



CERTIFICATION OF AUTHORITY TO TRANSFER VIRGINIA TITLE

VSA 24 (01/25/2013)

Purpose: Use this form to document the authority of a deceased vehicle owner's heir to transfer ownership of a vehicle titled in Virginia:

- when there has not been nor is there expected to be - a qualification on the estate, and
- an executor or administrator of the estate has NOT been appointed.

Instructions: Refer to information on page 2 to determine when to complete and file this form and for further instructions regarding what information is required.

Section 1: VEHICLE INFORMATION

Note: Do not use this form if the vehicle is titled outside Virginia (see instructions on the back of the form).

VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL	YEAR
2T3ZFREV1HW362148	Toyota	RAV4	2017

Section 2: VEHICLE OWNER (DECEDENT) INFORMATION

NAME	DATE OF DEATH (mm/dd/yyyy)
Sprouse, Everett J.	02/09/2026
RESIDENCE ADDRESS AT TIME OF DEATH	
517 Thornrose Ave, Staunton, VA 24401	

Section 3: HEIR CERTIFICATION

I certify that:

1. The above named Vehicle Owner (decedent) is deceased;
2. I am an heir of the decedent's estate;
3. There has not been and there is not expected to be a qualification on the estate of the decedent;
4. (a) The decedent's debts have been paid or the proceeds from the sale of the above described motor vehicle will be applied against the debts of the decedent; or
(b) The above described motor vehicle is property included in a claim for family allowance, exempt property or homestead allowance of the estate (attested copy of claim filed with the court must be attached); and
5. The following are the names of all other persons having an interest in the above described motor vehicle:

1. FULL LEGAL NAME (print) Sprouse, Nathan E.	4. FULL LEGAL NAME (print)
2. FULL LEGAL NAME (print) Bowman, Adele S.	5. FULL LEGAL NAME (print)
3. FULL LEGAL NAME (print)	6. FULL LEGAL NAME (print)

I also 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.

HEIR NAME (print)	HEIR SIGNATURE	DATE (mm/dd/yyyy)
Lorena S. Keech	Lorena Keech	03/16/2026

Section 4: CONSENT TO TRANSFER TITLE SIGNATURES

I/We, being the person(s) listed above as having a legal interest in the motor vehicle described on this form who are of legal age, hereby consent to the transfer of title of the motor vehicle by the above named heir.

1. SIGNATURE Nathan Sprouse	4. SIGNATURE
2. SIGNATURE Adele Bowman	5. SIGNATURE
3. SIGNATURE	6. SIGNATURE

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INSTRUCTIONS

DO NOT USE THIS FORM IF:

- an executor or administrator has been appointed for the deceased person's estate,
- the vehicle is an out-of-state vehicle - the vehicle title must be transferred according to the laws of the state in which the vehicle was titled, or
- there has been a qualification on the estate.

The person submitting this form should:

1. Complete Sections 1 and 2.
2. Complete Section 3:
Print names of all other person(s) who have an interest in the vehicle.
Sign heir certification.
3. Complete Section 4 by securing the signature of those persons identified in Section 3 who are of legal age.
4. Submit the completed form (and any other documentation necessary to transfer vehicle ownership) to any Department of Motor Vehicles (DMV) Customer Service Center, any DMV Select or mail to DMV at the address shown on the front of this form.

ADDITIONAL INFORMATION

THE DECEDENT LEFT A WILL

Each person named in the will (legatee) who has an interest in the vehicle identified in this form must be named in Section 3, and, if of legal age, must sign in Section 4.

THE DECEDENT DIED WITHOUT A WILL (INTESTATE)

If there is a surviving spouse, only the surviving spouse must complete and submit this form unless there are any children (or their descendants) of someone other than the surviving spouse, in which case the spouse and children/descendants must be identified in Section 3 and, if of legal age, must sign their consent in Section 4.

If there is a surviving spouse and the vehicle is included in a claim for family allowance, exempt property or homestead allowance of the estate, only the surviving spouse must complete and submit this form.

If there is no surviving spouse, all persons with an interest in the vehicle must be identified in Section 3 and, if of legal age, must sign their consent in Section 4.

Note: The individual who completes this form should not be included in the list of "other persons having an interest in the vehicle" and should only sign the certification in Section 3.

How to fill out VSA 24 — Certification of Authority to Transfer Virginia Title

Virginia · written against VSA 24 (01/25/2013), issued under Va. Code 46.2-634

sellmycarhub.com
[/forms/virginia/vsa24-certification-of-authority-to-transfer-virginia-title/](https://www.dmv.virginia.gov/sites/default/files/forms/vsa24-certification-of-authority-to-transfer-virginia-title/)

The short road through an estate, and it only opens under one condition. Where a Virginia-titled vehicle belonged to somebody who has died and there has not been - nor is there expected to be - a qualification on the estate, an adult heir signs this instead of producing letters from a court. The whole difficulty of the form is on its second page, which explains which relatives have to be named and which of them have to consent.

This sheet is not the form. Download the blank VSA 24 from the Virginia Department of Motor Vehicles at <https://www.dmv.virginia.gov/sites/default/files/forms/vsa24.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 1, the vehicle	VIN, make, model and year, from the Virginia certificate. Watch out: Read the note above the boxes first. An out-of-state title takes this nowhere, whoever has died.
2	YOU	Section 2, the decedent	Name, date of death and residence address at time of death. Watch out: Address at time of death, not the family's current address. It is what ties the estate to a jurisdiction.
3	YOU	Section 3, the other interested persons	Everyone else with an interest in the vehicle, named in the six boxes. Watch out: Read page two before filling these in. Who belongs on the list depends entirely on whether there was a will and whether there is a surviving spouse.
4	YOU	The heir's certification	Print, sign and date at the foot of section 3, having read the five numbered statements above it. Watch out: Statement three is the one that matters - no qualification on the estate, and none expected. If that changes later, this document was wrong when it was signed.
5	YOU	Section 4, consent	A signature from each person named above who is of legal age. Watch out: Get them before you go to the counter. A form that arrives with two names and one consent is not a certification of authority.

What gets this one rejected

- Using it where an executor or administrator has been appointed. The purpose block rules it out twice - once at the top and once in a do-not-use list on the back.
- Using it on an out-of-state title. The note under section 1 says the vehicle must be transferred according to the laws of the state where it was titled.
- Naming yourself among the other interested persons. The note at the foot of page two says the person completing the form should not be included in that list and should only sign the certification in section 3.
- Claiming the family allowance branch without the paperwork. That option requires an attested copy of the claim filed with the court to be attached.
- Leaving a legal-age heir out of section 4. Everyone identified in section 3 who is of legal age has to consent in writing.

☒ 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 24 (01/25/2013) 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/vsa24-certification-of-authority-to-transfer-virginia-title/) not legal advice — where this and the agency differ, the agency governs.