

How to fill out DMV-4-TR — Affidavit of Duplicate Title for a Vehicle or Watercraft

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/forms/west-virginia/dmv4tr-duplicate-title-affidavit/

West Virginia · written against DMV-4-TR (Rev 04/2022), issued under W. Va. Code 17A-3-19 and 17A-10-11

The way back when the certificate is gone - lost, destroyed, defaced, never received, or stranded at an old address - and the form a West Virginia seller most often needs before a sale can even start. Its header states its own terms: a copy of the owner's valid government-issued photo ID must accompany it, the registration card comes too if available, section D must be completed if the lost title showed a lien release, and there is a \$15.00 fee for your duplicate title. The affidavit is sworn - the applicant, being duly sworn upon oath, deposes and says they are the owner - with a penalty the form prices at \$100.00 or thirty days.

This sheet is not the form. Download the blank DMV-4-TR from the West Virginia Division of Motor Vehicles at https://webapps.transportation.wv.gov/TWS/WVDOTDocumentStorageMigration/PDF/Transportation/DMV/DMVFormSearch/DMV-4-TR_Application-for-Duplicate-Title-for-a-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	YOU	Which title, and why	Tick vehicle title, give the title number if any record of it survives, and choose the one reason that is true. Watch out: Defaced has its own homework - the damaged certificate must be attached. It is the one reason where you still hold the paper.
2	YOU	Owner and vehicle blocks	Your name and address as the record holds them, then make, year, VIN, plate and body style. Watch out: If you have moved since the title issued, say so by ticking change of address rather than quietly writing the new street - the mismatch is otherwise read as an error.
3	YOU	The sworn certification	Sign - both owners on an AND title - under the oath and the printed penalty. Watch out: A signer who is not the owner needs the power of attorney form riding along. The Division reads section C's signature against the record's names every time.
4	LENDER	Section D, if a lien ever existed	The lienholder's authorised agent deposes the lien is discharged, signs with a title, dates it, and a notary completes the block. Watch out: Without this, the duplicate is not refused - it is issued and mailed to the lien holder on record, which for a defunct lender is a black hole. Do D first.
5	YOU	ID, fee, envelope	The photo ID copy, the registration card if available, the \$15.00, and the packet to Receiving and Processing in Charleston. Watch out: Alternate delivery needs the stamped self-addressed envelope. Otherwise the duplicate goes to the address on file - which, if you ticked change of address, is the old one.

What gets this one rejected

- No photo ID in the envelope. The header makes the copy a condition of the application, not a nicety.
- Two reasons ticked. Check only one - a title both lost and defaced is a phone call, not a double tick.
- Section D skipped on a car that ever had a loan. The form's word is EVER: an old, paid-off, forgotten lien still routes the fresh certificate to the lien holder on record unless the discharge is completed and notarised.
- A helper signing without authority. The certification requires a power of attorney for any signer other than the owner, and section E only redirects delivery - it does not authorise signing.
- A duplicate posted to a new address with no envelope. The Division's rule for alternate delivery is a self-addressed stamped envelope matching the desired destination.

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

Read off DMV-4-TR (Rev 04/2022) and the West Virginia Division of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com

DMV-4-TR
Rev. 04/2022

West Virginia Department of Transportation Division of Motor Vehicles



Affidavit of Duplicate Title for a Vehicle or Watercraft

MAIL TO: Receiving and Processing • PO Box 17710 • Charleston, WV 25317 | 1-800-642-9066 • dmv.wv.gov

PRINT IN BLUE OR BLACK INK ONLY. THIS APPLICATION MUST BE ACCOMPANIED BY A COPY OF THE OWNER'S VALID GOVERNMENT-ISSUED PHOTO ID. ENCLOSE A COPY OF YOUR REGISTRATION CARD IF AVAILABLE. IF LOST TITLE SHOWED A LIEN RELEASE, SECTION D MUST BE COMPLETED. THERE IS A \$15.00 FEE FOR YOUR DUPLICATE TITLE.

☒ **Vehicle Title** ☐ **Boat Title**

Title Number: 2 3 0 1 4 8 8 2

Select Reason for Requesting Duplicate (Check Only One):

☒ Lost ☐ Destroyed ☐ Never Received
☐ Defaced (attach defaced title) ☐ Change of Address

A.) Owner(s) Information

Name: Rosalie M. Burdette
OWNER(S) NAME(S)
Address: 214 Sycamore Hollow Rd
St. Albans WV 25177
CITY STATE ZIP

B.) Vehicle/Watercraft Information

Make: Ford Year: 2014
VIN or Hull No: 1FMCU9GX0EUC28374
Plate or Reg. No: 3QN 682
Body Style or Hull Material: SUV

C.) Owner/Applicant Certification

The undersigned applicant, being duly sworn upon oath, deposes and says they are the owner of the vehicle/watercraft described herein: I, the undersigned, swear or affirm that the information we/I have entered on this form is correct. I understand that making a false statement on this form may constitute the crime of perjury. Furthermore, I agree to indemnify and hold harmless, the West Virginia Division of Motor Vehicles from any liability arising from this transaction. I understand that the penalty for false statement in this application holds a fine of not more than \$100.00 or imprisonment in the county jail for thirty days, or both.

This application must be signed by the owner(s). If a person other than the applicant is signing this application, a power of attorney form is required.
If the title reads "AND", both owners signatures MUST appear. If signing for a company, indicate your title or position.

(X)
SIGNATURE OF APPLICANT OR LEGAL REPRESENTATIVE

(X)
SIGNATURE OF APPLICANT OR LEGAL REPRESENTATIVE

D.) Discharge of Lien Holder(s)

If the vehicle or watercraft has EVER had a lien against it, section D MUST be completed by the lien holder before a clear title can be issued. If section D is not completed, the title will be mailed directly to the lien holder on record.

The undersigned, being a duly authorized agent for the lien holder, deposes upon his oath and says that the lien is discharged and the lien holder has no interest in the above vehicle/watercraft.

Name of Lien Holder: Tygart Valley Federal Credit Union
Address: 412 Fairmont Ave, Clarksburg, WV 26301

(X)
SIGNATURE OF OFFICER TITLE

This lien is fully paid, satisfied, and released this _____ day of _____, 20_____.

(X)
SIGNATURE OF NOTARY COMMISSION EXPIRATION DATE

E.) Release Affidavit

I, _____ hereby authorize _____ to receive my duplicate title.
VEHICLE OR WATERCRAFT OWNER NAME OF DEALERSHIP, LIEN HOLDER, OR INDIVIDUAL

(X)
SIGNATURE OF OWNER

BE SURE TO ENCLOSE:
• A COPY OF VALID GOVERNMENT ISSUED PHOTO ID
• A COPY OF THE REGISTRATION CARD, IF AVAILABLE
• \$15.00 CHECK/MONEY ORDER PAYABLE TO DMV

DIVISION USE ONLY • Verified in Computer: _____