

VSA 12 (10/29/2025)



Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001
www.dmv.virginia.gov

AFFIDAVIT IN LIEU OF TITLE CERTIFICATE

PURPOSE Use this form to certify unavailability of a current certificate of title for a motor vehicle or manufactured home due to loss, unlawful detainment or other legitimate circumstance.

INSTRUCTIONS Submit all forms and applicable fees to DMV at the address above, attention "Tiling Work Center" or present to any DMV Customer Service Center.

CERTIFICATION AND INDEMNIFICATION SECTION and AFFIDAVIT VERIFICATION SECTION MUST BE COMPLETED ON PAGE 2 OR FORM WILL NOT BE PROCESSED.

INSURANCE COMPANIES ONLY: Submit all forms and applicable fees to DMV at the address above, attention "Vehicle Branding Work Center".

If you are submitting a title application as a result of a law enforcement investigation, you must use Form VSA 12LE. Form VSA 12 is not acceptable for this purpose.

REQUIREMENTS FOR SUBMISSION

In order to register a motor vehicle, manufactured home, or to secure a new title for such a vehicle, the customer must submit a certificate of title. If unable to do so because the title is lost, unlawfully detained by someone who currently holds the title, or if the title is otherwise "not available", the customer may file an affidavit instead.

Insurance Companies

When an insurance company files an affidavit, the affidavit must indicate that the vehicle was acquired as a result of the claims process with the attached supporting documentation showing a claim was paid. Also the affidavit must include a description of the applicant's efforts to obtain the title from the previous owner.

DMV will review the customer's applications and affidavit submitted along with information concerning the circumstances of the case. If DMV determines that the customer is entitled to registration and or titling, it will register the vehicle and issue a new registration card, license plate(s) and a certificate of title, salvage certificate or non-repairable certificate.

Pursuant to Virginia Law, if the current certificate of title for a motor vehicle, trailer, semitrailer or manufactured home is unavailable due to legitimate circumstances, the steps below must be followed:

1. Applicant (owner) must complete and submit form VSA 12, Affidavit in Lieu of Title Certificate.
2. Applicant must also complete and submit with this form one of the following:
 - a. **Application for Certificate of Title and Registration**, VSA 17A -- Applicants use this form to apply for a title and/or to register a passenger vehicle, truck, motor home (RV), trailer, motorcycle, or for-hire vehicle.
 - b. **Application for Certificate of Title - Manufactured Home**, VSA 17B -- Applicants use this form to apply for a title to a manufactured home.
 - c. **Salvage Certificate Application**, VSA 56 -- Applicants use this form to apply for a salvage certificate.
 - d. **Application For Non-Repairable Certificate**, VSA 57 -- Applicants use this form to apply for a no-fee non-repairable certificate. Insurance companies use this form to apply for no-fee certificates for non-repairable stolen vehicles or late model vehicles (current year and six preceding years) or any vehicle whose actual value is determined to have been at least \$10,000 prior to being damaged.
3. Submit the above forms, applicable fees (visit <https://www.dmv.virginia.gov> to obtain fees), title and sales and use tax, available original documents evidencing ownership and other supporting affidavits.
4. Insurance companies must submit a \$25.00 processing fee in addition to the fees associated with the forms listed above.

VEHICLE OWNER INFORMATION

OWNER NAME (print) (if owner is an insurance company enter company name)		CO-OWNER NAME (print)	
Della M. Yancey			
IS OWNER AN INSURANCE COMPANY? ☐ YES -- If yes, vehicle MUST have been acquired as part of the claims process. Enter authorized agent/representative name in the space provided below. An additional \$25.00 fee applies. ☒ NO -- See reverse for additional requirements/fees. ☐ Vehicle was acquired as a result of the claims process.			
OWNER CUSTOMER NUMBER/FEIN/SSN	OWNER TELEPHONE NUMBER	CO-OWNER CUSTOMER NUMBER/FEIN/SSN	CO-OWNER TELEPHONE NUMBER
Y33806271	(757) 535-0148		()
AUTHORIZED AGENT/REPRESENTATIVE NAME (print) (insurance companies only)			

VEHICLE INFORMATION

YEAR	MAKE	MODEL	BODY TYPE	COLOR	VEHICLE IDENTIFICATION NUMBER (VIN)
1998	Chevrolet	K1500	PK	Green	1GCEK14R7WZ216480

SUPPORTING INFORMATION - REQUIRED

I/we submit this affidavit in support of my/our application for a certificate of title, salvage certificate or non-repairable certificate for the vehicle described above. The facts regarding my/our acquisition of the vehicle, the reason(s) I/we am/are unable to present a certificate of title for said vehicle, and a description of all efforts made to secure the title are as follows:

I bought this truck from my late uncle's estate in March 2011 and have owned it since. The Virginia title was issued to me at the time and was kept in the glovebox. The truck was stored in a barn from 2016 until this summer and the title is not in it and is not anywhere in the house. I have searched the vehicle, the barn, my filing cabinet and my safe deposit box at Bay Coastal Bank, and I have asked my uncle's executor and my brother, who moved the truck for me in 2016, whether either of them has it. Nobody holds it and no lender has ever held it. I am asking DMV to issue a new certificate so that I can sell the truck.

CERTIFICATION AND INDEMNIFICATION

I/We, the owner(s) listed above, being duly sworn, 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.

Further, if the Commissioner of the Virginia DMV issues a certificate of title, salvage certificate or non-repairable certificate pursuant to my/our application and this affidavit, I/we hereby bind myself/ourselves, my/our heirs, assigns and personal representatives to indemnify and save harmless the said Commissioner, and his successors in office, individually and officially, for any loss or damage which may be asserted against him/them or which he/they may sustain as a result thereof.

OWNER OR AUTHORIZED AGENT/REPRESENTATIVE SIGNATURE	CO-OWNER SIGNATURE	DATE (mm/dd/yyyy)
<i>Della Yancey</i>		<i>08/19/2026</i>

AFFIDAVIT VERIFICATION

NOTARIZATION

State/Commonwealth of Virginia, city or county of City of Chesapeake

subscribed and sworn to before me on this 19th day of August,
(Month)

2026 by Della M. Yancey in the city or county and state aforesaid.
(Year)

REGISTRATION NUMBER	MY COMMISSION EXPIRES (mm/dd/yyyy)
<u>7910588</u>	<u>04/30/2030</u>
NOTARY PUBLIC NAME	NOTARY PUBLIC SIGNATURE
<u>Ephraim K. Bonneau</u>	<u>Ephraim Bonneau</u>

NOTARY SEAL/STAMP

How to fill out VSA 12 — Affidavit in Lieu of Title Certificate

Virginia · written against VSA 12 (10/29/2025), issued under Va. Code 46.2-632

sellmycarhub.com
[/forms/virginia/vsa12-affidavit-in-lieu-of-title-certificate/](https://forms/virginia/vsa12-affidavit-in-lieu-of-title-certificate/)

The route when the certificate cannot be produced at all - lost, unlawfully detained by somebody who holds it, or otherwise not available - and a replacement is not the answer because there is nothing on DMV's record to replace. It is a sworn affidavit, it is one of only two notarised forms in the Virginia set, and it never travels alone: DMV requires it to be submitted with whichever application is being made underneath it.

This sheet is not the form. Download the blank VSA 12 from the Virginia Department of Motor Vehicles at <https://www.dmv.virginia.gov/sites/default/files/forms/vsa12.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	Vehicle owner information	The owner's printed name, and the answer no to the insurance-company question. Watch out: The insurance branch adds a fee and its own evidence requirements. A private owner ticks no and moves on.
2	YOU	Customer number and telephone	DMV customer number, FEIN or SSN and a telephone number. Watch out: Give a number you answer. This application is reviewed by a person and questions come back by phone.
3	YOU	Vehicle information	Year, make, model, body type, colour and VIN. Watch out: Colour is asked for here. With no certificate to copy, it comes off the car - and it should match what DMV holds on its record.
4	YOU	The supporting information box	Three things: how you acquired the vehicle, why you cannot present the certificate, and everything you did to find it. Watch out: Names and places, not adjectives. Who was asked, where it was searched, when it was last seen - that is what an examiner can weigh.
5	YOU	Certification and indemnification	Sign and date, having read what the second paragraph binds you to. Watch out: The indemnity runs to your heirs and personal representatives. It is worth reading once rather than skimming.
6	YOU	The notary	Sworn in front of a notary, who completes the verification block and applies a seal. Watch out: Take identification. A notary who cannot satisfy themselves who you are will not complete the block, and the form is refused without it.

What gets this one rejected

- Sending it without an application underneath it. The instructions number the steps and step two is completing one of the four listed applications.
- Leaving the supporting information box thin. It is marked REQUIRED in the heading and asks for three separate things - how you acquired the vehicle, why the title is unavailable, and every effort made to find it.
- Missing the notarisation. A bolded warning near the top says the certification and indemnification section and the affidavit verification section must be completed on page 2 or the form will not be processed.
- Using it after a law enforcement investigation. The instructions divert those to the VSA 12LE and add that this form is not acceptable for that purpose.
- An insurance company using it without the claim documentation. The affidavit must indicate the vehicle was acquired as a result of the claims process, with supporting documentation showing a claim was paid.

☒ 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 12 (10/29/2025) 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.