

VSA 10 (07/01/2026)



LICENSE PLATE APPLICATION

Purpose: Use this form to request souvenir, standard, personalized or special license plates.

Instructions: Review the "Additional Information Section" on the back of this form. Mail completed form, with the appropriate fees, to DMV at the address above. Or, you may apply online at <https://www.dmv.virginia.gov/vehicles/license-plates> or at any DMV Customer Service Center or DMV Select office.

LICENSE PLATE REQUEST

A. Select the **type** of License Plate you are requesting: (Select only one.)

☐ LICENSE PLATE ☐ DISABLED PLATE ☐ SOUVENIR PLATE ☐ HEARING IMPAIRED PLATE ☒ TRANSFER EXISTING PLATE

B. Select the License plate you are requesting: (Select only one.)

☒ STANDARD ☐ DISABLED VETERAN (DV) PLATE (VA Benefit letter or a VSA 54 required) ☐ STANDARD PLATE - DV (VA Benefit letter or a VSA 54 required) ☐ HERITAGE (Dogwood-Cardinal) ☐ LIGHTHOUSE

☐ SCENIC (Select one background type): ☐ AUTUMN ☐ MOUNTAIN TO SEASHORE ☐ PATRIOT

☐ COLLEGE: _____ Locality: ☐ City ☐ County _____
(No initials or abbreviations)

☐ SPECIAL INTEREST: _____ ☐ MILITARY: _____
(Organization Name - If organization has more than one license plate, specify design type) (No initials or abbreviations)

☐ CLEAN FUEL _____ ☐ OTHER _____
Vehicle Year _____ Make _____ Model _____
(Review the Clean Special Fuel License Plates section on page 2 of this application.) (Any License plate not listed above.)
Note: Some plates may require a certification.

C. **Personalized or Souvenir Plate:** If you are requesting a personalized or souvenir plate (if applicable), complete the table below. Please review the "Personalized License Plate Policy" on page 2 of this application.

NOTE: You may enter up to four (4) different options for the personalized/souvenir plate; up to 8 characters.

PERSONALIZED PLATE CHOICES

1 st								
2 nd								
3 rd								
4 th								

DMV USE ONLY

AVAILABLE CHOICE
FEE
\$

HEARING IMPAIRED CERTIFICATION

☐ I certify that I am hearing impaired and cannot hear and understand normal speech. I am aware it is unlawful for any person who can hear and understand normal speech to obtain this license plate.

Note: Due to the license plate design, personalization is not allowed for hearing impaired license plates.

APPLICANT INFORMATION

OWNER'S NAME (last) (first) (mi)			DAYTIME TELEPHONE NUMBER	
Ashby Corinne T			() (434) 555-0172	
CO-OWNER'S NAME (last) (first) (mi)			DAYTIME TELEPHONE NUMBER	
			()	
CURRENT MAILING ADDRESS		CITY	STATE	ZIP
1146 Fontaine Ridge Ct		Charlottesville	VA	22903
CURRENT PLATE NUMBER	PLATE TYPE	PLATE EXPIRATION DATE		
VBM-7241	Passenger	11/30/2026		
VEHICLE TITLE NUMBER		VEHICLE IDENTIFICATION NUMBER		
75218440		4T1BZ1HK5KU019287		

POWER OF ATTORNEY INFORMATION

POWER OF ATTORNEY FOR NON-RESIDENT(S) AND CORPORATION(S) NOT DOMICILED IN VIRGINIA: Pursuant to the provisions of Virginia Code §46.2-601, I/we appoint the Commissioner of the Department of Motor Vehicles of the Commonwealth of Virginia, to be my/our true and legal agent upon whom all legal processes against me/us may be served in any legal proceeding arising from the operation and/or use of any motor vehicle registered in my/our name(s) in the Commonwealth of Virginia. I/we agree that any lawful process or notice to me/us which is served on the Commissioner shall have the same legal effect as if served on me/us within the Commonwealth of Virginia.

INSURANCE CERTIFICATION

☒ I/We certify that this vehicle is insured by a liability policy issued through an insurance company licensed to do business in Virginia and it will remain insured while registered, whether or not it is operated. Penalties are severe for violation of this requirement.	NAME OF INSURANCE COMPANY <i>Blue Ridge Casualty & Surety</i>
Failure to comply with Virginia's insurance requirements will result in suspension of your driver's license and vehicle license plates. I/We further certify and affirm that all information presented in this form is true and correct, that any documents I/we have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/We make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation. For a corporation, an authorized representative must sign.	
OWNER'S SIGNATURE <i>Corinne T. Ashby</i>	DATE (mm/dd/yyyy)
CO-OWNER'S SIGNATURE	DATE (mm/dd/yyyy)

ADDITIONAL INFORMATION

Special license plate fees can be \$10, \$15, or \$25 annually or a one-time \$10, \$25 or \$50 fee based on the plate design, in addition to the registration fees. Personalization is an additional \$10 annually.

If you are renewing early, the special license plate and/or personalized license plate fees will be prorated for the months remaining on your current vehicle registration.

The Department of Motor Vehicles (DMV) will not honor a change of choice or refund after the order has been sent to the manufacturer.

You may purchase samples of most special license plates.

Personalized License Plates Policy

All personalized character combinations are screened by DMV to ensure compliance with DMV's Personalized License Plate Policy.

The combination of characters used to personalize a license plate must not violate DMV's Personalized License Plate Policy. DMV reserves the right to refuse and/or recall the issuance of any combination of objectionable characters if they, in any way, carry a connotation that may be reasonably seen by a person viewing a license plate as 1) profane, obscene, or vulgar in nature, 2) sexually explicit or graphic, 3) excretory related, 4) describing intimate body parts or genitals, 5) describing drugs, drug culture or drug use, 6) condoning or encouraging violence, and/or 7) describing illegal activities or illegal substances.

In addition, Virginia Code § 46.2-726 prohibits DMV from issuing to certain applicants any personalized character combination that can be read, interpreted, or understood to be a reference to children.

Personalized license plates require special handling; allow up to 60 days for delivery. Plates will be mailed directly to the applicant.

Indicate your choices in order of preference. The maximum number of characters allowed on standard and scenic license plates is 7 ½. The maximum number of characters allowed on a heritage license plate is 6 ½. Six characters are allowed on all other license plates bearing logos. License plates with logos may sometimes accommodate an additional ½ space when personalized. A blank space and a dash are the only two characters that are ½ characters. An ampersand is considered a full character. Spaces, dashes, and ampersands cannot be used consecutively.

Visit our website <https://www.dmv.virginia.gov/> to create a plate or ask a DMV representative to determine availability.

New Special Interest License Plate Development Information

All application and refund inquiries should be directed to the sponsor who is maintaining and facilitating collection of the 450 pre-paid applications for new license plates through General Assembly authorization or currently under development.

When the 450 pre-paid applications are being processed, personalized license plate and special license plate fees are not prorated. Your vehicle registration will not be renewed unless it is within two months of expiration. Should your vehicle registration require renewal, you will be billed by DMV for payment.

The entire special license plate process could take up to two years depending on the direction of the sponsor. It generally takes about nine months to develop a new plate once the 450 pre-paid applications are collected.

Clean Special Fuel License Plates

Clean special-fuel plates do not allow free access to any Express Lanes; vehicles must carry the specified number of passengers and be equipped with an E-ZPass Flex set to "HOV" mode. Otherwise, drivers must pay a toll to access the lanes. For more information, visit <https://www.vdot.virginia.gov>.

Not all vehicles qualify for the clean special fuel license plate. For a list of fuel types that qualify a vehicle for clean special fuel plates, visit our website at <https://www.dmv.virginia.gov>. You can also email us with questions at CleanFuelPlates@dmv.virginia.gov.

How to fill out VSA 10 — License Plate Application

sellmycarhub.com

Virginia · written against VSA 10 (07/01/2026), issued under Va. Code 46.2-694 and 46.2-725

</forms/virginia/vsa10-license-plate-application/>

Mostly a catalogue of Virginia's two hundred-odd plate designs, and buried in section A is the one tick a seller needs: transfer existing plate. Because a Virginia plate belongs to the person rather than the vehicle, the plates coming off a car you have just sold can go straight onto its replacement - and this is the form that moves them.

This sheet is not the form. Download the blank VSA 10 from the Virginia Department of Motor Vehicles at <https://www.dmv.virginia.gov/sites/default/files/forms/vsa10.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	Section A, transfer existing plate	One tick, at the right-hand end of the five. Watch out: Read the row before ticking. Souvenir and standard sit next to it and are different transactions entirely.
2	YOU	Applicant information	Name, telephone and the mailing address DMV holds for you. Watch out: This has to be the registered owner of the plate. A plate cannot be transferred to somebody else's vehicle, only to another of your own.
3	YOU	The plate coming off	Current plate number, plate type and plate expiration date. Watch out: The expiration date travels with the plate. Transferring it does not restart the registration year.
4	YOU	The vehicle it is going onto	Title number and vehicle identification number of the replacement vehicle. Watch out: The replacement has to be titled to you already, or being titled in the same visit - which is why this form and a title application often cross the counter together.
5	YOU	Insurance certification	On page two: one tick and the insurer's name for the vehicle receiving the plate. Watch out: The certification is about the receiving vehicle, not the one you sold. Insuring the new car before the plate moves is the order that keeps you out of trouble.
6	YOU	Signature	Sign and date under the certification. Watch out: No notary, and no witness. Like the rest of Virginia's set it is affirmed under penalty of perjury.

What gets this one rejected

- Ticking two plate types in section A. The instruction is select only one, and transfer is one of the five.
- Transferring a plate onto a vehicle you do not own. The title number and VIN boxes are for the receiving vehicle, and they have to be a vehicle on your own record.
- Personalising a hearing impaired plate. The note under the certification says the design does not allow it.
- Leaving the insurance certification untouched. Every Virginia registration transaction carries it and an unsigned one is not an application.
- Applying to move a plate onto a car that is already properly plated. A transfer moves a registration - it does not stack a second plate on a vehicle.

☒ 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 VSA 10 (07/01/2026) and the Virginia Department of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, sellmycarhub.com not legal advice — where this and the agency differ, the agency governs.