

How to fill out VD-170 — Registration & Plate Cancellation Request

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Vermont · written against VD-170 (06/2025), issued under 23 V.S.A. s. 321, under which the registration expires on transfer and the certificate goes back to the Commissioner, and s. 322, which repeats the duty to return the certificate and plates on a sale

/forms/vermont/vd170-
registration-plate-
cancellation/

Vermont's closest thing to a notice of sale, written as a refund request. The department publishes no release-of-liability form, because s. 321 makes the endorsed registration certificate itself the notice; this is the sheet that goes with it when you want the registration cancelled, the plates cancelled, a refund considered, or all three. Read the three Yes/No pairs carefully before ticking anything, because two of them are ordinary housekeeping and the third destroys a plate you may want to keep.

This sheet is not the form. Download the blank VD-170 from the Vermont Department of Motor Vehicles, Agency of Transportation at <https://dmv.vermont.gov/sites/dmv/files/documents/VD-170%20-%20Registration%20Plate%20Cancellation%20-%20Fillable.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	Owner Name, Co-Owner Name, Additional Co-Owner Name	Every name on the registration certificate. Watch out: All of them sign at the foot of the page too. A form posted with one signature on a two-name registration comes back, and the record stays as it was.
2	YOU	Plate # and # of Plate Returned	The plate number, and a tick for how many plates are in the envelope - nought, one or two. Watch out: Nought is an ordinary answer here. The department's plates page says you are not required to return plates, so a seller keeping them ticks 0 and posts the form on its own.
3	YOU	VIN, Year, Make, Model	Four boxes identifying the car this registration belonged to. Watch out: Copy the VIN from the registration certificate before you post that back. It is the box that lets the department find the record if the plate has already moved.
4	YOU	Reason for Cancellation / Return of Plates	A deep panel with room for the whole story. Watch out: Write the sale date, the buyer's full name and the town they live in. That sentence is what makes this sheet useful to you in November, and it costs nothing to write in August.
5	YOU	Cancel Registration: Yes or No	Yes, on a car that has been sold. Watch out: Section 321 already expired the registration when ownership transferred. This tick is what makes the department's record agree with the law.
6	YOU	Refund Requested: Yes or No	Only where one of the five conditions on page two applies. Watch out: On an ordinary private sale the honest answer is No. Where a refund is due it is the registration fee that comes back, less a possible \$5.00 administrative fee.
7	YOU	Cancel Plates: Yes or No	The permanent one. Cancelled plates cannot be reused. Watch out: Answer No if there is any chance of transferring them to another vehicle, which in Vermont costs a transfer fee and carries the unexpired registration time across with them.
8	YOU	The signature rows	One row per registered owner, each with its own date. Watch out: Post it to the Info Unit at 120 State Street, Montpelier, with the endorsed registration certificate if you are sending that too. One envelope, one date, one record.

What gets this one rejected

- One owner's signature on a two-owner registration. The line at the top of the form is unambiguous: all registered owners must sign this document for the cancellation or refund request to be processed.
- A refund claimed on an ordinary mid-year sale. None of the five conditions on page two covers selling a car, and ticking Yes does not create an entitlement.
- Cancelling the plates by reflex. The label warns that plates cannot be reused once cancelled, and a plate you were about to move to your next car is gone with it.
- A blank reason panel. Without the date of sale and the buyer's name it is a request to cancel something, with nothing in it that helps you afterwards.
- A VIN box left empty because the plate number is written above it. The plate identifies a registration; the VIN identifies the car, and those two stop matching the moment a plate is transferred.

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

Read off VD-170 (06/2025) and the Vermont Department of Motor Vehicles, Agency of Transportation's own pages, current as of 2026-08-24. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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Registration & Plate Cancellation Request

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation
dmv.vermont.gov

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000

All refunds are subject to approval based on eligibility requirements. See back of form for more information. All registered owners must sign this document for cancellation/refund request to be processed.

Owner Name Delphine R. Ouimette		Co-Owner Name Gaston P. Ouimette	
Additional Co-Owner Name		Plate # HRJ482	# of Plate Returned ☒ 0 ☐ 1 ☐ 2
VIN: 4S4BSANC4G3241785			
Year 2016	Make SUBARU	Model Outback	
Reason for Cancellation / Return of Plates <i>Vehicle sold on 14 August 2026 to Truman K. Hazeltine of Middlebury, Vermont. The certificate of title was assigned to him at the sale and a VT-005 bill of sale was signed by both parties. The plates were removed from the vehicle before it left and are being retained for transfer to a replacement vehicle, so they are not enclosed and are not to be cancelled.</i>			
Cancel Registration ☒ Yes ☐ No			
Refund Requested (must qualify) – See back of form ☐ Yes ☒ No			
Cancel Plates ☐ Yes (plates cannot be reused once canceled) ☒ No			
Signature of Owner		Date	
Signature of Co-Owner		Date	
Signature of Additional Co-Owner		Date	