

**Purpose:** Use this form to request a refund of the DMV registration fee when vehicle tags are returned to DMV before expiration and have at least 6 months remaining on the registration.

**Instructions:** Submit this form and your license plates to any Customer Service Center, or mail the form and license plates to the Registration Renewal Work Center at the above address.

**NOTE:** Your refund will be mailed to you at the address DMV has in their system. If your address has recently changed, update your address with DMV **prior** to submitting this request. Portions of your registration fee are not refundable. Read the Registration Refund Information below before completing this form. Save a copy of this form and contact your local county/city/town for complete information about your eligibility for refunds of local license fees.

VEHICLE INFORMATION				
PLATE NUMBER	TITLE NUMBER	MAKE	YEAR	EXPIRATION DATE (mm/dd/yyyy)

APPLICANT INFORMATION			
NAME		EIN/DRIVER LICENSE NUMBER OR SSN	
MAILING ADDRESS		CITY	STATE ZIP CODE

CERTIFICATION	
<p>I/We certify that this vehicle has been sold, disposed of, and/or will not be used on the roads and highways of Virginia without proper registration.</p> <p>I/We further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/We make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.</p>	
OWNER SIGNATURE	DATE (mm/dd/yyyy)
CO-OWNER SIGNATURE	DATE (mm/dd/yyyy)
CHECK ONE AND SIGN BELOW (if applicable)	
<input type="checkbox"/> EXECUTOR <input type="checkbox"/> POWER OF ATTORNEY <input type="checkbox"/> LEGAL HEIR <input type="checkbox"/> ADMINISTRATOR OF ESTATE	
OWNER SIGNATURE	DATE (mm/dd/yyyy)

REGISTRATION REFUND INFORMATION
<p>If your refund check does not arrive within 30 days from the date of your application, write to:</p> <p>DMV Refund Section Financial Management Services P.O. Box 25700 Richmond, Virginia 23260.</p> <p>Refund amounts are based on each 6 full months remaining in the registration period.</p> <p>No refunds are made if less than 6 full months remain in the registration period.</p> <p>The following portions of the registration fee are not DMV fees and are not refundable: the State Inspection Fee, Emergency Medical Services Fee and, any applicable Emissions Fee.</p> <p>Special plate fees which are charged only one time, rather than annually, are not refundable.</p> <p>A \$5.00 processing fee is charged if none of the registration period has passed.</p>