

How to fill out MV347 — Document Fee Credit/Refund Application

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Delaware · written against MV347 (Rev 9/12/2025), issued under 30 Del. C. s. 3001(5), named on the form /forms/delaware/mv347-document-fee-credit-refund-application/ as the provision the credit is claimed under

Money back, for a Delaware resident who sells a car privately and buys another. The document fee is what Delaware levies on a vehicle transfer in place of a sales tax, and if you sold one Delaware-titled vehicle within sixty days either side of buying a replacement, the fee on the one you sold can be credited or refunded. The form carries its own deadline in the first paragraph, and it is short.

This sheet is not the form. Download the blank MV347 from the Delaware Division of Motor Vehicles at https://www.dmv.de.gov/forms/veh_serv_forms/pdfs/ve_frm_mv347.pdf — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	The car you bought: tag, make/model and year	The top block is the replacement vehicle, the one already titled in your name. Watch out: It has to be Delaware-titled and it has to be titled in your name already. This is a claim about a completed purchase, not a planned one.
2	YOU	Its VIN or serial number	The seventeen characters from its title. Watch out: The Division verifies all of this against its own records - the form says so - so a transposed character costs you the twelve-to-fifteen-week wait twice over.
3	YOU	Your name as it appears on the title	Exactly as printed, both names if there are two. Watch out: The credit vehicle has to be in the same name. If one car is in a joint name and the other is not, at least one name has to appear on both.
4	YOU	Address, phone and email	Street, city, ZIP, a daytime phone and an email address. Watch out: The email matters here: the form gives DOT.DocumentFeeRefund@delaware.gov for questions about completing it, and the Division will use yours if something is missing.
5	YOU	The car you got rid of: tag, make/model and year	The second block, headed with the certification that you sold it, turned in a lease or had it written off. Watch out: Three different situations, one block. If it was a total loss, the amount you write is the actual cash value the insurer paid, before the deductible.
6	YOU	Its VIN or serial number	From the certificate you signed over. Watch out: Photograph the back of the certificate before you hand it across. This is one of the places you will need to read it again.
7	YOU	Buyer's name or insurance company, and their address	Who took the car - a private buyer with a full address, or the insurer that settled it. Watch out: The same name and address you put on the Seller's Report of Sale. The Division checks one against the other.
8	YOU	Selling price, ACV amount or residual value, and date of sale	One number and one date, whichever of the three kinds of transaction applies. Watch out: The date is what both deadlines are measured from. Write it before you write anything else on the form and count forward from it.
9	YOU	Sign and date it	Owner/Applicant's Signature, with the date beside it. One signature is enough. Watch out: Post it or email it to the Vehicle Services Helpdesk at the address printed on the reverse, and keep a copy - the audit block at the foot is where a denial gets written, and you will want to know what you sent.
10	OTHER	For Audit Use Only	Date titled, document fee paid, postmark date, refund amount, reason for denial, comments. Watch out: Postmark date is in that list for a reason. If you are close to a deadline, get proof of posting rather than trusting the envelope.

What gets this one rejected

- Filing it late. Where the sale came after the purchase, this form must be submitted or post-marked within thirty days after the sale date; where the sale came first, no later than thirty days after titling of the new vehicle.
- Two vehicles on one application. Credit shall be given for only one motor vehicle or trailer per application.
- Names that do not match. The vehicle you are claiming for must be in the same name as the applicant titling the new one, and the refund will only be issued to the vehicle owner.
- One of the two vehicles not being Delaware-titled. Both have to be.
- An incomplete form. The instruction is printed across the top - this form must be completed in its entirety or the application will be denied - and repeated at the foot: late or incomplete submissions will be denied.
- Claiming a total loss without the letter. An insurance settlement needs a signed letter on the company's own letterhead giving the owner's name, the make, model and year, the VIN, and the amount paid as the actual cash value before the deductible.
- Claiming for a lease turn-in without proof of the residual. A copy of the original lease, or a letter from the leasing company stating the residual value at turn-in.
- Not telling the Division the car has gone. The title has to be transferred into the new owner's name, or you have to notify the Division that it was sold - and the way to do that is the Seller's Report of Sale, with the selling price on the title or a signed bill of sale attached.

☐ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off MV347 (Rev 9/12/2025) and the Delaware Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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**STATE OF DELAWARE
DIVISION OF MOTOR VEHICLES
P.O.BOX 698, DOVER, DE 19903
ATTN: VEHICLE SERVICES HELPDESK**

For questions related to completing form MV347, please contact: DOT.DocumentFeeRefund@delaware.gov
For financial inquiries, please contact Financial Services at 302-744-2512

DOCUMENT FEE CREDIT/REFUND APPLICATION

WARNING: The credit/refund will not be approved unless you comply with and meet all criteria below, in accordance with Division Policy.

In most cases credit should be given at time of titling. **Only one credit vehicle will be accepted per new vehicle purchased.** If credit is not applied for at the time of titling of your new vehicle, a refund check will be processed, if requester qualifies and submits the complete form with all required documents. **Processing time is 12 to 15 weeks from receipt of form and/or title date.**

1. THE FOLLOWING ELIGIBILITY CRITERIA IS USED TO DETERMINE APPROVAL OF ALL APPLICATIONS:

- a. Credit was not given at time of titling new vehicle.
- b. Proof of residual value of vehicle if vehicle is a lease turn/trade-in.
- c. Total loss settlements with proof of actual cash value (ACV) paid by insurance company. One year to obtain new vehicle. Application may be submitted upon issuance of temporary tag, but no later than **thirty (30) days after titling.**
- d. Credit (sold) and new purchased/leased vehicle must be Delaware-titled vehicles.
- e. Credit (sold) vehicle must be in the same name as the applicant completing this form and titling new vehicle. The refund will only be issued to the vehicle owner(s).
- f. If a vehicle is purchased and the owner(s) sell a different vehicle within 60 days, credit may be received. *(If the sale is prior to titling of new vehicle, this form should be submitted with the new vehicle title work for immediate credit. If that does not occur, vehicle owner must apply for refund.)*
- g. Sale of credit (sold) vehicle after titling new vehicle must be submitted **within thirty (30) days after the sale.**
- h. Sale of credit (sold) vehicle prior to titling new vehicle requires applicant to submit this request **within thirty (30) days after titling of new vehicle.** Application may be submitted upon issuance of temporary tag.
- i. Title to the credit/refund vehicle must be transferred into the new owner's name, or you must notify DMV that the vehicle was sold/transferred before any refund is processed. This can be accomplished by completing the Seller's Report of Sale portion on the title for the credit (sold) vehicle and submitting it to DMV. The selling price must be included on the title or a signed bill of sale submitted with the request.
- j. Credit shall be given for only one motor vehicle or trailer per application. (30 Del. C. § 3001(5))

2. REQUIRED DOCUMENTATION:

- a. **INSURANCE SETTLEMENTS:** If the credit vehicle was deemed a total loss by the insurance company, you must have a signed letter from the insurance company on their stationary (letterhead) stating:
 - 1) Owner's name
 - 2) Vehicle Make, Model, and Year
 - 3) Vehicle Identification Number (VIN) or Serial Number
 - 4) Amount paid as the actual cash value (before deductible)
- b. **LEASE TURN-IN (TRADE-IN):** Copy of the original lease on credit vehicle or a letter from the leasing company indicating the residual value of the vehicle at lease turn-in.
- c. **VEHICLES SOLD OUT OF STATE:** Submit the **Sellers Report of Sale** portion of the title for the credit vehicle to the nearest DMV office. If you do not have this form, submit a signed letter with this application and a copy of the bill of sale stating all of the following:
 - 1) Buyer's name and address
 - 2) Selling price of the vehicle
 - 3) Vehicle Make, Model, and Year
 - 4) Vehicle Identification Number (VIN) or Serial Number
 - 5) Date vehicle was sold

This form is to be used by Delaware residents applying for a document fee credit as detailed in **30 Del. C. § 3001(5).**

**IF YOU MEET THE CRITERIA STATED ABOVE, PLEASE COMPLETE THE REVERSE SIDE
OF THIS FORM, AND EMAIL OR MAIL IT TO THE ADDRESS ABOVE.
LATE OR INCOMPLETE SUBMISSIONS WILL BE DENIED.**