



TENNESSEE DEPARTMENT OF REVENUE  
Vehicle License Plates Cancellation

(VS- 09162021(Rev. 9-21))

**PURPOSE:** Tenn. Code Ann. § 55-4-118(a) states, "Whenever the owner of a registered vehicle transfers or assigns the owner's title or interest to the vehicle, the registration of the vehicle shall expire." An individual may complete this form in order to cancel their license plate for one of the qualifying reasons listed below.

**INSTRUCTIONS:** Please complete the form accordingly and email the completed form to [VS.CallCenter@tn.gov](mailto:VS.CallCenter@tn.gov).

**A. REGISTRANT INFORMATION:**

Registered Owner(s): Loretta J. Bramblett Phone: (865) 555-0173  
Street Address: 1418 Cruze Hollow Rd City: Maryville State: TN Zip: 37803

**B. VEHICLE INFORMATION:**

Vehicle Identification Number (VIN): JTEBU5JR9G5318472 Year: 2016  
Make: Toyota Model: 4Runner Color: Silver  
License Plate: BFZ-3140

**C. REASON FOR CANCELLATION:**

- ☒ Vehicle sold or traded in with license plate attached
- ☐ License plate was lost or destroyed
- ☐ Registered owner is now deceased (copy of death certificate required)
- ☐ Divorce (single owner only, copy of divorce decree required)
- ☐ License plate was stolen (copy of police report required)
- ☐ Registered owner moved out of state
- ☐ Vehicle was towed or scrapped with license plate attached
- ☐ Vehicle was donated to charity with license plate attached
- ☐ Vehicle was repossessed with license plate attached
- ☐ Other: \_\_\_\_\_

**D. ACKNOWLEDGEMENT:**

**CERTIFICATION STATEMENT:** I, the undersigned declarant, hereby certify that the statements made herein are true and correct to the best of my knowledge, information and belief. I acknowledge that fraudulent statements made in this application could result in denial of this request and subject the signatory to criminal and civil penalties.

Signature: Loretta J. Bramblett Date: 08/17/2026

# How to fill out VS-09162021 — Vehicle License Plates Cancellation

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</forms/tennessee/vs09162021-vehicle-license-plates-cancellation/>

Tennessee · written against VS-09162021 (Rev 9-21), issued under Tenn. Code Ann. 55-4-118(a)

The nearest thing Tennessee has to telling anybody you sold the car - and it is not a notice of sale, it is a request to cancel a plate. The form quotes its own authority across the top: whenever the owner of a registered vehicle transfers or assigns the owner's title or interest to the vehicle, the registration of the vehicle shall expire. Ten reasons are printed under section C and the first of them is the one a seller needs.

**This sheet is not the form.** Download the blank VS-09162021 from the Tennessee Department of Revenue at <https://www.tn.gov/content/dam/tn/revenue/documents/forms/titlereg/VS-09162021Fill-in.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 | Block A, the registrant            | The registered owner or owners as the record holds them, with a phone number and address. <b>Watch out:</b> The name here has to match the registration, not the title. In Tennessee they are usually the same person, but a leased or jointly registered vehicle is where they part company. |
| 2 | YOU | Block B, the vehicle and the plate | Vehicle identification number, year, make, model, colour and the plate number itself. <b>Watch out:</b> The plate number is the point of the form. If you photographed the car before it left, the plate is in that photograph.                                                               |
| 3 | YOU | One tick in section C              | Ten reasons, and for a seller it is the first: vehicle sold or traded in with license plate attached. <b>Watch out:</b> Three of the other nine need a document with them - a death certificate, a divorce decree or a police report. The sold box needs nothing beyond the form.             |
| 4 | YOU | Sign the acknowledgement           | The certification statement in block D, with a signature and date. <b>Watch out:</b> It is a certification, and it says fraudulent statements could result in denial and in criminal and civil penalties. Ordinary language, but a sworn statement all the same.                              |
| 5 | YOU | Email it, do not post it           | The instruction line sends the completed form to the Vehicle Services call centre by email. <b>Watch out:</b> Keep the sent message. With no notice of sale in Tennessee, an emailed cancellation with a date on it is the closest thing you will have to a receipt from the state.           |

### What gets this one rejected

- A supporting document named on the box and not enclosed. Three of the ten reasons carry one - a death certificate, a divorce decree, a police report.
- Divorce ticked on a jointly held plate. The box says single owner only.
- Sent to a county clerk. The instruction is to email the completed form to the Vehicle Services call centre, and this one does not go to a clerk at all.
- A plate number left off. Section B asks for it and it is the thing being cancelled.
- Using it to transfer the plate to another car. That is a counter transaction at a county clerk and it costs a dollar; cancellation is the opposite of it.

☐ Amber is what you write   ☐ Grey is a block somebody else completes   The filled-in example is at the start of this sheet.

Read off VS-09162021 (Rev 9-21) and the Tennessee Department of Revenue'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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