

How to fill out a Virginia title

the Virginia Certificate of Title for a Vehicle · 9 of 12 boxes are the seller's · rules as of 2026-08-23

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</forms/virginia/certificate-of-title/>

This sheet is not the title. It is the checklist to keep beside one. Any alteration or erasure voids this title - printed across the head of the certificate, and repeated as VOID IF ALTERED down both margins. There is no tidying up a Virginia assignment afterwards. DMV's own order is the order the block is printed in: print and sign your name as seller, provide the name and address of the buyer on the top line of Section A, fill out the odometer reading using the odometer reading from the vehicle, enter the date of sale, and fill out the sale price section.

Who has to sign

Every owner named on the face	DMV's instruction is all owners listed on the title must sign. Two names printed on the front means two signatures in Section A, whoever is doing the talking.
The seller, printed as well as signed	The block prints two lines side by side, Signature of Seller(s) and Printed Name of Seller(s), and wants both.
The buyer, in the same block	Sign and print your full name as the buyer in Section A of the title - the line underneath the seller's, above the sentence acknowledging the odometer certification.
Nobody in front of a notary	No part of Section A is sworn. Virginia's ordinary transfer has no witness, no stamp and no commission number anywhere on it.
A second buyer, if there is one	The block prints a second signature and printed-name pair for a co-buyer. Two people taking the car means both sign, and the title issues in both names.
A dealer, in a different block entirely	The two dealer reassignment blocks are on the reverse, lettered separately, and carry a dealer number and a licensing jurisdiction. A private seller never touches them.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	Section A, top line - the buyer's name	You write the buyer's printed name onto the first line of the block. It is your handwriting, not theirs. Watch out: The sentence above the line spells out what it is for: the vehicle described in this title has been transferred to the following, printed name and address of buyer. Leaving it blank makes an open title and puts your signature on whatever happens next.
2	YOU	Section A - the buyer's street	Street address on the second line, taken off the buyer's licence rather than off a text message. Watch out: This is the address DMV will use if anything about the sale has to be traced back. A misspelled street is the kind of error that comes back as a phone call rather than a rejection.
3	YOU	Section A - city, state and ZIP	The rest of the buyer's address, on the same printed rule to the right. Watch out: Out-of-state buyers are fine here. Virginia's assignment does not care where the car is going; the buyer's own state decides what happens next with the certificate.
4	YOU	Section A - the odometer reading	Whole miles into the shaded box, no tenths. The printed label says so twice. Watch out: DMV's own instruction is to use the odometer reading from the vehicle and not to guess or estimate - and its record already holds the last reading, printed on the face of this certificate. A figure lower than the one on file is what puts a title on hold.
5	YOU	Section A - the date of sale	The day the car actually changed hands, on the rule to the right of the mileage box. Watch out: This is the date the buyer's thirty days under 46.2-630 start running from. Backdating it to be helpful shortens their clock rather than yours.
6	YOU	Section A - the sale price	The figure the buyer actually paid, in dollars, on the last rule of that row. Watch out: Write it. DMV treats the sales price entered by the seller on the title certificate as a bill of sale, and a blank there is what forces a price certification or a valuation look-up onto the buyer.
7	YOU	Section A - your signature	Sign on the Signature of Seller(s) rule. If the certificate names two owners, both signatures go in - the block prints a second line for exactly that. Watch out: Sign it in the same name the face of the certificate carries. A married name on the signature and a maiden name printed above it stops the transaction at the counter.
8	YOU	Section A - your printed name	Print it beside the signature, on the Printed Name of Seller(s) rule. Watch out: Both are asked for. A signature nobody can read, with the printed line left empty, is an incomplete endorsement - and 46.2-628 makes willfully failing to endorse fully and correctly a Class 3 misdemeanour.
9	YOU	The second owner's pair of lines	A second signature and printed name, for a certificate issued in two names. Watch out: Leave them alone if there is only one owner. Filling them in with the buyer's details - a genuinely common mistake, because they sit directly above the buyer's lines - crosses the two halves of the block.

#	WHO	BOX	WHAT GOES IN IT
10	BUYER	Section A - the buyer signs	The buyer signs on the Signature of Buyer(s) rule, under the sentence acknowledging the odometer certification the seller has just made. Watch out: They are signing your mileage figure, not their own. That is why the reading goes in before the pen reaches this line.
11	BUYER	Section A - the buyer prints	Printed name beside the buyer's signature, closing the block. Watch out: At this point the assignment is complete and the certificate belongs to the buyer. Everything else - tax relief, lien, registration, certification of buyer - happens on the reverse, in their hand.
12	BUYER	The second buyer's pair of lines	A second buyer signature and printed name, used only where the car is going into two names. Watch out: Below them the sheet ends in a detach-here rule and a strip for a dealer's number and licensing jurisdiction. That strip is not yours - a private seller who writes in it has claimed to be a licensed Virginia dealer on a document signed under penalty of perjury.

Six habits for the block on the front

- **Read the mileage off the dashboard** — DMV already holds the last figure and prints it on the face of the certificate. A reading below it puts the title on hold and can brand it NOT ACTUAL.
- **Nothing may be altered or erased** — The sentence is printed across the head of the certificate. A crossed-out digit is a replacement title, not a correction.
- **Every owner on the face signs** — One signature on a two-name certificate is not an assignment, however clearly the other owner agrees.
- **Write the price, even to a friend** — The figure you enter is treated as the bill of sale. Leave it out and the buyer is sent to a price certification or a valuation guide.
- **Take the plates before they drive away** — They belong to you and Virginia wants them back immediately if they are not going onto another car of yours.
- **Tell DMV afterwards** — No penalty attaches, no deadline is set, and it is still the only thing that gets the vehicle off your record.

VIRGINIA DMV SPECIMEN - Certificate of Title, front, stamped VOID

COMMONWEALTH OF VIRGINIA DEPARTMENT OF MOTOR VEHICLES									
CERTIFICATE OF TITLE FOR A VEHICLE									
KEEP IN SAFE PLACE - ANY ALTERATION OR ERASURE VOIDS THIS TITLE									
THE DEPARTMENT OF MOTOR VEHICLES, COMMONWEALTH OF VIRGINIA, HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE HAS BEEN MADE FOR THE VEHICLE DESCRIBED HEREON PURSUANT TO THE PROVISIONS OF THE MOTOR VEHICLE LAWS OF THIS COMMONWEALTH, THAT THE APPLICANT NAMED ON THE FACE HEREON HAS BEEN DULY RECORDED AS THE LAWFUL OWNER OF SAID VEHICLE, AND THAT, FROM THE STATEMENTS OF THE OWNER AND THE RECORDS ON FILE WITH THIS DEPARTMENT, THE HEREON DESCRIBED VEHICLE IS SUBJECT TO THE SECURITY INTEREST RECORDS ON FILE WITH THIS DEPARTMENT, AND AS DESCRIBED HEREON, IF ANY. THE MOTOR VEHICLE LAWS OF THIS COMMONWEALTH ALSO PROVIDE THAT ALL TITLE AND REGISTRATION INFORMATION IN THE OFFICE OF THE DEPARTMENT OF MOTOR VEHICLES IS PRIVILEGED AND ONLY SUBJECT TO DISSEMINATION TO AUTHORIZED AGENCIES, BUSINESS ORGANIZATIONS OR AGENTS, GOVERNMENTAL ENTITIES AND INDIVIDUALS UNDER THE CONDITIONS SPECIFIED BY MOTOR VEHICLE CODE SECTIONS 46.2-208, 46.2-209 AND 46.2-210.									
ESTABLISHED 05/18/10 993 099323 ORIGINAL									
VEHICLE IDENTIFICATION NO. 476BSPYUWR5W6R9S		YEAR 1989		MAKE FORD		VEHICLE BODY 2D SDN		TITLE NO. 61266639	
EMPTY WGT.	GROSS WGT.	GVWR	GCWR	AXLES	FUEL	SALES TAX PAID	ODOMETER	DATE ISSUED	
2222				2	GAS	150.00	*222222*	05/18/10	
OTHER PERTINENT DATA IND							ODOMETER BRAND PRIOR TITLE NO. ACTUAL		
Name(s) and address(es) of vehicle owner: OSHIELDS, BECKY 2300 W BROAD STREET RICHMOND VA 23220							THIS IS NOT A TITLE NUMBER G 20348848		
NO LIENS									
VOID									
									
A Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following (printed name and address of Buyer(s)).									
Buyer(s) Name _____									
Street _____ City, State, Zip _____									
DATE OF SALE _____ SALE PRICE _____									
ODOMETER READING (No Tenth) _____ I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARRANTY ODOMETER DISCREPANCY									
Signature of Seller(s) _____					Printed Name of Seller(s) _____				
Signature of Buyer(s) _____					Printed Name of Buyer(s) _____				
I am aware of the above odometer certification made by the Seller(s)					I am aware of the above odometer certification made by the Seller(s)				
DETACH HERE									
Dealer's No. _____ Licensing Jurisdiction _____									

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete the odometer disclosure statement or providing a false statement may result in fines and/or imprisonment.

B I am aware of the dealer's odometer certification. Date of Sale _____ Sale Price _____

Buyer(s) Printed Name _____ Buyer(s) Signature _____

Buyer(s) Address _____ City _____ State _____ Zip Code _____

DEALER REASSIGNMENT

ODOMETER READING (to Tenth)

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

☐ 1. The mileage stated is in excess of mechanical limits.

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

Dealer(s) Signature _____ Dealer(s) Printed Name _____ Dealer Number _____ Licensing Jurisdiction _____

The dealer certifies that the vehicle described in this title was transferred to the above buyer and that the odometer reading has been disclosed to the buyer.

C I am aware of the dealer's odometer certification. Date of Sale _____ Sale Price _____

Buyer(s) Printed Name _____ Buyer(s) Signature _____

Buyer(s) Address _____ City _____ State _____ Zip Code _____

DEALER REASSIGNMENT

ODOMETER READING (to Tenth)

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

☐ 1. The mileage stated is in excess of mechanical limits.

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

Dealer(s) Signature _____ Dealer(s) Printed Name _____ Dealer Number _____ Licensing Jurisdiction _____

The dealer certifies that the vehicle described in this title was transferred to the above buyer and that the odometer reading has been disclosed to the buyer.

D DOES YOUR VEHICLE QUALIFY FOR CAR TAX RELIEF?

If you can answer YES to any of the following questions, your motor vehicle is considered by State Law to have a business use and does NOT qualify for Personal Property Tax Relief.

- ☐ Is more than 50% of the vehicle's annual mileage used as a business expense for federal income tax purposes OR reimbursed by an employer?
- ☐ Is more than 50% of the depreciation associated with the vehicle deducted as a business expense for federal income tax purposes?
- ☐ Is the cost of the vehicle expensed pursuant to Section 179 of the Internal Revenue Service Code?
- ☐ If the vehicle is leased by an individual, does the leasing company pay the tax without reimbursement from the individual?

This vehicle is for: ☐ Personal Use ☐ Business Use Check one of the boxes. See business use criteria above.

E LIENOR'S NAME _____ LIENOR CODE _____ DATE OF LIEN _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

F **VEHICLE COLOR** _____

REGISTRATION PERIOD (check one): ☐ One Year ☐ Two Years (52 discount applies)

REGISTRATION TYPE (check one): ☐ Private ☐ Fleet ☐ Volunteer Emergency Vehicle ☐ For Hire

FOR HIRE VEHICLE USE (check all that apply): ☐ Interstate Operations (over 10,000 mi.) ☐ Exempt Commodity Operations

☐ Operating Authority ☐ Licensed in a Motor Carrier

If you checked Operating Authority or Licensed in a Motor Carrier, check all of the following for which the vehicle is used:

☐ Carrier Passenger (Regular Route) ☐ Carrier Passenger (Regular Route) ☐ Non-Profit/Exempt ☐ Employee Hauler ☐ Taxicab

☐ Bulk Property Carrier ☐ Contract Bus Carrier ☐ Contract Passenger Carrier ☐ Sight-Seeing Carrier ☐ Household Goods Carrier ☐ Property Carrier

PERMANENT PLATES may be issued to trailers (except travel trailers), semi-trailers, motor/trailer units with a GVWR or GCWR of more than 25,000 lbs. (bus, transfer carrier for hire vehicles, truck/tractor units with a GVWR or GCWR of 7,501 lbs. to 25,000 lbs. if used for business only or leasing).

TRAILER PERMANENT - one-time fee (check one): ☐ Regular Size ☐ Small Size (Gross weight of trailer must be 4,000 lbs. or less)

FOR HIRE PASSENGER PERMANENT (check one): ☐ E-Permanent ☐ Passenger Permanent ☐ Great Seal Permanent ☐ Motorway to Seashore Permanent

INSURANCE CERTIFICATION. I/WE CERTIFY THAT (CHECK ONE):

☐ THIS VEHICLE IS INSURED BY A LIABILITY POLICY ISSUED THROUGH AN INSURANCE COMPANY LICENSED TO DO BUSINESS IN VIRGINIA AND I WILL REMAIN INSURED WHILE REGISTERED.

☐ THIS VEHICLE IS NOT INSURED. THEREFORE, I/WE ARE REMITTING THE APPLICABLE UNINSURED MOTOR VEHICLE FEE. (This fee provides NO insurance coverage.)

A VEHICLE MUST BE INSURED WITH LIABILITY COVERAGE WHEN IT IS REGISTERED, AND IT MUST REMAIN INSURED WHILE REGISTERED. WHETHER OR NOT IT IS OPERATED. OR THE UNINSURED MOTOR VEHICLE FEE MUST BE PAID. PENALTIES ARE SEVERE FOR VIOLATION OF THIS REQUIREMENT.

POWER OF ATTORNEY FOR NON-RESIDENTS AND CORPORATIONS NOT DOMICILED IN VIRGINIA

PURSUANT TO THE PROVISIONS OF SECTION 46-2-2 OF THE CODE OF VIRGINIA, I/WE AFFIRM THE COMMISSIONER OF THE DEPARTMENT OF MOTOR VEHICLES OF THE COMMONWEALTH OF VIRGINIA TO BE MY/OUR TRUSTED AND LEGAL AGENT UPON WHOM ALL LEGAL PROCEEDINGS AGAINST ME/US MAY BE SERVED IN ANY LEGAL PROCEEDINGS ARISING FROM THE OPERATION AND/OR USE OF ANY MOTOR VEHICLE REGISTERED IN VIRGINIA, WHETHER OR NOT THE SAME ARE SERVED IN ANY LEGAL PROCEEDINGS ARISING FROM THE OPERATION AND/OR USE OF ANY MOTOR VEHICLE REGISTERED IN VIRGINIA, WHETHER OR NOT THE SAME ARE SERVED IN ANY LEGAL PROCEEDINGS ARISING FROM THE OPERATION AND/OR USE OF ANY MOTOR VEHICLE REGISTERED IN VIRGINIA.

CERTIFICATION

NO PARTIAL TITLE - Check this box ☐ if you do not want a paper title issued to you. An electronic Certificate of Title will remain on this file for the use of the DMV.

Are the applicant(s) not joint owners? Are you with their rights of interest to be transferred to the purchasing owner? (in the event of the death of either the seller or co-seller) ☐ YES ☐ NO

Are any of the vehicle owners or active military duty or service? ☐ YES ☐ NO

I/We certify and affirm, under penalty of perjury that the information contained in this application is true and correct to the best of my/our knowledge. We understand it is unlawful to knowingly make a false statement and any violation may be prosecuted as a felony as provided in Virginia law.

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF CO-APPLICANT _____ DATE _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF CO-APPLICANT _____ DATE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

VEHICLE PERMANENTLY DAMAGED IN CITY, COUNTY OR STATE OF _____

☐ CITY OR TOWN OF _____ ☐ COUNTY OF _____

Reassign to: Form, Control No. (if applicable) _____

SALE PRICE \$ _____

TAX \$ _____

TITLE FEE \$ _____

TRANSFER FEE \$ _____

REG FEE \$ _____

WT INCREASE FEE \$ _____

PERSONALIZED PLATE FEE \$ _____

UNF FEE \$ _____

OTHER \$ _____

TOTAL \$ _____

WITH LIEN

☐ YES ☐ NO

Proof of Address

(attach your current address statement)

CLERK STAMP

ANNOTATED SAMPLE - Section A, Assignment of Title by Owner (Virginia DMV VOID specimen)

1 2 3 4 5 6 7 8 9 10 11 12	A • ASSIGNMENT OF TITLE BY OWNER • • NOTIFY DMV WHEN VEHICLE IS SOLD •	Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following (printed name and address of Buyer(s)).		
		Buyer(s) Name Tobias N. Ferraro		
		Street 3809 Tinsley Row City, State, Zip Roanoke, VA 24014		
		Speed 96318 DATE OF SALE 08/11/2026 SALE PRICE \$14,750.00		
		ODOMETER READING (No Tolls) ☒ 1. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. ☐ 2. The odometer reading is not the actual mileage. WARNING: ODOMETER DISCREPANCY		
		Signature of Seller(s) Corinne Ashby Printed Name of Seller(s) CORINNE T. ASHBY		
		Signature of Buyer(s) Tobias Ferraro Printed Name of Buyer(s) TOBIAS N. FERRARO		
		I am aware of the above odometer certification made by the Seller(s)		
		I am aware of the above odometer certification made by the Seller(s)		
		DETAACH HERE		
		Dealer's No. _____ Licensing Jurisdiction _____		

Every rule here is transcribed from Virginia DMV, Buying/Selling a Vehicle and the Virginia Department of Motor Vehicles's own pages. Plain-language help with a form, not legal advice — where our wording and the agency's differ, theirs governs.