

How to fill out DMV-1-TR — Application for Certificate of Title

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West Virginia · written against DMV-1-TR (Rev 11/2022), issued under W. Va. Code 17A-3-4 and /forms/west-virginia/dmv1tr-application-for-certificate-17A-4-3 of-title/

The sheet that turns your assigned certificate into the buyer's new title, and the one place the whole deal is added up: price, trade-in, net cost and the 6% sales tax on one row, the insurance certification underneath, and a fee table on the reverse that itemises what the cheque to the Division must cover. The buyer signs it under penalty of false swearing; there is no seller signature on the front of it at all, because West Virginia already collected yours on the back of the certificate. What a seller cannot ignore is that its figures are read against the assignment you wrote - the same price, the same mileage, the same names.

This sheet is not the form. Download the blank DMV-1-TR from the West Virginia Division of Motor Vehicles at https://webapps.transportation.wv.gov/TWS/WVDOTDocumentStorageMigration/PDF/Transportation/DMV/DMVFormSearch/DMV-1-TR_Certificate-for-Title-of-Motor-Vehicle-wf.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	BUYER	Buyer name and mailing address	Full name as it should read on the new certificate, then the one-row address with county included. Watch out: The county box matters here in a way other states' forms don't warn about - it is where the personal property tax on the vehicle will be assessed each year.
2	BUYER	Vehicle description	Make, year, VIN, body style and weight, copied from the certificate rather than from memory. Watch out: The Division's buyer warning is to confirm the VIN on the physical vehicle matches the certificate exactly - this box is where a transposed character gets immortalised.
3	BUYER	Odometer reading and brands	The same whole-mile figure the seller certified on the back of the title, and a tick only if the certificate already carries a brand. Watch out: No tenths. And no invented brand honesty either - the brand row copies the certificate, it does not editorialise about the car's condition.
4	BUYER	Purchase price to net cost	Price paid, trade-in if a dealer deal, net cost, then 6% of the net. Watch out: On a private sale the price and the net cost are the same figure. If that figure is under half of book value, the notarised bill of sale must be in the same envelope or the tax is recalculated on the book.
5	BUYER	Liens and encumbrances	The buyer's lender, if the purchase is financed - name, amount, lender code, address, kind and date. Nothing here concerns the loan you already paid off. Watch out: An individual lender rather than a bank needs the signed loan agreement attached - the Division will not record a private person as lienholder on paperwork alone.
6	BUYER	Insurance information	Company, agent, policy and NAIC number, feeding the certification beside it. Watch out: This is the certification the verification computer checks later. A policy bought the same morning is fine; a policy promised for next week is a rejected application.
7	BUYER	Purchaser signature(s)	One (X) line, or both where the new title reads AND, signed under penalty of false swearing. Watch out: The citation printed beside the oath is 17A-9-1, Fraudulent Applications. It reaches every figure above the line, including the price.
8	DEALER	The dealer certification	Acquisition and sale dates, the price certification and the dealer's own odometer statement - completed only when a licensed dealer sold the car. Watch out: A private seller who writes here has certified a dealer sale that never happened. Leave it to the trade.
9	BUYER	Fees, then the envelope	Total from the reverse's fee table - \$15.00 title, tax, and whichever registration line applies - as one cheque to the Division of Motor Vehicles. Watch out: The checklist on the back is worth actually running: signatures, payment, insurance proof, and the registration card copy if a plate is transferring.

What gets this one rejected

- A price or mileage that disagrees with the certificate's assignment. The two documents travel together and are compared line by line - the pairing is the audit.
- One signature where the new title will read AND. The rule is printed directly above the signature lines, and the application is the document it binds.
- No insurance to certify. The form's own emphatic line is that insurance must be in effect when this application is received.
- Trade-in credit claimed on a car never titled here. The bracketed condition requires the trade-in titled in West Virginia with its tax paid by this applicant.
- Cash in the envelope. The instructions say do not send cash, and a bounced cheque costs its own \$10.00 service charge.
- A previously-titled out-of-state vehicle arriving without its title. The instruction line requires that title to accompany this application.

☐ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off DMV-1-TR (Rev 11/2022) and the West Virginia Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a sellmycarhub.com form, not legal advice — where this and the agency differ, the agency governs.

DMV-1-TR
Rev. 11/2022



West Virginia Department of Transportation
Division of Motor Vehicles
Application for Certificate of Title

FOR DMV USE ONLY

CLASS EXP. DATE
PLATE NUMBER
DL OR ID NUMBER

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO THE DIVISION OF MOTOR VEHICLES.
INSTRUCTIONS ARE ON THE REVERSE SIDE OF THIS FORM.

FOR DMV USE ONLY

DEPT. NUMBER
UNIT NUMBER

The buyer(s)/owner(s) of the following motor vehicle make application for this motor vehicles Certificate of Title and hereby state the following:

1 NAME(S) Maxwell, Dorsey L.

MAILING ADDRESS 1522 Locust Ave Fairmont Marion WV 26554
Number Street City or Town County State Zip Code

VEHICLE DESCRIPTION

2 MAKE Ford YEAR 2014 V.I.N. 1FMCU9GX0EUC28374

STYLE OF BODY SUV WEIGHT 3,502

3 ODOMETER READING (No Tenths) 91472 Title Brands: ☐ RECONSTRUCTED ☐ OTHER:

4 PURCHASE PRICE \$ 9,200.00 TRADE IN \$ NET COST \$ 9,200.00 6% SALES TAX 552.00
(Credit allowed only on vehicles titled in West Virginia and the tax paid thereon by applicant)

TRADE-IN DESCRIPTION

1) Make Year VIN/Serial No. West Virginia Title Number
2) Make Year VIN/Serial No. West Virginia Title Number

REGISTRATION PLATE TRANSFERRED FROM (Send copy of registration card both sides)

Make of Vehicle Weight VIN/Serial Number Title Number License Plate Number

LIENS AND ENCUMBRANCES

5 1 NAME AMOUNT LENDER CODE
MAILING ADDRESS KIND OF LIEN DATE
Street City State Zip Code C/S/C D/T S/A
2 NAME AMOUNT LENDER CODE
MAILING ADDRESS KIND OF LIEN DATE
Street City State Zip Code C/S/C D/T S/A

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.

6 NAME OF INSURANCE COMPANY Greenbrier Valley Mutual Insurance THIS TITLE APPLICATION MUST BE SIGNED BY THE PURCHASER(S)/OWNER(S)
NAME OF INSURANCE AGENT H. T. Sowers If the title reads "AND" Both Signatures of Owners Must Appear
INSURANCE POLICY NUMBER GVM-448210-07 (X) Dorsey L. Maxwell
NATIONAL ASSOCIATION INSURANCE COMMISSIONERS (NAIC) NUMBER 31805 (X)

** INSURANCE MUST BE IN EFFECT WHEN THIS APPLICATION IS RECEIVED

DEALER CERTIFICATION

This is to certify that the above described vehicle was acquired from on month day year and sold to the above named purchaser on month day year .
The undersigned dealer further certifies that the sale price, trade-in, and net cost are true and accurate and that the Federal Odometer Regulation has been satisfied.
Federal regulations require that you state the odometer mileage upon transfer of ownership.
I certify to the best of my knowledge that the odometer reading is and reflects the actual mileage of the vehicle unless one of the following statements is checked: ☐ Mileage stated is in excess of its mechanical limits (or) ☐ The odometer reading is not the actual mileage - WARNING-ODOMETER DISCREPANCY

8 DEALER NAME
ADDRESS
SIGNATURE (X) DEALER LICENSE NO.

FOR DMV USE ONLY

TITLE NUMBER

Instructions

- Type or complete this application in BLUE OR BLACK INK ONLY.
- DO NOT SEND CASH. SEND CHECK OR MONEY ORDER payable to the Division of Motor Vehicles. Any check that is not honored for payment will result in a \$10.00 SERVICE CHARGE.
- If the vehicle was previously titled in another state, the title must accompany this application.
- If there is a lien, make sure the complete address and zip code are included.
- If you wish to purchase a new plate, include the appropriate fees detailed below.
- A statement of insurance must be submitted with each application for motor vehicle registration.
- Credit on trade-in allowed only for vehicles titled in West Virginia and taxes paid thereon by applicant.

Table of Fees

Type of Fee	Fee Information	Fee Totals
Title Fee (This fee is required)	\$15.00	\$15.00
Lien Fee - If applicable (\$10.00 Per Lien)		
License Plate Transfer Fee - If applicable	\$10.50	
6% Sales Tax (All sales under \$500.00 must pay \$30.00 instead of 6%)	X .06 =	552.00
Fee for Registration and License Plate - If applicable ☒ Class A - Cars & Trucks up to 10,000 lbs. ☐ Class M - Mobile Equipment ☐ Class B - Trucks 10,001 lbs. and up ☐ Class R - Travel Trailers ☐ Class G - Motorcycles ☐ Class T - Trailers ☐ Class H - Buses ☐ Class V - Antique Vehicles ☐ Class J - Taxi Cabs	SEE THE "MOTOR VEHICLE REGISTRATION FEE" BROCHURE FOR A FEE SCHEDULE. dmv.wv.gov/manuals	51.50
TOTAL PAYMENT REQUIRED (Send a check or money order ONLY if mailing this application)		618.50

Checklist

- ☒ Is the application completed, including signatures?
- ☒ Did you enclose a check or money order payable to DMV for the total fees and payment due?
- ☒ Do you have all required documents such as:
 - Proof of insurance (Certificate of Insurance WV-1) or a completed statement of insurance
 - Copy of the registration card front and back if you are transferring a license plate
 - Out-of-State title if the vehicle was previously titled in another state

MAIL ALL REQUIRED DOCUMENTS, FORMS, AND PAYMENT TO:

Division of Motor Vehicles
5707 MacCorkle Avenue, SE, PO Box 17710
Charleston, WV 25317

Toll Free Telephone (In-state only) 1-800-642-9066
Out of State (304) 558-3900