

How to fill out a West Virginia title

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the West Virginia Certificate of Title · 6 of 10 boxes are the seller's · rules as of 2026-08-23

/forms/west-virginia/certificate-of-title/

This sheet is not the title. It is the checklist to keep beside one. Do not mark out, white out or erase - the Division's own instruction, and its consequence in the same sentence: this will void the title, and a duplicate title will be required. The Division's instructions run: both the seller and buyer must sign the back of a West Virginia title; the exact mileage must be recorded in the assignment section of the title by the seller; and if names on the face are joined by AND, both owners must sign, while OR lets either sign independently. Blue or black ink is the rule its forms print - the application says type or print in blue or black ink only.

Who has to sign

Every owner joined by AND	The titles page states that both owners must sign the title documents for a sale or transfer to be legally binding. One pen, two signatures, however far apart the owners live.
Either owner joined by OR	Joined by OR or AND/OR, either owner can sign the title document independently as the seller or purchaser - the Division's words, and the reason the conjunction on the face matters more than the names.
The seller, on the assignment	Signature plus the buyer's name and address, the date, the price and the mileage - the parts of the back the titles page assigns to you by name.
The buyer, on the same back	Both the seller and buyer must sign the back of a West Virginia title. Their half continues onto the DMV-1-TR, which they sign under penalty of false swearing.
An attorney-in-fact, if you cannot be there	The DMV-9-TR grants authority to sign in the name of the undersigned any certificate of title covering the vehicle described - a per-vehicle appointment, not a general one.
A legal heir, for an owner who has died	Where no will was left and no administrator appointed, the DMV-185-TR is sworn, the death certificate attached, and the heir signs in the owner's place.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	YOU	The buyer's name and address	You write the buyer in, on the assignment's own lines. For an out-of-state certificate the Division's wording is that the new owner's name and address must be clearly populated on the face of the document - on a West Virginia certificate the assignment block asks for the same thing on the back. Watch out: An assignment naming nobody is an open title: your sworn signature under a blank the next holder can fill with anyone. The buyer warnings on the titles page exist because open titles circulate.
2	YOU	The date of sale	The day the car actually changed hands, matching the date you will write on the sold notice and, where one is used, on the bill of sale. Watch out: This date starts your sixty-day duty to deliver the certificate and anchors the buyer's ten-day window on your registration. Three documents with three different dates is how a counter visit becomes a correction affidavit.
3	YOU	The purchase price	The true figure, in dollars. The state will set it against the NADA Clean Loan Book: under half of book, the price only stands with a notarised bill of sale; two model years old or newer, book value is taxed no matter what you write. Watch out: Never round it, never improve it, never write gift beside a number. An altered or conflicting price is a rejected application and a duplicate title, and a false gift claim risks every license and registration in both names.
4	YOU	The odometer certification	Exact mileage, recorded in the assignment section by the seller - the Division's own sentence. Mark the status: Actual Mileage, Not Actual Mileage, or Mileage Exceeds Mechanical Limits. Watch out: A 2010-or-older model year owes no disclosure at all; a 2011-or-newer one discloses for twenty years. Marking Not Actual Mileage is permanent - it follows the vehicle, not you.
5	YOU	The statement of liens	17A-4-2 requires the assignment to carry a statement of all liens and encumbrances, verified under oath. A paid-off loan belongs here as released - with the lender's paper release in the buyer's hand. Watch out: The state's record is the trap: the DMV database is not electronically updated when a lender signs a physical release, so clear the record - or hand over the release of lien - before the buyer finds the encumbrance at the counter.
6	YOU	Seller's signature - counting the owners first	Read the conjunction on the face. AND means both owners must sign the title documents for the transfer to be legally binding; OR means either owner can sign independently. Watch out: The oath rule is the part to read off your own certificate: the Code wants the lien statement verified under oath, and if your certificate prints a notary line beside the signature, sign in front of one - not at the kitchen table the night before.
7	BUYER	The buyer signs the back	The Division's sentence covers both of you: both the seller and buyer must sign the back of a West Virginia title. Watch out: Watch it happen. A back signed by the seller alone travels as an open title, and what the buyer does with it afterwards happens over your sworn signature.

#	WHO	BOX	WHAT GOES IN IT
8	DEALER	The dealer reassignments	Licensed dealers pass a car along through their own numbered reassignment blocks rather than through your assignment. Watch out: The correction affidavit lists seller skipped one dealer assignment among the mistakes it repairs - which tells you these blocks are where private sellers most often write by accident. Leave them alone.
9	BUYER	The DMV-1-TR rides on top	The buyer completes the application - vehicle description, the same odometer reading, the same purchase price, tax, insurance certification - and signs it under penalty of false swearing. Watch out: The application must agree with the assignment line for line. The mileage and the price are read side by side, and a mismatch stops the transfer harder than a blank would.
10	BUYER	Then the packet goes in, with the fees	Certificate, application, tax at 6% of the net price, the \$15.00 title fee, and the registration or plate-transfer money, to a Regional Office or the Charleston post box. Watch out: Cheap car, different arithmetic: net price under \$500 pays the flat \$30.00. And if the price was below half of book, the notarised bill of sale has to be in the same envelope or the tax comes back calculated on the book.

Five habits for the back of a West Virginia certificate

- **Price the car against the book before you write** — Below 50% of NADA Clean Loan Book, the figure needs a notarised bill of sale behind it or the buyer is taxed on book value - decide which before the pen touches the title.
- **Read the reading off the dash, then compare it to the face** — The certificate already prints the last recorded mileage. A figure below it is the discrepancy the whole odometer regime exists to catch.
- **Count the owners and the conjunction** — AND needs every printed owner's signature; OR needs one. The face tells you which certificate you are holding before anyone signs the back.
- **Nothing gets crossed out** — Mark out, white out or erase and the Division's instruction is that the title is void and a duplicate is required. A fresh certificate costs \$15.00 and weeks; a tidy-up costs the sale.
- **Do the record work the same day** — Sold notice to the insurance box, plate transferred or accounted for, and only then the insurance call. The verification computer only knows what you told it.

WHAT THE FACE OF THE CERTIFICATE ESTABLISHES

printed in Charleston, and none of it in your handwriting

The Division defines the document in one sentence: "A certificate of title is the legal document establishing vehicle ownership." Everything a seller signs lives on the reverse; the face is the record it changes.

OWNER(S) — AND THE CONJUNCTION BETWEEN THEM

The Division's rule turns on one printed word. Joined by AND: "Both owners must sign the title documents for a sale or transfer to be legally binding." Joined by OR or AND/OR: "Either owner can sign the title document independently as the seller or purchaser."

[dmv.wv.gov/titles](#)

VEHICLE IDENTIFICATION NUMBER

The buyer warning on the titles page: "Always confirm that the Vehicle Identification Number (VIN) on the physical vehicle matches the VIN listed on the certificate of title exactly."

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THE ODOMETER READING ON THE FACE

"Ensure the vehicle's physical odometer reading is not less than the odometer reading recorded on the face of the title" - the recorded figure your assignment's new reading is checked against.

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LIEN — AND THE LIEN RELEASE SECTION

"When a vehicle loan is paid off, the lienholder will mail the physical title to the owner with the lien release section validated." The record is separate: the DMV database is not updated by a signed paper release.

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TITLE NUMBER AND BRANDS

The number every form in the seller's set asks for, and the brands - RECONSTRUCTED and OTHER on the application's own row - that follow the vehicle onto each new certificate.

DMV-1-TR

SOURCES: THE DIVISION'S TITLES PAGE AND ITS OWN FORMS, AS MARKED ON EACH BLOCK

THE ASSIGNMENT ON THE BACK — PART BY PART

stacked in the order a seller meets them; the certificate's own geometry is not published, so none is drawn

Two sentences from the Division set the scene. "Both the seller and buyer must sign the back of a West Virginia title." And: "When a motor vehicle is sold or transferred, the exact mileage must be recorded in the assignment section of the title by the seller." DMV-TM-1 adds the date line: every West Virginia certificate issued after January 1, 1991 carries the odometer certification on its back.

1 THE BUYER'S NAME AND ADDRESS

YOURS

The Division's wording for an out-of-state certificate - "the new owner's name and address must be clearly populated" - is the same demand the assignment block makes here. A named buyer is what separates an assignment from an open title.

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2 DATE OF SALE

YOURS

The day the car changed hands - the date your sixty-day duty to deliver the certificate runs from, and the one the sold notice and any bill of sale must repeat.

W. Va. Code 17A-4-2

3 PURCHASE PRICE

YOURS

"Applications containing a designated purchase price on the title sheet paired with a conflicting Gift Affidavit will be rejected" - the price is written on the certificate itself, and an altered or conflicting figure is a rejected transfer.

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4 THE ODOMETER CERTIFICATION

YOURS

ACTUAL MILEAGE • NOT ACTUAL MILEAGE • MILEAGE EXCEEDS MECHANICAL LIMITS

The three statuses are the Division's own list, and the figure is the seller's to record. Model year 2010 or before: no disclosure. 2011 or newer: disclosed for twenty years from manufacture.

[dmv.wv.gov/titles](#) • DMV-TM-1

5 THE STATEMENT OF LIENS AND ENCUMBRANCES

YOURS

17A-4-2's own words: the owner "shall endorse an assignment and warranty of title upon the certificate of title for such vehicle with a statement of all liens and encumbrances thereon, which statement shall be verified under oath by the owner."

W. Va. Code 17A-4-2

6 SELLER(S) SIGN

YOURS

One signature on an OR title, every printed owner on an AND title. The oath 17A-4-2 attaches is why a notary line appears in the certificate's execution - read what your own sheet prints beside the rule and satisfy it exactly.

X [dmv.wv.gov/titles](#)

7 BUYER(S) SIGN

YOURS

"Both the seller and buyer must sign the back of a West Virginia title." Watch it happen: their signature closes your assignment, and a half-signed back travels as an open title.

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THE NOTARY PUBLIC'S LINE

The correction affidavit's checklist names it by naming its commonest failure: "Notary Public signed their name in wrong place." Where your certificate prints the oath, the commission signs here - after watching, never before.

DMV-34-TR

8 DEALER REASSIGNMENT BLOCKS

Licensed dealers pass the car along through their own numbered blocks. The checklist's phrase for a private seller writing there is "Seller skipped one dealer assignment" - the mistake this diagram exists to prevent.

DMV-34-TR

Then the sixty-day clock: "he shall within sixty days from date of sale deliver the certificate of title to the purchaser or transferee, except in the case of a vehicle sold as scrap or to be dismantled." — W. Va. Code 17A-4-2

☐ You write it, in pen ☐ Not yours to fill ☒ Numbered to match the walkthrough on this page

Every block name and quoted sentence transcribed from [dmv.wv.gov/titles](#), DMV-TM-1 (Rev. 05/21), DMV-34-TR (REV 8/21) and W. Va. Code 17A-4-2, read 2026-08-23 · the Division publishes no specimen of its certificate - its own dealer seminar names the new West Virginia Conforming Title without picturing it - so this drawing stacks the certificate's parts in reading order and reproduces none of its layout, colour, security print or proportion

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

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

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 _____ DEALER LICENSE NO. _____ SIGNATURE (X) _____

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TITLE NUMBER
