-24	<a href="#">Statement of Authority to Assign Title</a>
VSA-40	<a href="#">Abandoned Motor Vehicles</a>
VSA-41	<a href="#">Mechanics' or Storage Lien Title Application</a>
VSA-44	<a href="#">Vehicle Disposition History</a>
VSA-54	<a href="#">Veteran Certification of Disability</a>
VSA-56	<a href="#">Salvage Certificate, Application for</a>
VSA-57	<a href="#">Non-Repairable Certificate, Application for</a>
VSA-58	<a href="#">Notification of Owner Retained Late Model Vehicle</a>
VSA-62	<a href="#">Report of Levied and Seized Vehicle</a>

VSA-64	<a href="#">Required Evidence of Ownership</a>
VSA-66	<a href="#">Supplemental Lien, Transfer of Lien, Replacement Title or Substitute Title, Application</a>
VSA-69	<a href="#">Verification of Vehicle Identification Number</a>
VSA-70	<a href="#">Power of Attorney</a>
VSA-71	<a href="#">Change of Record, Application for</a>
VSA-86	<a href="#">How to Title and License a Motor Vehicle</a>
VSA-94	<a href="#">License Plates or Decals for Deaf Person, Application for</a>
VSA-98	<a href="#">Repossession of Vehicle Titled Outside VA, Application for</a>
VSA-124	<a href="#">Fire Department/Rescue Squad License Plate Application</a>
VSA-145	<a href="#">Overload Permit Application</a>

## 9.5 DLR 925-SPECIAL PLATES

### SPECIAL PLATE LIST

#### NOTES:

1. Plates with an asterisk (\*) require certification to be issued and therefore cannot be sold via telephone or by Online Dealers.
2. All plates can be issued with a Disabled ISA symbol.
3. Special Plate Fee Codes: **A**= Annual **T**= One Time Fee **L**= Low Sale Plates

SPECIAL INTEREST					
PLATE	SERIES #'s	SPEC. PLATE FEE	PLATE TYPE	RSRV FEE	CODE
AFL-CIO	1001CI-9999CI	\$10/A	CIO/CIOHP	\$10	46.2-746.10
AIR & SPACE MUSEUM (NATIONAL)	1001AS-9999AS	\$25/A	NASM/NASHP	\$10	
ANIMAL FRIENDLY	1001AB-9999AB	\$25/A	AFS/AFSHP	\$10	
AMATEUR RADIO*	FCC #	\$1/A	HAM	\$10	46.2-738
ANTIQUE MOTORCYCLE*	1001A-9999A	\$50/T	AMC	N/A	46.2-730
ANTIQUE MOTORCYCLE (yellow)*	1001Q-9999Q	\$50/T	MCAQ	N/A	46.2-730
ANTIQUE VEHICLE (Black& White)*	101AC-950AZ	\$50/T	AV	N/A	46.2-730
ANTIQUE VEHICLE (Yellow)*	AQ1001-AQ9950, AT; 1001AQ-9950AQ, AW, AY	\$50/T	AQ	\$10	46.2-730
AUTUMN (SCENIC)	1001AAA- 9999ZZZ	\$10/T	SNAUT	\$10	
AUTUMN DISABLED (SCENIC)*	1001K-9999K	\$10/T	AUTHP	\$10	
ALPHA KAPPA ALPHA	1001AK-9999AK	\$10/A	ALPHA	\$10	

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PLATE	SERIES #'s	SPEC. PLATE FEE	PLATE TYPE	RSRV FEE	CODE
ALPHA PHI ALPHA FRATERNITY *	1001AP-9950AP	\$10/A	APA/AFSHP	\$10	
APPALACHIAN TRAIL	AP1301-AP9950	\$25/A	AT/ATHP	\$10	
AVIATION ENTHUSIASTS	1001NB-9999NB	\$10/T	AE	\$10	
BICYCLE ENTHUSIASTS	1001BI-9950BI	\$10/A	BIKW	\$10	46.2-749
Board, Board of Supervisors, Commissions, Honorary Consuls, and Govt. Appointed Officials*	These plates are available through <u>Special License Plates &amp; Consignment Center ONLY.</u>	\$10/A		\$10	46.2-736.2
BUTTERFLY	1001-9999FB	\$10/A	FLY/FLYHP	\$10	46.2-728.3
CHESAPEAKE BAY	C10001-C99999	\$25/A	CB	\$10	46.2-749.2
CHESAPEAKE BAY DISABLED*	C101-999	\$25/A	CBHP	\$10	46.2-746.6
CHILDREN'S PROGRAM HAND	1001HA-9999HA	\$25/A		\$10	46.2- 749.2:1
CHILDREN'S PROGRAM HEART	1001HT-9999HT	\$25/A	SCHE	\$10	46.2- 749.2:1
CHILDREN'S PROGRAM STAR	1001ST-9999ST	\$25/A	SCST	\$10	46.2- 749.2:1
CHOOSE LIFE VIRGINIA	5001CL -9950CL	\$25/A	CL/CLHP	\$10	<a href="#">Chapter 755</a>
CITY OF CHESAPEAKE	1001CK-9999CK	\$25/A	CAKE/CAKHP	\$10	46.2-749.4
CITY OF FAIRFAX	FX1001-9999FX	\$25/A	FX	\$10	46.2-749.4
CIVIL WAR	1001CW-9950CW	\$15/T	CWAR/CWARH	\$10	Chapter 436
CLASS-J No.611 STEAM LOCOMOTIVE	1001CJ-9999CJ	\$10/A	JLOC	\$10	46.2- 749.40
CLEAN SPECIAL FUEL*	1001CF-9999CF	\$10/A	CF	\$10	33.1-46.2
CLEAN SPECIAL FUEL- Local Gov't*	CF10001-50001	N/A	CFLO	N/A	
CLEAN SPECIAL FUEL-State Gov't*	CF50001-99999	N/A	CFST	N/A	
COLONIAL WILLIAMSBURG	1301CW-9950CW	\$25/A	CW/CWH	\$10	
CONSTITUTIONAL	These plates are available through Special License Plates & Consignment Center ONLY.	\$25/A	CA, CCC, CR,GR,SH,TRE	\$10	46.2.737
CREDIT UNIONS (SUPPORTERS OF)	1001CR-9999CR	\$10/A	SCU/SCUHP	\$10	46.2- 746.12
DELTA SIGMA THETA*	DS1001-DS9999	\$10/A	DST	\$10	46.2-746.7
DIABETES	1001DB-9950DB	\$25/A	JVD/JVDHP	\$10	46.2- 749.115
DISABLED (HANDICAPPED)*	151-999999	NONE	HP	\$10	46.2-731
DRIVE SMART (No longer issued after 02/14/09)	1001DR-9999DR	\$25/A	TSP/TSPHP	\$10	
DRIVE SMART	3351DR-9950DR	\$25/A	TSP/TSPHP	\$10	
DUCKS UNLIMITED	1001DU-9999DU	\$10/A	DU/DUHP	\$10	46.2-749.7
EMERGENCY VEHICLE*	1001EV-9999EV	NONE	EVS	N/A	46.2- 649.1:1

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PLATE	SERIES #'s	SPEC. PLATE FEE	PLATE TYPE	RSRV FEE	CODE
EASTERN SHORE	1001-9999ES	\$10/A	VES/VESH	\$10/A	
EXCHANGE CLUB*	1001EC-9999EC	\$10/L	EC	N/A	
FIGHT TERRORISM*	1001F-T	\$10/A	TERRM	\$10/A	
FIGHT TERRORISM MOTORCYCLE*	1FT-999FT	\$10/A	TERMC	\$10/A	
FREEMASON*	GL1001-GL9999	\$10/A	FM/FMHP	\$10	46.2-746.7
FRIENDS OF TIBET	1001TI-9950TI	\$25/A	TIBET/TIBHP	\$10	46.2-749
FIREFIGHTER (If application is marked professional collect special plate fee)	FD1001- FD70000	NONE	FD	\$10	46.2-736, 46.2-746.8
FIREFIGHTER*	FD1-FD1000	NONE	FD	\$10	46.2-736
FOX HUNTING	1001-9999FX	\$10/A	FOX		
FRATERNAL ORDER OF POLICE	FP1001-FP9999	\$25/A	FOP/FOPHP	\$10	46.2-746.8
GENERAL REGISTRARS*		\$10/L	GR	\$10	
GREAT SEAL	500001-750000	\$25/T	GS/GSHP	\$10	46.2-728
GREYHOUND ADOPTION	1001GA-999GA	\$10/A	GHA	\$10	46.2- 749.14
HARLEY DAVIDSON OWNERS GROUP	1001HD-9999HD	\$10/A	HOG/HOGHP	\$10	46.2-749.8
HARLEY OWNERS GROUP MOTORCYCLE	1HG-999HG	\$10/A	HOGMC	N/A	46.2-749.8
HEARING IMPAIRED*	HI101-99999	NONE	HI	N/A	46.2-732
HEARING IMPAIRED*	HI1-100	NONE	HI	\$10	46.2-732
HERITAGE	AA1001-ZZ9999	\$10/T	HT	\$10	46.2-728.1
HERITAGE DISABLED*	K1001-9999, J1001- 9999, N1001-9999, G1001-9999, M1001- 9999	\$10/T	HTHP	\$10	46.2-728.1
HOBBYIST	HO1-99999	\$10/L	HO	N/A	
HOME SCHOOL (Education Begins at Home)	1001ED-9950ED	\$10/A	HMSCH/HMSHP	\$10	46.2-749
HORSE ENTHUSIASTS	1001HE-9999HE	\$10/A	HORSE	\$10	
INTERNATIONAL ASSOC. OF FIREFIGHTERS (Union Members Only)*	PF1001-PF9999	\$10/A	PF	\$10	
INTERNET CAPITAL	1001IC-9999IC	\$10/A	ICI	\$10	
JAMESTOWN	1001J-99999J 1001Y- 99999Y	\$15/T(1 time ea. set issued)	JY/JYHP	\$10	
JAYCEES*	JC3000-JC9999	\$10/L	JC	\$10	46.2-746.7
KAPPA ALPHA PSI*	1001KA-9999KA	\$10/A	KAP	\$10	46.2-746.7
KIDS FIRST	1001KF-9999KF	\$25/A	SCKF/KFHP	\$10	
KIWANIS CLUB*	KI1001-KI9999	\$10/L	KI	\$10	46.2-746.7
KNIGHTS OF COLUMBUS*	KC1001-9999	\$10/A	KC/KCHP	\$10	46.2-746.7
LAW ENFORCEMENT MEMORIAL	1001LW-9950LW	\$25/A	LAWM/LWMP	\$10	46.2- 749.31
LAW OFFICERS MEMORIAL MOTORCYCLE	101LW-950LW	\$25/A	LWMMC	\$10	46.2- 749.110

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LEGISLATIVE	These plates are available through Special License Plates & Consignment Center ONLY.	\$25/A	AG, GOV, HD, HDCOL, HDGS, HDHP, HDJY, HDTER, HOUS, LGOV, SPEAK, SPKYJY, SS, SSCFP, SSGS, SSJY, SSTER, USC, USS	\$10	46.2.736.1
LIGHTHOUSE, VIRGINIA	1001LG-9999LG	\$10/A	LIGHT	\$10	46.2-749.31
LIONS OF VIRGINIA*	LV1001-9999	\$10/A	LV/LVHP	\$10	46.2-746.7
MAGISTRATE*	MG1001-MG9999	\$10/L	MG	\$10	46.2-746.9
MOUNTAIN TO SEA (SCENIC)	AAB1001-HZZ9999	\$10/T	SN	\$10	
MOUNTAIN TO SEA* DISABLED (SCENIC)	J10000-J99999	\$10/A	SNHP	\$10/A	
NATURAL BRIDGE*	1001NB-9999NB	\$10/A	L	\$10	
NASA - LANGLEY AFB	1001LR-9999LRC	\$10/A	LRC	\$10	46.2-749.6
NATIONAL RIFLE ASSOCIATION	1001NR-9999NR	\$10/A	NRA	\$10	46.2-749.6
OPERATION WILDFLOWER	1001FL-9999FL	\$25/A	SOW	N/A	46.2-749.29
ORDER OF THE EASTERN STAR*	ES1001-ES9999	\$10/A	ES/ESHHP	\$10/A	46.2-746.7
OMEGA PSI PHI FRATERNITY*	QQ1001-QQ9999	\$10/A	OPP	\$10	46.2-746.7
ORGAN DONOR	1001NL-9950NL	\$10/A	ODONR/ODHP	\$10	46.2-749.105
PARROTHEAD	1001-9999JB	\$10/A	PRTHD	\$10/A	
PATRIOT (SCENIC)	101AAB-999ZZZ	\$10/T	SNPAT	\$10/T	
PATRIOT DISABLED* (SCENIC)	101K-999K	\$10/T	PATHP	\$10	
PEACE	1001PS-9950PS	\$25/A	PCE	\$10	46.2-749.119
PHARMACIST*	RX1-RX9999	\$10/L	RX	\$10	46.2-746.9
POSTMASTER	PM1001PM-9999	\$10/L	PM	N/A	46.2-746.9
REACT TEAM*	RT1001-RT9999	\$10/L	RT	\$10	
RESCUE SQUAD*	RS1-RS99999	NONE	RS	\$10	46.2-735
ROBERT E. LEE	1001LE-9950LE	\$10/A	REL/RELHP	\$10	46.2-235
RURITAN NATIONAL*	1001RN-9999RN	\$10/L	RN	\$10	46.2-746.7
SCENIC (see Autumn, Patriot & Mountain to Sea)	AAB1001-HZZ9999	\$10/T	SN	\$10	46.2-728.2
SCENIC DISABLED*	J10000-J99999	\$10/T	SNHP	\$10	46.2-728.2
SCENIC MOTORCYCLE*	101MAA-999MCU	\$10/T	SCMC	N/A	46.2-728.2
SHENANDOAH NAT'L PARK ASSN. (Plate fee change and plate repealed on 07/01/09; renew and transfer only)	1001SN - 9950SN	\$25/A	SNP/SNPHP	\$10	46.2-749
SHRINER*	1001SR-9999SR	\$10/A	SHR/SHRHP	\$10	46.2-746.7
SONS OF THE CONFEDERATE VETERANS	1001CV-9999CV	\$10/A	SCV	N/A	46.2-746.22
SONS OF THE CONFEDERATE VETERANS MOTORCYCLE	101CV-999CV	\$10/A	SCUMC	\$10	46.2-746.22
SEARCH AND RESCUE	10SAR-89SAR	\$10/L	SAR	N/A	46.2-746.6
STREET ROD	SR1001-SR9999	\$10/L	SR	N/A	46.2-747

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PLATE	SERIES #'s	SPEC. PLATE FEE	PLATE TYPE	RSRV FEE	CODE
SUPPORT OUR TROOPS	1001MY-9950MY	\$25/A	SOT/SOTHP	\$10	Chapter 918 - Acts of Assembly 7001/7002 SI SOT0 - item code
SUPPORTER OF GREYHOUND ADOPTION	1001GA-9999GA	\$10/A	GHA	\$10	46.2- 749.14
SURFRIDER	1001SF-9950SF	\$10/A	SURF	\$10/A	
TOBACCO HERITAGE	1001TH-9999TH	\$10/A	TOB/TOBHP	\$10	46.2-749.5
TOBACCO HERITAGE TRUCK	101TH-950TH	\$25/A	TKPT/TKPATHP	\$10	46.2-749.5
UNITED WE STAND	1001US-9999US	\$10/A	UWS	\$10	46.2- 749.78
UNITED WE STANDMOTORCYCLE	WU1-WU999	\$10/A	UWSMC	\$10	46.2- 749.78
UNLOCKING AUTISM	1001UA-9950UA	\$10/A	ULATM/ULAHP	\$10	46.2- 749.60
VINTAGE GENERAL TRANSPORTATION	Actual Vintage plate	\$50/T	N/A	N/A	46.2-730
VINTAGE PERMANENT*	Actual Vintage plate	\$50/T	VI	N/A	46.2-730
VIRGINIA AGRICULTURE (FARMING)	1001FG-9950FG	\$25/A	FARM/FRMHP	\$10	46.2- 749.102
VIRGINIA ASSOCIATION OF REALTORS*	1001VR-9999VR	\$10/A	RE	\$10	46.2-746.8
VIRGINIA BEACH	1001VB-9999VB	\$25/A	VB/VBHP	\$10	
VIRGINIA BOWLER	1001BW-9999BW	\$10/A	BW/BWHP	\$10	
VIRGINIA BREAST CANCER FOUNDATION	1001BC-9999BC	\$25/A	VBCF	N/A	46.2- 749.45
VIRGINIA SOCIETY OF CPAs	CP1151-CP9950	\$10/A	CPA/CPAHP	\$10/A	46.2-746.8
VIRGINIANS FOR THE ARTS	1001AT-9999AT	\$25/A	ART/ARTHP	\$10	
VIRGINIA LIGHTHOUSES	1001LG-9999LG	\$10/A	LIGHT	\$10	46.2-749.3
WASHINGTON REDSKINS	1001RD-9999RD	\$25/A	RSKNS	\$10	
WILDLIFE CONSERVATIONIST – BALD EAGLE	1001EG-9999EG	\$25/A	WLCEG	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST – BASS	1001BA-9999BA	\$25/A	WLCBA/BAHP	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST – MALLARD	1001WL-9999WL	\$25/A	WLCMA/MAHP	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST – BEAR	1001BD-9999BD	\$25/A	WLCBR	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST – BROOKTROUT	1001BT-9999BT	\$25/A	WLCBT/BTHP	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST - WHITETAIL DEER	1001WD-9999WD	\$25/A	WLCDE/DEHP	\$10	46.2-749.1
WILDLIFE CONSERVATIONIST- TURKEY	1001TK-9999TK	\$25/A	WLCTK/TKYHP	\$10	46.2-749.1

**SPECIAL INTEREST - MILITARY**



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PLATE	SERIES #'s	SPEC PLATE FEE	PLATE TYPE	RSRV FEE	CODE
173rd AIRBORNE BRIGADE*	1001BG-9999BG	\$10/A	AB	N/A	
AIR FORCE CONGRESSIONAL MEDAL OF HONOR*	MH1MH-999	NONE	MH	N/A	
AIR FORCE CROSS*	AF1001-9999AF	\$10/T	AFC/AFCHP	\$10	46.2-742.2
AIR FORCE RESERVE*	AF1-AF100	\$10/A	AFR	\$10	46.2-746.3
AIR FORCE RESERVE*	AF101-AF9999	\$10/A	AFR	N/A	46.2-746.3
AMERICAN LEGION*	AL1001-AL9999	\$10/L	AL	\$10	46.2-746.2
ARMY	1001GO-9950GO	\$10/A	ARMY/ARMHP	\$10	
ARMY CONGRESSIONAL MEDAL OF HONOR*	MH1-MH999	NONE	MH	N/A	
ARMY RESERVE*	AR1-AR100	\$10	AR	\$10	46.2-746.3
ARMY RESERVE*	AR101-AR9999	\$10/A	AR	N/A	
BRONZE STAR*	BZ1001-BZ9999	\$10/T	BZ/BZHP	\$10	46.2-742.1
BRONZE STAR- VALOR*	1001BZ-9999BZ	\$10/T	BZV	\$10	46.2-742.1
CHOSIN RESERVOIR SURVIVOR*	CR101-CR9999	\$10/A	CRS/CRSHP	\$10	46.2-740
CIVIL AIR PATROL*	CA2001-2250, CA3001-3250, CA4001-4250, CA5001- 5250,CA9001-9999	\$10/A	CAP	N/A	46.2-746.6
CIVIL AIR PATROL*	CA2001-2250, CA3001-3250, CA4001-4250, CA5001- 5250,CA9001-9999	\$10/A	CAP	N/A	46.2-746.6
COAST GUARD, U.S.*	1001CG-9950CG	\$10/A	CG/CGHP	\$10	46.2-669
COAST GUARD AUXILIARY*	CG5101-CG9999	\$10/A	CGA	N/A	
COAST GUARD RESERVE*	CG1-CG999	\$10/A	CGR	\$10	46.2-746.3
COMBAT INFANTRYMAN BADGE*	1001CN-9950CN	\$10/A	CINF/CINHP	\$10	46.2-742.4
DISABLED VETERAN*	DV101-DV5600 DV7501-DV30000	NONE	DV	N/A	
DISABLED VETERAN*	DV1-DV100	NONE	DVI	\$10	
DISABLED VETERAN (INT. SYMBOL)*	DV5776-DV5800, DV30523- DV30600, DV3060 DV1-30700	NONE	DVI	N/A	
DISTINGUISHED SERVICE CROSS*	1001DS-9999DS	\$10/T	DSC/DSCHP	\$10	46.2-742.2
DISTINGUISHED FLYING CROSS*	1001DF-9999DF	\$10/T	DFC/DFCHP	\$10	46.2-742.2
GOLD STAR*	1001GS-9950GS	\$10/T	GST/GSTHP	\$10	46.2-742.2
IRAQI FREEDOM VETERAN*	1001VT-9950VT	\$10/A	IFV/IFVH	\$10	46.2-743
KOREAN WAR VETERAN*	KV1001-KV9999	\$10/A	KWV/KWVHP	\$10	46.2-743
LEGION OF VALOR OF THE USA (issued by HQ Special Plates Group) *	1001LV-9999LV	\$10/A	Issued only through HQ/SPG	\$10	46.2-746.4
MARINE CONGRESSIONAL MEDAL OF HONOR*	MH1-MH999	NONE	MH	N/A	46.2-745
MARINE CORPS LEAGUE*	1001ML-9999ML	\$10/A	ML/MLHP	\$10	46.2-746.4
MARINE RESERVE*	MR1-MR100	\$10/A	MR	\$10	46.2-746.3
MARINE RESERVE*	MR101-MR9999	\$10/A	MR	N/A	

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<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
MARINE-SEMPER FIDELIS*	1001MR-9999MR	\$10/A	MCORP/MCPHP	\$10	
MILITARY ASSAULT FORCE*	MA1001-MA9999	\$10/A	MAF	\$10	46.2-746.1
NATIONAL GUARD*	1-1500	NONE	NG	\$10	46.2-744
NATIONAL GUARD*	20000-49999	NONE	NG	N/A	46.2-744
NATIONAL GUARD *NON-VA MEMBER	8001-9999	\$10/A	NG	N/A	46.2-744
NATIONAL GUARD RETIRED*	10001-99999	NONE	NGR	N/A	46.2-746.5
NAVAL AVIATOR*	1001-9999NV	\$10/A	NAVAT	\$10	46.2- 749.46
NAVAL RESERVE*	NR1-NR200	\$10/A	NR	\$10	
NAVAL RESERVE*	NR201-NR9999	\$10/A	NR	N/A	
NAVY CONGRESSIONAL MEDAL OF HONOR*	MH1-MH999	NONE	MH	N/A	
NAVY CROSS*	1001NC-9999NC	\$10/T	NC/NCHP	\$10	46.2-746.3
OCEANA NAVAL AIR STATION*	1001NA-9999NA	\$10/A	ONAS	N/A	46.2- 749.28
PEARL HARBOR SURVIVOR*	101PH-999PH	\$10/T	PHS/PHSHP	\$10	46.2-741
PURPLE HEART*	PH101-PH9999	\$10/T	PH/PHHP	\$10	46.2-742
PRISONER OF WAR*	POW101POW-9999	NONE	POW/POWHP	N/A	46.2-746
RETIRED OFFICERS ASSOCIATION*	1001VC-9999VC	\$10/L	TROA	\$10	
SILVER STAR*	SL1001SL-9999	\$10/L	SL/SLHP	\$10	46.2-742.1
SPECIAL FORCES ASSOCIATION*	1001SP-99999SP	\$10/A	FORCE	\$10	46.2- 746.2:4
U. S. 3RD INFANTRY REGIMENT (OLD GUARD)	1001 TN-4950 TN	\$10/A	OLDG/OLDHP	\$10	46.2- 746.2:3
VETERAN OF ARMED FORCES*	1001VS-9950VS	\$10/A	VTE/VTEHP	\$10	46.2-743
VETERANS OF FOREIGN WARS*	1001FW-3000FW	\$10/A	VFW/VFWHP	\$10	46.2- 746.2:6
VIETNAM VETERANS OF AMERICA*	VV1001-VV9999	\$10/A	VVA	\$10	46.2-746.4
VIETNAM WAR VETERANS*	1001VV-9999VV	\$10/A	VNV/VNVHP	\$10	46.2-743
WORLD WAR II VETERAN*	1001WW-9999WW	\$10/T	WWII/WWVHP	\$10	46.2-743

<b>COLLEGES</b>					
<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
AUBURN UNIVERSITY	1001AU-9999	\$25/A	AUB/AUBHP	\$10	46.2-749
AVERETT UNIVERSITY	2001-9950AC	\$25/A	AVU	\$10	46.2-749
BLUE RIDGE COMMUNITY COLLEGE	BR1001-9999	\$25/A	BRCC	\$10	46.2-749
BLUEFIELD COLLEGE	BF1001-9999	\$25/A	BF	\$10	46.2-749
BRIDGEWATER COLLEGE	BC1001-9999	\$25/A	BC	\$10	46.2-749
CHRISTOPHER NEWPORT UNIVERSITY	CN1001-9999	\$25/A	CNC	\$10	46.2-749
CITADEL UNIVERSITY	CI1001-9999	\$25/A	CU	\$10	46.2-749
CLEMSON UNIVERSITY	1001CU-9950CU	\$25/A	CLEM/CLEMH	\$10	46.2-749
COMMONWEALTH COLLEGE	1001-9999CC	\$25/A	CC	\$10	46.2-749
DABNEY S. LANCASTER	1001DL-9999DL	\$25/A	DSL	\$10	46.2-749

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<b>COLLEGES</b>					
<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
COMMUNITY COLLEGE					
DANVILLE COMMUNITY COLLEGE	DC1001-9999	\$25/A	DCC	\$10	46.2-749
DUKE UNIVERSITY	1001-9999DK	\$25/A	DUKE/DUKHP	\$10	46.2-749
EAST CAROLINA UNIVERSITY	1001EC-9950EC	\$25/A	ECU/ECUH	\$10	46.2-749
EASTERN MENNONITE COLLEGE	1001-9999EM	\$25/A	EMCS	\$10	46.2-749
EASTERN VA. MEDICAL SCHOOL	EV1001-9999	\$25/A	EVMS	\$10	46.2-749
ELON	1001-9999EL	\$25/A	ELON	\$10	46.2-749
EMORY & HENRY COLLEGE	EH1001-9999	\$25/A	EHC	\$10	46.2-749
FERRUM COLLEGE	FC1001-9999	\$25/A	FC	\$10	46.2-749
FLORIDA STATE UNIVERSITY	1001-9999FS	\$25/A	FS	\$10	46.2-749
GERMANNA COMMUNITY COLLEGE	ER1001-9999	\$25/A	GCC	\$10	46.2-749
GEORGE MASON UNIVERSITY	GM3001-9950	\$25/A	GMN/GMNHP	\$10	46.2-749
GEORGE MASON UNIVERSITY - PATRIOTS	1001GP-9950GP	\$25/A	GMP/GMPHP	\$10	46.2-749
GEORGIA TECH	GT1001-9999	\$25/A	GT/GTHP	\$10	46.2-749
GEORGETOWN UNIVERSITY	GU1001-9999	\$25/A	GU	\$10	46.2-749
HAMPTON UNIVERSITY	1001HU-9999	\$25/A	HU	\$10	46.2-749
HAMPDEN-SYDNEY COLLEGE	1001-9999HS	\$25/A	HS	\$10	46.2-749
HOLLINS UNIVERSITY	1001-9999HC	\$25/A	HC	\$10	46.2-749
JAMES MADISON UNIVERSITY ATHLETIC	1001-9999JM	\$25/A	JMUA	\$10	46.2-749
JOHN TYLER COMMUNITY COLLEGE	JT1001-9999	\$25/A	JTCC	\$10	46.2-749
LIBERTY UNIVERSITY	1001LB-9999LB	\$25/A	LBU	\$10	46.2-749
LONGWOOD COLLEGE	LW1001-9999	\$25/A	LW	\$10	46.2-749
LORD FAIRFAX COMMUNITY COLLEGE	1001LX-9950LX	\$25/A	LFCC/LFCHP	\$10	46.2-749
LYNCHBURG COLLEGE	1001LC-9999LC	\$25/A	LC	\$10	46.2-749
MARSHALL UNIVERSITY	1001-9999MS	\$25/A	MSU	\$10	46.2-749
MARY BALDWIN COLLEGE	1001-9999MB	\$25/A	MB/MBHP	\$10	46.2-749
MARY WASHINGTON (UNIVERSITY OF)	MW2001-MW9950	\$25/A	UMW	\$10	46.2-749
MARYLAND (UNIVERSITY OF)	1001UM - 9950UM	\$25/A	UMD/UMHP	\$10	46.2-749
MARYMOUNT UNIVERSITY	1001MU - 6000MU	\$25/A	MYMT	\$10	46.2-749
MOUNTAIN EMPIRE COMMUNITY COLLEGE	1001EE - 9950EE	\$25/A	MECC/MECHP	\$10	46.2-749
NATIONAL COLLEGE	NB1251-1300	\$25/A	NAT	\$10	46.2-749
NORFOLK STATE UNIVERSITY	NS1001-9999	\$25/A	NSU	\$10	46.2-749
NORTHERN VA. COMMUNITY COLLEGE	NV1001-9999	\$25/A	NVCC	\$10	46.2-749
OLD DOMINION UNIVERSITY	OD1800-OD9999	\$25/A	ODM	\$10	46.2-749
PAT. HENRY COMMUNITY COLLEGE	CC1001-9999	\$25/A	PHCC	\$10	46.2-749
PAUL CAMP COMMUNITY COLLEGE	PC1001-9999	\$25/A	PDCCC	\$10	46.2-749
PENN STATE UNIVERSITY	PS1001-9999	\$25/A	PS	\$10	46.2-749

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<b>COLLEGES</b>					
<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
PIEDMONT COMMUNITY COLLEGE	1001-9999PV	\$25/A	PVCC	\$10	46.2-749
RADFORD UNIVERSITY	1001-9999RU	\$25/A	RU	\$10	46.2-749
RANDOLPH COLLEGE (formerly Randolph Macon Women's College)	1101RW - 9950RW	\$25/A	RC/RCHP	\$10	46.2-749
RANDOLPH MACON-SCHOOL LOGO	1001-9999RM	\$25/A	RMCS	\$10	46.2-749
RANDOLPH MACON-YELLOW JACKET	1401-9950YJ	\$25/A	RM/RMYHP	\$10	46.2-749
REGENT UNIVERSITY	1001RE-9950RE	\$25/A	REU/REUHP	\$10	46.2-749
ROANOKE COLLEGE	1001 - 9999RK	\$25/A	RKC	\$10	46.2-749
RUTGERS UNIVERSITY	1001-9999NJ	\$25/A	NJ	\$10	46.2-749
SAINT PAUL'S COLLEGE	1001SC-9999SC	\$25/A	SPC	\$10	46.2-749
SHENANDOAH UNIVERSITY	1001SU-9999U	\$25/A	SU	\$10	46.2-749
SWEET BRIAR COLLEGE	1001-9999SB	\$25/A	SBC	\$10	46.2-749
TEXAS A&M UNIVERSITY	AM1001-9999	\$25/A	TEX	\$10	46.2-749
U.S. MILITARY ACADEMY	WP1001-9999	\$25/A	WP	\$10	46.2-749
U.S. NAVAL ACADEMY	NA1001-9999	\$25/A		\$10	46.2-749
UNIV OF FLORIDA	1001-9999UF	\$25/A	UF	\$10	46.2-749
UNIV OF NORTH CAROLINA	1001NC-9999NC	\$25/A	UNC	\$10	46.2-749
UNIV OF NOTRE DAME	ND1001-9999	\$25/A	ND	\$10	46.2-749
UNIV OF RICHMOND (SPIDER)	UR1001-9999	\$25/A	UR	\$10	46.2-749
UNIV OF RICHMOND (CREST)	1001-9999UR	\$25/A	URS	\$10	46.2-749
UNIV OF VIRGINIA - ATHLETIC	1001-9999UV	\$25/A	UVA/UVAHP	\$10	46.2-749
UNIV OF VIRGINIA's COLLEGE AT WISE	CV1001-9999	\$25/A	CVC	\$10	46.2-749
UNIV OF VIRGINIA V-SABRE	1001VX-9999VX	\$25/A	UVC	\$10	46.2-749
UNIV OF VIRGINIA - ROTUNDA	UV1001-9999	\$25/A	UV/UVHP	\$10	46.2-749
VILLANOVA UNIVERSITY	VU1001-9999	\$25/A	VU	\$10	46.2-749
VA. COMMONWEALTH UNIV-RAM	VC1001-9999	\$25/A	VCUR	\$10	46.2-749
VA. COMMONWEALTH UNIV-TREE	1001MC-9999	\$25/A	VCUL	\$10	46.2-749
VA. HIGHLANDS COMMUNITY COLLEGE	VH1001-9999	\$25/A	VHCC	\$10	46.2-749
VA. MILITARY INSTITUTE	VM1001-9999	\$25/A	VMI	\$10	46.2-749
VA. POLYTECH INSTITUTE	VT1001-9999	\$25/A	TECH	\$10	46.2-749
VA. TECH HOKIES	1001-9999HK	\$25/A	HOKIE/HOKHP	\$10	46.2-749
VA. TECH "VT"	1001LVT-9999VT	\$25/A	GOHOK	\$10	46.2-749
VA. STATE UNIVERSITY	VS1001-9999	\$25/A	VSU	\$10	46.2-749
VA. UNION UNIVERSITY	1001-9999VU	\$25/A	VUU	\$10	46.2-749
VIRGINIA WESLEYAN COLLEGE	VW1001-9999	\$25/A	VWC/VWCHP	\$10	46.2-749
WASHINGTON AND LEE	WL1001-9999	\$25/A	WLU	\$10	46.2-749
WEST VIRGINIA UNIVERSITY	1001WV-9950WV	\$25/A	WVU/WVUH	\$10	46.2-749
WILLIAM AND MARY	WM1001-9999	\$25/A	WM	\$10	46.2-749

**GOVERNMENTAL**

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<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
CLEAN SPECIAL FUEL-STATE AND LOCAL GOV'T USE*	CF-1000 - CF-50000 (Local) CF-50001-CF- 99999 (State)	NONE		\$5	46.2-749.3
LOCAL GOVERNMENT- MOTORCYCLE*		NONE		\$5	
OFFICIAL LOCAL GOV'T USE ONLY*	10001-99999L	NONE		\$5	
OFFICIAL STATE USE ONLY*	10001-99999S	NONE		\$5	
STATE GOVERNMENT- MOTORCYCLE*	9001-9999S	NONE		\$5	
STATE POLICE*	SP100-99999	NONE		\$5	
STATE POLICE-MOTORCYCLE*	SP1-99	NONE		\$5	

<b>TRUCK TRACTOR TRAILER</b>					
<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
TOW TRUCK FOR HIRE	WT1001-WT9999	NONE	TW	\$10	46.2-649.1
TOW TRUCK PRIVATE	TA1001-999999 THRU TA1001-999999	NONE	TKP	N/A	46.2-649.1
TRACTOR APPORTIONED	PY1001-999999	NONE	APP	\$10	
TRACTOR PRIVATE	YA101-999999, YG101-999999, YI101- YZ999999	NONE	TRP	\$10	
TRACTOR PRIVATE	YA1-YZ100	NONE	TRP	\$10	
TRACTOR FOR HIRE	XA1001-999999, XZ1001-999999	NONE	TRH	\$10	
TRACTOR QUARTERLY FOR HIRE	YH7001-999999	NONE	QT	\$10	
TRACTOR QUARTERLY PRIVATE	Y700000-999999	NONE	QT	\$10	
TRAILER PRIVATE/HIRE	TR101-800000	NONE	TRL	\$10	
TRAILER PRIVATE/RENTAL	TR1-100	NONE	TL	\$10	
TRUCK APPORTIONED	P1001-999999	NONE	APP	\$10	
TRUCK FOR HIRE	HA101-999999 THRU HZ101-999999	NONE	TKH	\$10	
TRUCK FOR HIRE	HA1-100 THRU HZ1- 100	NONE	TKH	\$10	
TRUCK FOR HIRE QUARTERLY	TH1001-999999	NONE	QT	\$10	
TRUCK PRIVATE	TA1001-999999 THRU TZ1001-999999	NONE	TKP	\$10	
TRUCK PRIVATE/TOW TRUCK PRIVATE	TA1-100 THRU TZ1- 100	NONE	TKP	\$10	
TRUCK QUARTERLY	T700000-999999	NONE	QT	\$10	
TRUCK RENTAL	RA101-999999 THRU RZ101-999999	NONE	TT	\$10	
TRUCK-T REGULAR DIE #S	T1-700	NONE	TK	\$10	
TRUCK-T - UNDER 7500 GROSS WT.	T1-700	NONE	TK	\$10	
FARM VEHICLE PERMANENT	10001F-99999F	NONE	FVPM	\$10	
TOW TRUCK FOR HIRE PERMANENT	10001WT-99999WT	NONE	TWPM	\$10	
TRAILER PERMANENT (PRIVATE/HIRE/RENTAL)	10001TR-99999TR	NONE	TRLPM	\$5	
TRAILER (SMALL) PERMANENT NOTE: Gross weight cannot exceed 4000 lbs.	10012A-99992A	NONE	SMTRL	\$10	
TRACTOR HIRE	10001XA-99999XG	NONE	TRHPM	\$10	
TRACTOR PRIVATE	10001YA-99999YG	NONE	TRPPM	\$10	
TRACTOR/TRAILER APPORTIONED	10001PY-99999PY	NONE	APP	\$10 & \$5	
TRUCK APPORTIONED	10001P-99999P	NONE	APP	\$10	
TRUCK HIRE	10001HA-99999HG	NONE	TKHPM	\$10	
TRUCK PRIVATE	10001TA-99999TG	NONE	TKPPM	\$10	
TRUCK/TRACTOR RENTAL	10001RA-99999RA	NONE	TTPM	\$10	

- Permanent plates are available for trucks and tractors with a GVWR or a GCWR of 26,001 pounds or more.

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- Communiplates are available for each of the above permanent plate types.
- Permanent plates are not issued month or year decals.
- Permanent rental plates are issued with a permanent orange with white "R".

<b>OTHER</b>					
<b>PLATE</b>	<b>SERIES #'s</b>	<b>SPEC. PLATE FEE</b>	<b>PLATE TYPE</b>	<b>RSRV FEE</b>	<b>CODE</b>
BUS	E1000-99999	NONE	E	N/A	
BUS	E1-999	NONE	E	\$10	
NON-APPORTIONED BUS PERMANENT	EM1001-9950	NONE	EPM	N/A	46.2-712
EQUIPMENT	EQ101-99999	NONE	EQ	N/A	
EQUIPMENT	EQ1-100	NONE	EQ	\$10	
FARM VEHICLE	F101-99999	NONE	FV	N/A	
FARM VEHICLE*	F1-100	NONE	FV	\$10	
MOTORCYCLE	MC501-999999	NONE	MC	N/A	
MOTORCYCLE	MC1-500	NONE	MC	\$10	
MOTORCYCLE- DISABLED*	M101-M999101M- 999M	NONE	MCHP	\$10	
PASSENGER REGULAR	PRODUCTION	NONE	PA	\$10	
PASSENGER (STANDARD) REDESIGN	KCX1001-POV9950	NONE	PAJT/PAJHP	\$10	
PASSENGER FOR HIRE PERMANENT	1001NM-9950NM	NONE	PHIPM	\$10	46.2-712
GREAT SEAL FOR HIRE PERMANENT	PM1001-PM1200	\$25/T	GHIPM	\$10	46.2-712
SCENIC FOR HIRE PERMANENT	PM1201-PM1400	\$10/T	SHIPM	\$10	46.2-712
STANDARD PASSENGER	JAA1001-JAA999	NONE	PASI	\$10	
RENTAL PASSENGER	PRODUCTION	NONE	PA	N/A	
RIDE SHARING*	PV101-9999	\$10	RI	N/A	46.2- 749.10
RIDE SHARING*	PV1-100	NONE	RI	\$10	46.2- 749.10
TAXI*	H101-99999	NONE	PA	N/A	
TAXI*	H1-100	NONE	PA	\$10	
TAXICAB	H100001-H999999	NONE	TAXI	N/A	
TAXICAB Permanent	100001H-999999H	NONE	TAXPM	N/A	

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**9.5 DLR 925-FORMS SAMPLES**

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MOTOR VEHICLE DEALER BOND	DSD-2
DEALER APPLICATION FOR TEMPORARY REGISTRATION/TRANSPORT PLATES	DSD-4
TEMPORARY CERTIFICATE	DSD-5
TEMPORARY TRANSPORT CERTIFICATE	DSD-5A
APPLICATION FOR CERTIFICATE OF QUALIFICATION/SALESPERSON LICENSE	DSD-7
APPLICATION FOR DEALER/DRIVE-AWAY TRAILER PLATES	DSD-9
MOTOR VEHICLE DEALER LICENSE APPLICATION, INITIAL LICENSE OR RENEWAL	DSD-10
SALVAGE VEHICLE DEALER, DEMOLISHER, REBUILDER, SALVAGE POOL, VEHICLE RWEQVAL OPERATOR LICENSE APPLICATION FOR INITIAL/RENEWAL	DSD-10A
APPLICATION FOR REISSUE OR EXCHANGE OF DEALER/DRIVE AWAY/OFFICE TRAILER PLATES	DSD-12
APPLICATION FOR PERMANENT/TEMPORARY SUPPLEMENTAL MOTOR VEHICLE DEALERS LICENSE	DSD-13
FOREIGN MOTOR VEHICLE DEALER CERTIFICATE OF REGISTRATION APPLICATION FOR INITIAL OR RENEWAL	DSD-14
MANUFACTURED HOME DEALER CERTIFICATE OF REGISTRATION	DSD-14A
WATERCRAFT TRAILER DFEALER CERTIFICATE OF REGISTRATION	DSD-15
RECORD OF ALL WHOLESALAS AND RETAIL SALES REGISTERED OUT-OF-STATE	DSD-21
PERMISSION TO USE DEALER'S-LICENSE PLATES	DSD-27
PERMIT TO USE DEALER OR TRANSPORT PLATES ON LADEN VEHICLES	DSD-27A
PERMISSION TO USE DRIVE-AWAY PLATES	DSD-27B
DEALER REQUEST FOR DMV FORMS	DSD-36
MOTOR VEHICLE DEALER APPLICATIO TO ISSUE A SUBSEQUENT SET OF 30-DAY TEMPORARY PLATES	DSD-40
APPLICATION TO INCREASE 30-DAY TEMPORARY PLATE PURCHASE LIMIT	DSD-42
APPLICATION TO AUTHORIZE TEMPORARY PLATE PURCHASER	DSD-43
CERTIFICATION OF ZONING COMPLIANCE	DSD-65
CERTIFICATION OF ZONING COMPLIANCE	DSD-65A
VIRGINIA MOTOR VEHICLE BOARD	MVDB-13



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TRANSACTION RECOVERY FUND JUDGMENT REQUEST	
CERTIFICATE OF ZONING COMPLIANCE	MVDB-19
CRIMINAL HISTORY CHECK	MVDB-21
DEALER REQUEST FOR MVDB & DMV FORMS	MVDB-30
SUPPLEMENTAL INFORMATION FOR PROCUREMENT OF TITLE	SUT-1
AFFIDAVIT FOR PROCUREMENT OF TITLE	SUT-1A
PURCHASER'S STATEMENT OF TAX EXEMPTION	SUT-3
TRANSFER OF CERTIFICATION OF LIEN INFORMATION	SUT-4
TEMPORARY CERTIFICATE OF REGISTRATION	VSA-01
CERTIFICATION OF RECOVERED STOLEN VEHICLE	VSA-3
ODOMETER DISCLOSURE STATEMENT	VSA-5
VEHICLE COLOR CODES	VSA-6
LICENSE PLATE APPLICATION	VSA-10
AFFIDVIT IN LIEU OF TITLE CERTIFICATE	VSA-12
VEHICLE REGISTRATION APPLICATION	VSA-14
APPLICATION FOE CERTIFICATE OF TITLE	VSA-17A
APPLICATION FOR CERTIFICATE OF TITLE- MANUFACTURED HOME	VSA-17B
SALVAGE CERTIFICATE APPLICATION	VSA-56
APPLICATION FOR NON-REPAIRABLE CERTIFICATE	VSA-57
REPORT OF LEVIED AND SEIZED VEHICLE	VSA-62
APPLICATION FOR SUPPLEMENTAL AND TRANSFER LIENS AND/OR REPLACEMENT AND SUBSTITUTE TITLES	VSA-66
POWER OF ATTORNEY	VSA-70
APPLICATION FOR CHANGE OF EXISTING VEHICLE RECORD	VSA-71
TO SECURE VIRGINIA TITLE AND TRANSFER OR BUY LICENSE PLATES	VSA-86
REPOSSESSION OF VEHICLE TITLED OUT OF STATE	VSA-98