



## APPLICATION FOR REPLACEMENT AND SUBSTITUTE TITLES

VSA 67 (07/01/2020)

**Purpose:** Use this form to apply for a replacement title certificate or substitute title certificate.

**Instructions:** Complete sections 1 - 3. Complete section 4 to request a replacement title certificate or section 5 to request a substitute title certificate. Submit completed form to any DMV customer service center with the appropriate fees. You may also mail the form and fees to the Titling Work Center at the address above.

LOG NUMBER

TITLE NUMBER

### 1. OWNER INFORMATION

|                                                                                                                                       |                  |                                  |          |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------|----------|
| OWNER FULL LEGAL NAME (last, first, middle, suffix)                                                                                   | TELEPHONE NUMBER | DMV CUSTOMER NUMBER / FEIN / SSN |          |
| Ashby, Corinne T.                                                                                                                     | (434) 535-0172   | T61094385                        |          |
| CO-OWNER FULL LEGAL NAME (last, first, middle, suffix)                                                                                | TELEPHONE NUMBER | DMV CUSTOMER NUMBER / FEIN / SSN |          |
|                                                                                                                                       | ( )              |                                  |          |
| MAILING ADDRESS                                                                                                                       | CITY OR TOWN     | STATE                            | ZIP CODE |
| 1146 Fontaine Ridge Ct                                                                                                                | Charlottesville  | VA                               | 22903    |
| Are any of the vehicle owners on active military duty or service? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                  |                                  |          |

### 2. VEHICLE INFORMATION

|                                     |       |              |              |            |
|-------------------------------------|-------|--------------|--------------|------------|
| VEHICLE IDENTIFICATION NUMBER (VIN) |       | TITLE NUMBER | PLATE NUMBER | PLATE TYPE |
| 5J6RM4H7XFL084219                   |       | 73104582     | VBM-7241     | Passenger  |
| YEAR                                | MAKE  | MODEL        | BODY TYPE    | WEIGHT     |
| 2015                                | Honda | CR-V         | SW           | 3,512      |

### 3. CURRENT LIEN INFORMATION

|                                                                                                                                                                                   |                            |  |                 |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|-----------------|------------------------|
| Check One: <input type="checkbox"/> Printed original title certificate attached <input type="checkbox"/> Original title certificate is electronic title (no paper title attached) |                            |  |                 |                        |
| FIRST LIEN                                                                                                                                                                        | LIENHOLDER NAME            |  | LIENHOLDER CODE | LIEN DATE (mm/dd/yyyy) |
|                                                                                                                                                                                   | LIENHOLDER MAILING ADDRESS |  | CITY OR TOWN    | STATE ZIP CODE         |
| SECOND LIEN                                                                                                                                                                       | LIENHOLDER NAME            |  | LIENHOLDER CODE | LIEN DATE (mm/dd/yyyy) |
|                                                                                                                                                                                   | LIENHOLDER MAILING ADDRESS |  | CITY OR TOWN    | STATE ZIP CODE         |

Outstanding Lien Information (check one):

- ☐ OUTSTANDING LIEN: The title certificate will be mailed to the lienholder if a recorded lien has not been satisfied. For evidence of lien satisfaction, the lienholder must indicate on the face of the title that the lien has been satisfied. The lienholder must sign the lien satisfaction. The title should then be forwarded to the owner. An original of a signed lien satisfaction on a lending institution's letterhead or from an individual lienholder is sufficient evidence of lien satisfaction.
- ☒ NO OUTSTANDING LIEN: The title certificate will be given to the owner or authorized representative (if they can provide proof of identification). If authorizing a representative to receive the title, owner must complete the Authorized Representative information in section 4.

### 4. REPLACEMENT TITLE CERTIFICATE

Sign and date one of the three sections to request a replacement title certificate due to the most recent title certificate being either (1) lost, (2) mutilated, or (3) illegible. A lienholder may apply for a replacement title without obtaining the owner(s) signature(s).

#### 1. Lost Title

I/we certify that the most recent title is lost and request a replacement title. I/we hereby make application for a title certificate for the vehicle described herein and for that purpose 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.

|                                           |                   |
|-------------------------------------------|-------------------|
| OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE | DATE (mm/dd/yyyy) |
| Corinne Ashby                             | 08/04/2026        |
| CO-OWNER SIGNATURE                        | DATE (mm/dd/yyyy) |
|                                           |                   |
| LIENHOLDER SIGNATURE                      | DATE (mm/dd/yyyy) |
|                                           |                   |

VSA 67 (07/01/2020), Page 2

## 2. Mutilated Title (attach mutilated title)

I/we certify that the most recent title is mutilated and request a replacement title. I/we hereby make application for a title certificate for the vehicle described herein and for that purpose 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.

|                                           |                   |
|-------------------------------------------|-------------------|
| OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE | DATE (mm/dd/yyyy) |
| CO-OWNER SIGNATURE                        | DATE (mm/dd/yyyy) |
| LIENHOLDER SIGNATURE                      | DATE (mm/dd/yyyy) |

## 3. Illegible Title (attach illegible title)

I/we certify that the most recent title is illegible and request a replacement title. I/we hereby make application for a title certificate for the vehicle described herein and for that purpose 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.

|                                           |                   |
|-------------------------------------------|-------------------|
| OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE | DATE (mm/dd/yyyy) |
| CO-OWNER SIGNATURE                        | DATE (mm/dd/yyyy) |
| LIENHOLDER SIGNATURE                      | DATE (mm/dd/yyyy) |

## 5. SUBSTITUTE TITLE CERTIFICATE

Complete this section only when information on the previously issued certificate of title changes. Check applicable box(es):

- |                                                                                |                                                                                                                    |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Legal name change                                     | <input type="checkbox"/> Name change due to the death of the co-owner                                              |
| <input type="checkbox"/> Address change and request new title be issued        | <input type="checkbox"/> Add, remove, or change designated beneficiary (multiple owners/no lien - complete VSA 18) |
| <input type="checkbox"/> Request a clear title after liens have been satisfied | <input type="checkbox"/> Change the vehicle identification number (VIN) or assign a new VIN                        |
| <input type="checkbox"/> Change the name of the lienholder                     | <input type="checkbox"/> Change the name(s) of trustee(s) for a trust                                              |
| <input type="checkbox"/> Other (explain)                                       |                                                                                                                    |

NAME(S) OF DOCUMENT(S) SUBMITTED TO SUPPORT CHANGE:

I/we hereby make application for a substitute title certificate for the vehicle described herein and for that purpose 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.

|                                           |                   |
|-------------------------------------------|-------------------|
| OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE | DATE (mm/dd/yyyy) |
| CO-OWNER SIGNATURE                        | DATE (mm/dd/yyyy) |
| LIENHOLDER SIGNATURE                      | DATE (mm/dd/yyyy) |

## 6. AUTHORIZED REPRESENTATIVE DESIGNATION

- ☐ The owner has an authorized representative submitting the completed VSA-67. In order for the authorized representative to receive the replacement/substitute title certificate, the owner must enter the name of the authorized representative and sign below. The authorized representative accepting the replacement/substitute title certificate for the owner must present proof of identification. If the authorized representative cannot provide proof of identification, the replacement/substitute title certificate will be mailed to the vehicle owner.

As the vehicle owner, I authorize the individual listed below to receive the replacement title certificate.

|                                |                         |                   |
|--------------------------------|-------------------------|-------------------|
| AUTHORIZED REPRESENTATIVE NAME | VEHICLE OWNER SIGNATURE | DATE (mm/dd/yyyy) |
|--------------------------------|-------------------------|-------------------|

## PRIVACY ACT NOTICE

The information, including Social Security Number, is requested in accordance with VA Code § 46.2-623. Any person who refuses to supply the required information will be denied a Certificate of Title and/or registration. Title and registration records may be disseminated in accordance with VA Code §§ 46.2-208 through 46.2-214, to business, law enforcement, or authorized government entities.

## FOR DMV USE ONLY

|                                             |                    |
|---------------------------------------------|--------------------|
| Title Released To                           | Date (mm/dd/yyyy)  |
| PROOF OF IDENTIFICATION PRESENTED (specify) |                    |
| ID Document Type (specify)                  | ID Document Number |

# How to fill out VSA 67 — Application for Replacement and Substitute Titles

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</forms/virginia/vsa67-application-for-replacement-and-substitute-titles/>

Virginia · written against VSA 67 (07/01/2020), issued under Va. Code 46.2-607

One form, two different remedies, and Virginia keeps them strictly apart. A replacement is for a certificate that has gone - lost, mutilated or illegible - and reissues the same information. A substitute is for a certificate whose information has changed, and it invalidates every earlier one. Section 4 does the first, section 5 does the second, and you sign in one of them, never both.

**This sheet is not the form.** Download the blank VSA 67 from the Virginia Department of Motor Vehicles at <https://www.dmv.virginia.gov/sites/default/files/forms/vsa67.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 | <b>Section 1, owner information</b>             | Names, telephone, customer number, mailing address, active duty question. <b>Watch out:</b> The address here is where the certificate will be posted. If you have moved since the title was issued, that is a substitute, not a replacement.                                                                                                                                                                                                                                                       |
| 2 | YOU | <b>Section 2, the vehicle</b>                   | VIN, title number, plate number and type, year, make, model, body type, weight. <b>Watch out:</b> No title number to hand? The registration card carries it, and so does the DMV account the buyer will be using anyway.                                                                                                                                                                                                                                                                           |
| 3 | YOU | <b>Paper or electronic</b>                      | The pair of ticks in section 3, telling DMV whether a printed certificate exists in the world or the record is electronic with nothing on paper. <b>Watch out:</b> Neither statement fits a lost certificate cleanly, which is why the sample leaves the pair alone - but read them anyway. On a loan that has just been paid off the second one is usually the truth: the title was held electronically and never printed, so nothing has been lost and what you actually need is a printed copy. |
| 4 | YOU | <b>The outstanding lien choice</b>              | Outstanding, and the certificate goes to the lienholder; none, and it comes to you. <b>Watch out:</b> Ticking none while a lien is still recorded does not make it untrue. DMV posts to the lienholder either way and you have simply delayed yourself.                                                                                                                                                                                                                                            |
| 5 | YOU | <b>One of the three replacement blocks</b>      | Lost, mutilated or illegible - signed and dated in that block only. <b>Watch out:</b> Mutilated and illegible both require the certificate itself in the envelope. Lost is the only one that does not.                                                                                                                                                                                                                                                                                             |
| 6 | YOU | <b>Section 5, if it is a substitute instead</b> | The tick describing what has changed, and the documents that prove it. <b>Watch out:</b> A married name needs the marriage certificate; a beneficiary change needs a VSA 18 alongside. The documents line is where you list what you have enclosed.                                                                                                                                                                                                                                                |

### What gets this one rejected

- Signing in both section 4 and section 5. They are different transactions with different outcomes and the instruction is to complete one or the other.
- Applying for a replacement without attaching the damaged certificate. Two of the three blocks in section 4 say attach it in brackets on the heading itself.
- Claiming no outstanding lien where a lien is still recorded. The tick controls where the certificate is posted, and a recorded lien sends it to the lender.
- Leaving the supporting-documents line blank in section 5. A substitute changes what the title says, and DMV wants to know what the change is based on.
- Sending a representative with no identification. The form says the certificate will be mailed to the vehicle owner instead.

☒ 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 67 (07/01/2020) 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.