



BENEFICIARY TRANSACTION REQUEST

VSA 18 (04/10/2024)

Purpose: Use this form to add, change, or remove a beneficiary on a certificate of title.

Instructions: Complete this form and return to any DMV customer service center. DMV may request proof of any information provided. For a vehicle already titled, the owner must submit the title, a completed "Replacement and Substitute Title" form (VSA67) and pay the substitute title fee.

OWNER INFORMATION			
OWNER FULL LEGAL NAME (last, first, middle, suffix)		DMV CUSTOMER NUMBER / SSN	
Keech, Lorena S.		K44971308	
RESIDENCE/HOME ADDRESS (Apt. # if applicable)	CITY	STATE	ZIP CODE
1204 Ridgeview Cir	Waynesboro	VA	22980
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP CODE
VEHICLE INFORMATION			
This form can not be processed without the following information.			
VEHICLE IDENTIFICATION NUMBER (VIN)		VEHICLE TITLE NUMBER	
2T3ZFREV1HW362148		74016938	
BENEFICIARY INFORMATION			
Complete the following information to ADD a beneficiary to the title of your vehicle NOTE: You can only have ONE beneficiary on the title of your vehicle.			
BENEFICIARY TO ADD FULL LEGAL NAME (last, first, middle, suffix)		DMV CUSTOMER NUMBER / SSN	
Keech, Silas R.		K90418562	
Complete the following information to REMOVE a beneficiary from the title of your vehicle			
BENEFICIARY TO REMOVE FULL LEGAL NAME (last, first, middle, suffix)		DMV CUSTOMER NUMBER / SSN	
Complete the following information to CHANGE the beneficiary that is currently on the title of your vehicle			
BENEFICIARY FULL LEGAL NAME CURRENTLY ON TITLE (last, first, middle, suffix)		DMV CUSTOMER NUMBER / SSN	
CORRECTED BENEFICIARY FULL LEGAL NAME TO ADD TO TITLE (last, first, middle, suffix)		DMV CUSTOMER NUMBER / SSN	
IMPORTANT INFORMATION (VA Code § 46.2-633.2)			
- For an owner to successfully ADD, REMOVE, or CHANGE a beneficiary: - The motor vehicle(s), trailer(s) or semitrailer(s) can NOT have a recorded lien on the title (if a lien is added, the beneficiary will be removed). - The beneficiary must be an individual, NOT a business entity. - You must submit this form, a title with no liens, a completed "Replacement and Substitute Title" form (VSA67) and payment for a substitute title fee. - For the designated beneficiary to claim ownership, you must apply for a Virginia title within 120 days of the death of the owner(s).			
CERTIFICATION			
I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.			
DATE (mm/dd/yyyy)	OWNER NAME (print)	OWNER SIGNATURE	
09/02/2026	Keech, Lorena S.	Lorena Keech	
DATE (mm/dd/yyyy)	OWNER NAME (print)	OWNER SIGNATURE	
DATE (mm/dd/yyyy)	OWNER NAME (print)	OWNER SIGNATURE	
DATE (mm/dd/yyyy)	OWNER NAME (print)	OWNER SIGNATURE	
DATE (mm/dd/yyyy)	OWNER NAME (print)	OWNER SIGNATURE	

How to fill out VSA 18 — Beneficiary Transaction Request

Virginia · written against VSA 18 (04/10/2024), issued under Va. Code 46.2-633.2

[sellmycarhub.com](https://www.dmv.virginia.gov/sites/default/files/forms/vsa18-beneficiary-transaction-request/)
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The form that stops a family ever needing the estate route. Virginia lets an owner name one beneficiary on a certificate of title, and on the owner's death that person claims the vehicle directly. This adds, removes or changes that name - and it is worth reading now rather than later, because every condition attached to it is about the state of the title while the owner is alive.

This sheet is not the form. Download the blank VSA 18 from the Virginia Department of Motor Vehicles at <https://www.dmv.virginia.gov/sites/default/files/forms/vsa18.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 information	Full legal name, DMV customer number or SSN, residence address. Watch out: Name as the certificate carries it. If it has changed since the title was issued, that is a substitute title first and this second.
2	YOU	Vehicle information	The VIN and the title number, both of them. Watch out: The line above the boxes is a warning rather than a label - the form cannot be processed without them.
3	YOU	The beneficiary to add	One individual's full legal name and their customer number or SSN. Watch out: Ask them for it. A name with no identifying number attached is a slower application than one with it.
4	YOU	The remove and change blocks	Left empty unless that is what you are doing. Watch out: Change means naming the person currently on the title as well as the new one. Removing is a different block again.
5	YOU	Certification	Date, printed name and signature - one row for each owner named on the certificate. Watch out: All owners. A designation signed by one of two owners is not a designation, and DMV prints six rows because it expects more than one.

What gets this one rejected

- Filing it on a vehicle with a lien recorded. The condition is absolute and adding a lien later removes the beneficiary automatically.
- Naming a trust, a company or an estate. The beneficiary must be an individual.
- Sending it on its own. It travels with the certificate, a completed Replacement and Substitute Title application and the substitute title fee, because a new certificate has to be printed to carry the name.
- Naming two people. The note is in capitals for a reason - one beneficiary, and a second name does not go on as a spare.
- Leaving it to the family to sort out afterwards. The beneficiary has to apply for a Virginia title within 120 days of the owner's death, and after that the vehicle is back in the estate.

☒ 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 18 (04/10/2024) and the Virginia Department of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, [sellmycarhub.com](https://www.dmv.virginia.gov/sites/default/files/forms/vsa18-beneficiary-transaction-request/) not legal advice — where this and the agency differ, the agency governs.