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

Application for a Certificate of Title for a Motor Vehicle

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES

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

NAME

(Make purchaser to be written plainly and exactly as it is to appear on the Certificate of Title)

MAILING
ADDRESS

Number Street City or Town County State Zip Code

MAKE YEAR V. I. N.

STYLE OF BODY

Odometer Reading (No Tenths)

VEHICLE DESCRIPTION

WEIGHT

Title Brands:

Passenger vehicle only

TRUCKS Requested (GVW)

OTHER:

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

TRADE-IN DESCRIPTION

1) MAKE YEAR SERIAL NO. WEST VIRGINIA TITLE NUMBER

2) MAKE YEAR SERIAL NO. WEST VIRGINIA TITLE NUMBER

Registration Plate Transferred from: (Send copy of registration card both sides)

Make of vehicle Weight Serial Number Title Number License Number

LIENS AND ENCUMBRANCES

1 Name ___________________ Amount ___________________

Mailing Address ___________________

Street City State Zip Code Kind of Lien C/S/C D/T S/A Date ______

2 Name ___________________ Amount ___________________

Mailing Address ___________________

Street City State Zip Code Kind of Lien C/S/C D/T S/A Date ______

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1; Fraudulent Applications.

Effective date of insurance policy: From ___________ To ___________

Name of Insurance Company _____________________

Name of Insurance Agent _____________________

Insurance Policy Number _____________________

National Association Insurance Commissioners (NAIC) Number _____________________

____________________________________________________________________

TITLE APPLICATION MUST BE SIGNED BY OWNER

If Title reads “AND” Both Signatures of Owners Must Appear

OWNER’S SIGNATURE _____________________

OWNER’S SIGNATURE _____________________

INSURANCE MUST BE IN EFFECT WHEN APPLICATION RECEIVED.

DEALER CERTIFICATION

This is to certify that the above described vehicle was acquired from ____________________________________________ on month _______ day ______ year ______ and sold to the above named purchaser on month _______ day ______ year _______.

The undersigned dealer further certifies that the sale price, trade-in and net cost are true and correct and that the Federal Odometer Regulation has been satisfied. Federal Regulations Require you to State the Odometer Mileage Upon Transfer of Ownership.

I certify to the best of my knowledge that the odometer reading is _______ and reflects the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. Mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage - WARNING-ODOMETER DISCREPANCY.

Dealer Name _____________________

Address _____________________

Signature (X) _____________________

Dealer Number _____________________
INFORMATION

Print in ink or type
Mail check or money order
Make payable to DMV

DO NOT MAIL CASH

Any check that is not honored for payment will result in a $10.00 service charge.
Be certain you have completed the application, including your signature.
If the vehicle is titled in another state, the title must accompany this application.
All titles with liens are mailed directly to the lienholder.
Be sure to include your Zip Code and Zip Code of lienholder.
Statement of insurance must be submitted with each application for motor vehicle registration. There is a $.50 insurance recording fee.

FEES

$10.00 for title
$5.00 for lien
$5.50 transfer of license (includes insurance fees.)
Additional weight (if applicable)
5% Sales Tax
New Vehicle Tax based on purchase price

REGISTRATION FEES *
Cars (Class A): $30.00 (includes litter and insurance fees)

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

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

TOTAL

$ 

* Credit on trade-in allowed only for vehicles registered in West Virginia and taxes paid thereon by applicant.
For additional information call 304-558-3900 or toll-free 1-800-642-9066

Mail to:

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