

The logo for webCAT, featuring the text "webCAT" in a stylized, outlined font. The "web" is in a smaller, lowercase font, and "CAT" is in a larger, uppercase font. The text is set against a dark blue background with a glowing, oval-shaped light effect behind it.

**webCAT**

## Title Training Guide for webCAT: Establishing a Virginia Title Record and What Title Documents to Submit





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# Glossary

The purpose of the glossary is to define and explain the purpose of establishing title records and creating title documents.



# GLOSSARY

Terms	Definitions
<b>Private vehicle</b>	A vehicle that the owner uses for convenience, not for compensation.
<b>For-hire vehicle</b>	A vehicle that the owner uses to transport persons or property for compensation.
<b>Leased vehicle</b>	A vehicle that the driver leases from the owner for a period of 12 months or longer.
<b>Rental</b>	<p>Any motor vehicle designed for transportation of passengers or property, used for such by a renter who under agreement with the owner pays a fee for use of the vehicle for a period of less than 12 months.</p> <p>Rental vehicles are exempt from the Motor Vehicle Sales and Use Tax (SUT) collected at titling and are instead subject to tax on the gross proceeds from the use of the rental vehicle (Rental Tax). Rental businesses must be licensed with Virginia and must enter the Department of Taxation's assigned renter number at the time of the title transaction.</p>
<b>Empty weight</b>	The weight of the vehicle excluding any load.
<b>Gross weight</b>	<p>The empty weight of the vehicle plus the weight of the load it is carrying.</p> <p><b>Note:</b> The gross weight may be increased during a registration period. The new weight should not be more than the manufacturer's gross vehicle weight rating or manufacturer's gross combined weight rating.</p>
<b>Combined weight</b>	The empty weight of the unit added to the weight of the load carried or pulled.
<b>Model year</b>	The most recent model year of the vehicle manufactured and shown on the showroom floor for sale.



# GLOSSARY

Terms	Definitions
<b>Gross vehicle weight rating (GVWR)</b>	The manufacturer-assigned weight. It is the total weight of the vehicle, passengers, and cargo that the vehicle is designed to carry.
<b>Gross combined weight rating (GCWR)</b>	The weight assigned by the manufacturer to indicate the combined maximum load weight of the vehicle, passengers, cargo and the weight to be towed.
<b>Independent motor vehicle dealer or Independent dealer</b>	A dealer that sells used motor vehicles who is not also licensed as a franchise motor vehicle dealer.
<b>Franchised motor vehicle dealer</b>	A dealer that sells new motor vehicles and has a franchise agreement with a manufacturer or distributor of new motor vehicles, trailers, or semi trailers.
<b>Individual Sale</b>	A vehicle purchase through a Casual Sale between private individuals.
<b>New motor vehicle</b>	Any vehicle that: A. has not been previously sold except in good faith for the purpose of resale by a licensed dealer; B. has not been used as a rental, driver education or demonstration motor vehicle, or for the personal and business transportation for the manufacturer, distributor, dealer, or any of his employees; C. has not been used except for limited use necessary in moving or road testing the vehicle prior to delivery to a customer; D. is transferred by a manufacturer's certificate of origin (MCO); E. conforms to all applicable federal motor vehicle safety and emission standards noted on the MCO.
<b>Used motor vehicle</b>	Any motor vehicle not fitting the definition of a new motor vehicle.



# GLOSSARY

Terms	Definitions
<b>Odometer disclosure</b>	<p>A statement designed to comply with federal and state odometer disclosure laws. These laws require the seller of a motor vehicle to indicate the odometer reading when there is a transfer of ownership.</p> <p>When disclosing an odometer reading, an odometer code of Actual Mileage, Exceeds Mechanical Limits or Not Actual Mileage must be selected.</p> <p>Actual Mileage - the exact distance the vehicle has traveled (accrued mileage) as displayed on the odometer, whether in miles or kilometers. Only whole numbers are used (no tenths).</p> <p>Exceeds Mechanical Limits - refers to vehicles equipped with a 5 digit odometer that only display a reading up to but not greater than 99,999. The mileage displayed on the odometer is entered in the vehicle record with an indication that the reading exceeds the odometer's mechanical limits (i.e.: odometer displays 12,000, however the cumulative mileage is 112,000).</p> <p>Not Actual Mileage - the exact distance the vehicle has traveled (accrued mileage) is unknown. The mileage that displays on the odometer is entered on the vehicle record with an indication that the true mileage is unknown.</p>
<b>Lessee</b>	<p>An individual or business offering compensation in exchange for the use of a vehicle for 12 months or more, generally under contract.</p>
<b>Lessor</b>	<p>An individual or business offering the use of the vehicle for 12 months or more, in exchange for compensation.</p>

# Document Terms & Title Tips

The purpose of document terms is to explain the purpose of establishing title documents/records and what different title documents there are.



## DOCUMENT TERMS & TITLE TIPS

Terms	Definitions
<b>Manufacturer Certificate of Origin (MCO) or Manufacturer Statement of Origin (MSO)</b>	<p>A newly manufactured vehicle comes with a manufacturer's certificate of origin (MCO) or manufacturer's statement of origin (MSO). The manufacturer issues the MCO/MSO to a dealer with a franchise to sell a specific make of vehicle. The MCO/MSO is a new vehicle's transfer of ownership document.</p> <p>The front of the MCO/MSO will contain the name of the manufacturer, the vehicle information and the name of the franchised dealer purchasing the vehicle from the manufacturer. The MCO/MSO changes to a title upon the first sale of the new vehicle. New car dealers must have a franchise from the manufacturer in order to sell a specific make of vehicle. If franchised dealers sell vehicles to other dealers that do not have a franchise for the vehicle make, the purchasing dealers must title the vehicles in their name before they can reassign the vehicles to other dealers or individuals.</p>
<b>Virginia/Out of State title</b>	<p>A title establishes ownership of a vehicle. The appearance of a title will vary depending on the issuing state. The Department of Motor Vehicles reserves the right to authenticate any title document submitted.</p>
<b>Registration cards</b>	<p>Out-of-State registration cards may be used to transfer a title record from one state to another. They are accepted if the owner's name is on the card, registration is current and card is valid. The Department of Motor Vehicles reserves the right to authenticate any out of state registration card.</p>
<b>Owner/Operators</b>	<p>A motor carrier may operate under lease with an owner/operator.</p>
<b>National Motor Vehicle Title Information System (NMVTIS)</b>	<p>A national titling information system for motor vehicles. It is designed to help prevent trafficking of stolen vehicles by making it difficult to title a stolen vehicle.</p> <p>If NMVTIS distinguishes a discrepancy a held will be applied to the title record for DMV to perform additional research against the out of state vehicle record. The Virginia title will not be released until the NMVTIS held is removed.</p>



## DOCUMENT TERMS & TITLE TIPS

Terms	Definitions
<b>Titling</b>	<p>Motor Carriers that own motor vehicles must establish a title record prior to obtaining registration. Once titled, apportioned registration may be applied for to allow travel between jurisdictions.</p> <p>When titling a newly acquired vehicle or transferring the title to Virginia from another jurisdiction, all security interests (liens) must be recorded on the Virginia title record.</p>
<b>Title transactions</b>	<p>Titles are used to establish ownership of a vehicle and also to show liens and other applicable vehicle information.</p> <p>Virginia allows up to eight names listed on the title as the owner of the vehicle.</p> <p>A title may also have up to three recorded liens, if applicable.</p> <p>The current version of the Virginia title has one section for assignment of the title by owner and three sections for reassignment of title by a dealer. If the vehicle is being sold from one individual to another individual, the buyer must obtain a new title in his or her name before the vehicle can be sold to anyone else. Only licensed dealers may reassign titles without having to obtain titles in their name.</p>
<b>NADA</b> (National Automobile Dealers Association )	<p>For a transaction between individuals (CASUAL SALE), the minimum SUT is calculated based on the trade-in value given in the "NADA Official Used Car Guide" UNLESS one of the following is submitted:</p> <ul style="list-style-type: none"><li>•If the vehicle is 5 YEARS OLD OR NEWER a Affidavit for Procurement of Title</li><li>•If the vehicle is MORE THAN 5 YEARS OLD<ul style="list-style-type: none"><li>•a Bill of Sale (BOS) OR</li><li>•If the transfer of ownership document is a VA title and the sale price was recorded on the title by the seller this is the equivalent of a BOS.</li></ul></li></ul>



# Title Tips

Terms	Definitions
<b>Title signatures</b>	<p>When transferring ownership from the seller to the buyer, it is very important to ensure all documentation has original signatures and is accompanied by the supporting documentation. You as the buyer must sign and print in the required sections of the title.</p> <p>If the buyer is a company and you are employed by that company and the authorized representative to sign you must print the company's name, sign your name, and indicate the title you are recognized by within your company. (Example: Company name by Signature (title of person). Note: This is not the same as having power of attorney to sign on behalf of a company. Refer to the title documents for information regarding the use of a power of attorney.</p>
<b>Title Weights</b>	<p>While creating a title record it is important to ensure all rated weights are recorded correctly as indicated by the vehicle's manufacturer. Once titled the rated weights should not be changed, unless the vehicle is reconstructed or altered from its original construction or certain required documentation is submitted.</p> <p>When registering the vehicle, the registered gross weight is used to indicate the weight of the vehicle and the load. Note: Please keep in mind if the vehicle is grossed for more than it can safely carry, it may be subject to a citation.</p> <p>When recording the rated weights keep in mind the vehicle's GVWR and GCWR should not be recorded as the same.</p>
<b>Title errors</b>	<p>Upon submission of a title transaction through the webCAT system, you will receive an invoice for payment. If you make an error while processing the title transfer, do NOT pay the invoice. Contact a webCAT administrator immediately so the transaction can be corrected or removed.</p> <p>If an error is made and the invoice is paid, the correction to the vehicle record may take longer because the vehicle title record is created in the DMV mainframe upon payment.</p>

# Ownership Documents & Additional Titling Forms

This section will introduce you to the different types of forms that may be required when transferring ownership.

**Manufacturer Statement of Origin**

**Virginia Title**

**Reassignment of Title**

**Secure Power of Attorney**

**Power of Attorney**

**Application for Certificate of Title**

**Bill of Sale**

**Affidavit for Procurement of Title**

**Purchaser's Statement of Tax Exemption**

**Odometer Disclosure Statement**



# Manufacturer Certificate of Origin (MCO)

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

2007-12-05  
 VIN: 5UXFE4366LD  
 SAV  
 200 4337

THIS VEHICLE CERTIFIED AS CALIFORNIA AIR EMISSION STATE WITHIN THE U.S.

I, the undersigned authorized representative of the seller, certify that the new vehicle described is transferred on the above date and of name of distribution dealer etc.

It is further certified that this was in

DISTRIBUTION DEALER ASSIGNMENT NUMBER 1	Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of perjury that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle. FOR VEHICLES RECEIVED THROUGH TRANSFER OF TITLE, THE SELLER MUST SIGN THIS CERTIFICATE TO.
	NAME OF PURCHASER(S) ADDRESS I certify to the best of my knowledge that the odometer reading is _____ No Ticks DEALER _____ BY: _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ State of _____ Notary Public County of _____ <small>USE NOTARIZATION ONLY IF REQUIRED IN THIS JURISDICTION</small>
	DISTRIBUTION DEALER ASSIGNMENT NUMBER 2
	DISTRIBUTION DEALER ASSIGNMENT NUMBER 3
	DISTRIBUTION DEALER ASSIGNMENT NUMBER 4
ODOMETER DISCLOSURE FOR RETAIL SALE	Federal Law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading: No Ticks, <input type="checkbox"/> The mileage stated is in excess of its mechanical limit, <input type="checkbox"/> The odometer reading is not the actual mileage. <b>WARNING ODOMETER DISCREPANCY</b>
	Signature of Seller(s) _____ Date of Statement _____ Printed Name(s) of Seller(s) _____ Dealer's No. _____ Signature of Purchaser(s) _____ Printed Name(s) of Purchaser(s) _____ Company Name of Appraiser _____ State of _____ Address of Purchaser(s) _____ County of _____ <small>USE NOTARIZATION ONLY IF REQUIRED IN THIS JURISDICTION</small>
LEASHELD	1st lien in favor of _____ whose address is _____
	2nd lien in favor of _____ whose address is _____

Selling dealer must complete and sign. If the sales price is not recorded on the MCO a Bill of Sale must be submitted.

If the odometer disclosure is not complete then a separate odometer disclosure must be submitted.

If the odometer disclosure is completed then both seller & buyer must sign.

To maintain compliance with Privacy Act information was removed. When submitting ownership documents for titling any alterations VOIDs the document.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF MOTOR VEHICLES

### CERTIFICATE OF TITLE FOR A VEHICLE

KEEP IN SAFE PLACE - ANY ALTERATION OR ERASURE VOIDS THIS TITLE

THE DEPARTMENT OF MOTOR VEHICLES, COMMONWEALTH OF VIRGINIA, HEREBY CERTIFIES THAT AN APPLICATION FOR A CERTIFICATE OF TITLE WAS RECEIVED FOR THE VEHICLE DESCRIBED HEREON PURSUANT TO THE PROVISIONS OF THE MOTOR VEHICLE LAWS OF THIS COMMONWEALTH THAT THE APPLICANT NAMED ON THE FACE HEREON HAS BEEN DULY RECORDED AS THE LAWFUL OWNER OF SAID VEHICLE, AND THAT, FROM THE STATEMENTS OF THE OWNER AND THE RECORDS ON FILE WITH THIS DEPARTMENT, THE HEREON DESCRIBED VEHICLE IS SUBJECT TO THE SECURITY INTEREST RECORDS ON FILE WITH THIS DEPARTMENT, AND AS DESCRIBED HEREON, IF ANY. THE MOTOR VEHICLE LAWS OF THIS COMMONWEALTH ALSO PROVIDE THAT ALL TITLE AND REGISTRATION INFORMATION IN THE OFFICE OF THE DEPARTMENT OF MOTOR VEHICLES IS PROVIDED AND ONLY SUBJECT TO DISSEMINATION TO ALL APPLICABLE AGENCIES, BUSINESS ORGANIZATIONS OR AGENTS, GOVERNMENTAL ENTITIES AND INDIVIDUALS UNDER THE CONDITIONS SPECIFIED BY MOTOR VEHICLE CODE SECTIONS 46.2-206, 46.2-209 AND 46.2-210.

ESTABLISHED	05/18/10	993	099323	ORIGINAL
VEHICLE IDENTIFICATION NO.	YEAR	MAKE	VEHICLE BODY	TITLE NO.
476ESFYUWR5W6R9S	1989	FORD	2D SDN	61266639
EMPTY WGT.	GROSS WGT.	GVWR	GCWR	AXLES
2222				2
FUEL		SALES TAX PAID	ODOMETER	DATE ISSUED
GAS		150.00	*222222*	05/18/10

OTHER PERTINENT DATA  
IND

Name(s) and address(es) of vehicle owner:  
OSHIELDS, BECKY  
2300 W BROAD STREET  
RICHMOND VA 23220

NO LIENS

VOID

VOID

A  
Federal and State law requires that you state the mileage in connection with the transfer of ownership. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following (printed name and address of Buyer(s)).

Buyer(s) Name \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Street \_\_\_\_\_  
DATE OF SALE \_\_\_\_\_

ODOMETER READING (No Tenths) \_\_\_\_\_  
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.  
 1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the actual mileage.  WARNING: ODOMETER DISCREPANCY

Signature of Seller(s) \_\_\_\_\_ Printed Name of Seller(s) \_\_\_\_\_  
Signature of Buyer(s) \_\_\_\_\_ Printed Name of Buyer(s) \_\_\_\_\_

I am aware of the above odometer certification made by the Seller(s) \_\_\_\_\_  
I am aware of the above odometer certification made by the Seller(s) \_\_\_\_\_

DETACH HERE

Driver's No. \_\_\_\_\_ Issuing Jurisdiction \_\_\_\_\_

**A** Federal and State law requires that you state the mileage in connection with the transfer of ownership. The undersigned hereby certifies that the vehicle described in this title has been transferred to the following (printed name and address of Buyer(s)).

Buyer(s) Name \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Street \_\_\_\_\_  
DATE OF SALE \_\_\_\_\_

ODOMETER READING (No Tenths) \_\_\_\_\_  
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.  
 1. The mileage stated is in excess of its mechanical limits.  2. The odometer reading is not the actual mileage.  WARNING: ODOMETER DISCREPANCY

Signature of Seller(s) \_\_\_\_\_ Printed Name of Seller(s) \_\_\_\_\_  
Signature of Buyer(s) \_\_\_\_\_ Printed Name of Buyer(s) \_\_\_\_\_

I am aware of the above odometer certification made by the Seller(s) \_\_\_\_\_  
I am aware of the above odometer certification made by the Seller(s) \_\_\_\_\_

Individuals and dealers may assign ownership in Section A of the Virginia title. The seller must complete all but the buyer signature and printed name of buyer.

This specimen Virginia title document was created for the use of title training. Any fraudulent use of this document is a criminal violation.





# VAD-20 Reassignment of Title

RE-ASSIGNMENT OF TITLE BY  
VIRGINIA MOTOR VEHICLE DEALER

VAD 20 (REV. 12/96)  
8496024

TITLE NUMBER \_\_\_\_\_ TITLE STATE \_\_\_\_\_ VEHICLE MAKE \_\_\_\_\_

BODY TYPE \_\_\_\_\_ YEAR/MODEL \_\_\_\_\_ IDENTIFICATION NUMBER \_\_\_\_\_

**RE-ASSIGNMENT 2**

**RE-ASSIGNMENT BY DEALER** Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following: (printed name and address) \_\_\_\_\_

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (See Terms)  1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS Date of Sale \_\_\_\_\_  
 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.

**WARNING - ODOMETER DISCREPANCY** Dealer's No. \_\_\_\_\_

Signature of Dealer or Agent / Printed Name \_\_\_\_\_  
Printed Firm Name and Address \_\_\_\_\_  
"I am aware of the above odometer certification made by the seller."  
Signature(s) of Buyer(s) / Printed Name \_\_\_\_\_  
I warrant the title to the above motor vehicle except that at the time of delivery it is subject to the following liens and none other:

LIENOR'S NAME \_\_\_\_\_ DATE OF LIEN \_\_\_\_\_  
SIGNATURE OF DEALER OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**RE-ASSIGNMENT 3**

**RE-ASSIGNMENT BY DEALER** Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following: (printed name and address) \_\_\_\_\_

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (See Terms)  1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS Date of Sale \_\_\_\_\_  
 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.

**WARNING - ODOMETER DISCREPANCY** Dealer's No. \_\_\_\_\_

Signature of Dealer or Agent / Printed Name \_\_\_\_\_  
Printed Firm Name and Address \_\_\_\_\_  
"I am aware of the above odometer certification made by the seller."  
Signature(s) of Buyer(s) / Printed Name \_\_\_\_\_  
I warrant the title to the above motor vehicle except that at the time of delivery it is subject to the following liens and none other:

LIENOR'S NAME \_\_\_\_\_ DATE OF LIEN \_\_\_\_\_  
SIGNATURE OF DEALER OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**RE-ASSIGNMENT 4**

**RE-ASSIGNMENT BY DEALER** Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The undersigned dealer hereby certifies that the vehicle described in this title has been transferred to the following: (printed name and address) \_\_\_\_\_

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (See Terms)  1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS Date of Sale \_\_\_\_\_  
 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.

**WARNING - ODOMETER DISCREPANCY** Dealer's No. \_\_\_\_\_

Signature of Dealer or Agent / Printed Name \_\_\_\_\_  
Printed Firm Name and Address \_\_\_\_\_  
"I am aware of the above odometer certification made by the seller."  
Signature(s) of Buyer(s) / Printed Name \_\_\_\_\_  
I warrant the title to the above motor vehicle except that at the time of delivery it is subject to the following liens and none other:

LIENOR'S NAME \_\_\_\_\_ DATE OF LIEN \_\_\_\_\_  
SIGNATURE OF DEALER OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

ANY WILLFUL MISINFORMATION GIVEN WITH FRAUDULENT INTENT MAY BE PUNISHABLE AS PROVIDED BY LAW.  
NO ADDITIONAL RE-ASSIGNMENTS PERMITTED. WHEN RE-ASSIGNMENT NO. 4 IS COMPLETED, TITLE MUST BE SECURED.

Developed for use by Virginia dealers.

Can ONLY be used by licensed dealers.

Allows dealers to reassign vehicles an additional 3 times after the reassignments on a title certificate have been completed.

The VA dealer named as the purchaser in the last reassignment on a VAD-20 must secure a VA title certificate in the dealer's name before reassigning the vehicle to another purchaser.

Multiple reassignment forms are acceptable if all reassignments were not completed on the prior reassignment form.

An out-of-state dealer can complete an open reassignment.

Photocopies of this form are NOT acceptable.





# VAD-70A A Secure Power of Attorney

Developed for use by Virginia dealers.

The VAD-70A allows the VA dealer representative to sign for the titled owner (seller) of a motor vehicle and to disclose the odometer reading to the purchaser of the vehicle.

The VAD-70A is only to be used when the dealer does not have the title in his possession because it is still held by the lender, or it has been lost. There are NO other situations when a dealer may use this form.

**PART A-ODOMETER DISCLOSURE** - must be completed by the seller and the dealer representative to disclose the odometer reading when the title certificate is NOT available (lost or being held by the lienholder) at the time of the transfer.

**PART B-POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE** - should be completed by the purchaser and the dealer representative when the title certificate is not available (lost or being held by the lienholder) at the time of the sale.

**NOTE** : PART B CANNOT be completed if PART A is blank.

**NOTE** : Power of attorney CANNOT be granted to a dealership; it must be granted to an individual representing the dealership.

**PART C - CERTIFICATION** must be completed by the dealer representative upon receipt of the title certificate. By completing this section, the dealer representative is certifying that the information contained in PART A and PART B (if completed) has been accurately transferred to the assignment on the title certificate.

Photocopies of this form are not acceptable.

0100041

VAD 70A (1/08) POWER OF ATTORNEY TO SIGN FOR OWNER WHEN REGISTERING AND / OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE

**WARNING:** This form may be used only when title is physically held by lienholder or has been lost. This form must be submitted to the state by the person exercising power of attorney. Failure to do so may result in fines and / or imprisonment.

**VEHICLE DESCRIPTION**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Body Type \_\_\_\_\_

Vehicle Identification Number (VIN) \_\_\_\_\_

**PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal law and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and / or imprisonment.

I, \_\_\_\_\_ (TRANSFEROR'S (SELLER'S) NAME OR SPOUSE'S (JOINTLY OWNED) PRINTED NAME), \_\_\_\_\_ (ADDRESS), \_\_\_\_\_ (CITY), \_\_\_\_\_ (STATE), \_\_\_\_\_ (ZIP CODE),

do hereby certify that the odometer reading on the vehicle described above, exactly as stated in my following disclosure, and to sign in my own name, place, and seal any Certificate of Title, or other supporting papers, covering said motor vehicle, in whatever manner necessary to register and / or transfer ownership of said motor vehicle; and I do hereby grant unto said attorney-in-fact full authority and power to do and perform any and all other acts necessary or incident to the execution of the powers herein expressly granted, as the grantor might or could do if personally present, with full power of substitution.

I state that the odometer now reads \_\_\_\_\_ (NO TEXT) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

\_\_\_\_\_  
 (TRANSFEROR'S (SELLER'S) PRINTED NAME) (SP. TRANSFEROR'S (SELLER'S) SPOUSE'S (JOINTLY OWNED) PRINTED NAME)

Transferor's Address: \_\_\_\_\_ (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE)

Date of statement: \_\_\_\_\_ (TRANSFEROR'S (SELLER'S) SIGNATURE) (PRINTED NAME)

\_\_\_\_\_  
 (TRANSFEROR'S (SELLER'S) SIGNATURE) (PRINTED NAME)

Transferor's Address: \_\_\_\_\_ (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE)

**PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE**  
 (Part B is invalid unless Part A has been completed.)

I, \_\_\_\_\_ (ATTORNEY-IN-FACT) \_\_\_\_\_ (ADDRESS), \_\_\_\_\_ (CITY), \_\_\_\_\_ (STATE), \_\_\_\_\_ (ZIP CODE),

do hereby certify that to the best of my knowledge the odometer reading on the vehicle described above, exactly as stated in my following disclosure, and to sign in my own name, place, and seal any Certificate of Title, or other supporting papers, covering said motor vehicle, in whatever manner necessary to register and / or transfer ownership of said motor vehicle; and I do hereby grant unto said attorney-in-fact full authority and power to do and perform any and all other acts necessary or incident to the execution of the powers herein expressly granted, as the grantor might or could do if personally present, with full power of substitution.

Federal law and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and / or imprisonment.

I state that the odometer now reads \_\_\_\_\_ (NO TEXT) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Date of statement: \_\_\_\_\_ (ATTORNEY-IN-FACT'S SIGNATURE) (PRINTED NAME)

\_\_\_\_\_  
 (ATTORNEY-IN-FACT'S SIGNATURE) (PRINTED NAME)

Transferor's Address: \_\_\_\_\_ (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE)

**PART C. CERTIFICATION**

I, \_\_\_\_\_ (person exercising above power of attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any supporting documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and registration documents. This certification is not intended to create, nor does it constitute, new or additional liability under Federal or State law.

Signature: \_\_\_\_\_ (PRINTED NAME)

Date: \_\_\_\_\_ (ADDRESS) \_\_\_\_\_ (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE)



# VSA-70 Non-Secure Power of Attorney

 www.dmv.virginia.gov Virginia Department of Motor Vehicles Post Office Box 27412 Richmond, Virginia 23266-0001		<b>POWER OF ATTORNEY TO SIGN FOR OWNER</b> <b>WHEN REGISTERING AND/OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE</b>		VSA 70 (12/01/2010)	
<b>VEHICLE OWNER(S):</b>					
OWNER NAME (last, first, middle)			CO-OWNER NAME (last, first, middle)		
OWNER STREET ADDRESS			CO-OWNER STREET ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
<b>POWER OF ATTORNEY GRANTED TO:</b>					
FULL LEGAL NAME (last)		(first)	(middle)	(suffix)	
STREET ADDRESS			CITY	STATE	ZIP
<b>VEHICLE INFORMATION</b>					
VEHICLE MAKE	BODY TYPE	MODEL YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)	TITLE NUMBER	
<b>CERTIFICATION</b>					
I/We, being the owner(s) of the motor vehicle described above, by these presents do make, constitute, and appoint the person named above true and lawful attorney-in-fact to sign in my/our name, place, and stead any Certificate of Title, or other supporting papers, covering said motor vehicle, in whatever manner necessary to register and/or transfer ownership of said motor vehicle; and I/we do hereby grant unto said attorney-in fact full authority and power to do and perform any and all other acts necessary or incidents to the execution of the powers herein expressly granted, as the grantor might or could do if personally present, with full power of substitution.					
I/We further 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 SIGNATURE			CO-OWNER SIGNATURE		
OWNER SOCIAL SECURITY NUMBER/EMPLOYER FEDERAL ID NUMBER (If vehicle owned by a company or corporation)		DATE (mm/dd/yyyy)	CO-OWNER SOCIAL SECURITY NUMBER/EMPLOYER FEDERAL ID NUMBER (If vehicle owned by a company or corporation)		DATE (mm/dd/yyyy)

The power of attorney is a document by which one person appoints another as his agent and confers upon him the authority to perform certain specific acts or kinds of acts on his behalf. The primary purpose of a power of attorney is to evidence the authority of the agent to third parties with whom the agent deals. In other words, DMV needs to witness the granted authority (power of attorney) given a person when the person, acting for another, does business with DMV.

VSA 17A (02/01/2008) Page 2

PERSONAL PROPERTY TAX RELIEF ELIGIBILITY (Passenger vehicles only)

Does your vehicle qualify for car tax relief?  
If you can answer YES to any of the Personal Property Tax Relief:

1. Is more than 50% of the vehicle
2. Is more than 50% of the depreciated
3. Is the cost of the vehicle exempt
4. If the vehicle is leased by an individual

This vehicle is for:  Personal Use

---

**DMV**  
Virginia Department of Motor Vehicles  
Richmond, Virginia 23269-0001

### APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION

VSA 17A (02/01/2008) Page 1

**Purpose:** Use this form to apply for a title and/or to register a passenger vehicle, truck, motor home (RV), or for-hire vehicle.  
**Instructions:** Complete this form and return to any DMV customer service center. DMV may request proof of any information provided.

**ACQUISITION TYPE**  
Check if applicable:  Seizure  Replevin  Repossession (vehicle must be in your possession)  Leased  Rental  Court Order  
 Mechanic's Lien/Storage Lien (Complete form VSA 41)  Abandoned Vehicle (Complete VSA 40)  Original Title is Electronic (No paper attached.)

**OWNER INFORMATION**  
Application Type: Check one (if applicable):  
 Title  Title and Registration (license plates issued)  Electronic Title - Check this box if you do not want a paper title issued to you. An electronic Certificate of Title will remain on file for this vehicle at DMV.  
If this application is for joint ownership, do you wish clear rights of ownership to be transferred to the surviving owner in the event of the death of either the owner or co-owner?  Yes  No

OWNER'S FULL LEGAL NAME (last) (first) (mi) (suffix)	SOCIAL SECURITY NUMBER/EIN
CO-OWNER'S FULL LEGAL NAME (last) (first) (mi) (suffix)	SOCIAL SECURITY NUMBER/EIN

If you change your residence/home or mailing address to a non-Virginia address, your driver's license and/or photo identification (ID) card may be cancelled.

RESIDENCE/HOME ADDRESS (Apt. # if applicable)	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different from above) OPTIONAL	CITY	STATE	ZIP CODE
CO-OWNER'S RESIDENCE ADDRESS (if different from above)	CITY	STATE	ZIP CODE

Are you an active member of the military?  YES  NO If yes, check one:  OWNER ONLY  OWNER & CO-OWNER

RESIDENCE JURISDICTION: LOCATION WHERE VEHICLE IS PRINCIPALLY GARAGED:  
 CITY  COUNTY  TOWN OF

**LIEN INFORMATION**  
Is there a lien on this vehicle?  Yes  No If yes, you must complete this section.

DATE OF FIRST LIEN (mm/dd/yyyy)	LIENHOLDER NAME	LIENHOLDER CODE
LIENHOLDER MAILING ADDRESS	CITY OR TOWN	STATE ZIP CODE
DATE OF SECOND LIEN (mm/dd/yyyy)	LIENHOLDER NAME	LIENHOLDER CODE
LIENHOLDER MAILING ADDRESS	CITY OR TOWN	STATE ZIP CODE

**SOURCE OF OWNERSHIP INFORMATION**  
How was this vehicle sold to you? (check one)  
 USED  NEW  DEMONSTRATOR

VEHICLE PURCHASED FROM	PURCHASE DATE (mm/dd/yyyy)	SALES PRICE	PROCESSING FEE	SALES AND USE TAX
STREET ADDRESS	CITY	STATE	ZIP CODE	

**VEHICLE INFORMATION**

YEAR	MAKE	MODEL	BODY TYPE	
PREVIOUS TITLE NUMBER	STATE	GVMR	GCWR	EMPTY WEIGHT GROSS WEIGHT
VEHICLE IDENTIFICATION NUMBER	NUMBER OF AXLES	FUEL TYPE		

IS VEHICLE STATE OR LOCALITY-OWNED?  YES  NO IS THIS A LOW SPEED VEHICLE?  YES  NO IS THIS A LOGGING VEHICLE?  YES  NO COLOR OF VEHICLE: PRIMARY SECONDARY

**ODOMETER STATEMENT**  
ODOMETER READING (no tenths) Federal and state laws require that you state the mileage in connection with the transfer of ownership. Failure to complete the statement or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:  
 The mileage stated is in excess of its mechanical limits.  The odometer reading is not the actual mileage. (WARNING: Odometer discrepancy.)  
 The model year is at least 10 years or older than the current calendar year and was exempt from odometer disclosure in the prior state of title. (Applicant must present the out-of-state title showing the exemption.)

**NOTICES**  
PRIVACY ACT NOTICE: The information, including Social Security Number, is requested in accordance with Virginia Code §§ 46.2-623 and 46.2-629. Any person who refuses to supply the required information will be denied a Certificate of Title and/or registration. Titles and registration records may be disseminated, in accordance with Section 46.2-208 through Section 46.2-214, to business, law enforcement or authorized government entities.  
AMERICANS WITH DISABILITIES ACT: If you need special assistance to use this form, or if you need this form in an alternate format, please notify a DMV customer service center manager so we may make arrangements to accommodate your needs.

When completing a title establishment on webCAT if the vehicle was purchased from a dealer and the VSA 17A was completed, submit it with ownership documents.

If the vehicle was purchased from an individual, the VSA 17A does not need to be completed nor submitted with ownership documents.

The webCAT user must agree to a title certification prior to processing the title transaction.



# SUT-1 Bill of Sale

A bill of sale is a legal agreement of 2 or more parties indicating a transfer of ownership and is (generally) recognized by the courts.

Customers are encouraged to complete a bill of sale every time a vehicle is sold or purchased as receipt of the exchange of ownership.

A customer may hand write or type a Bill of Sale for vehicles older than 5 years.

The bill of sale must include the vehicle information.

DMV requires a bill of sale at the time of titling if the NADA trade in value is disputed. If the vehicle is older than 5 years, the Vehicle Price Certification (Bill of Sale) or previously prepared bill of sale may be submitted.

 www.dmvNow.com Virginia Department of Motor Vehicles Post Office Box 27412 Richmond, Virginia 23269-0012		<b>VEHICLE PRICE CERTIFICATION</b> (Bill of Sale)			SUT 1 (05/05/2011)	
<b>Purpose:</b> This form is used by individuals (not motor vehicle dealers) to certify the purchase price of a motor vehicle more than 5 years old in order to obtain a vehicle title.						
<b>Instructions:</b> Seller or Purchaser completes Vehicle Information section and signs the appropriate Certification section.						
VEHICLE INFORMATION						
VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR (more than 5 years)	MAKE	MODEL	BODY TYPE	COLOR	SALE DATE
SELLER CERTIFICATION						
In accordance with all applicable statutes, administrative rules and regulations, I certify that the selling price of the above-described motor vehicle was \$ _____, which included all accessories and/or attachments with no trade-in allowance or any other transaction. I further 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.						
SELLER NAME (print)		SELLER SIGNATURE			DATE (mm/dd/yyyy)	
PURCHASER CERTIFICATION						
In accordance with all applicable statutes, administrative rules and regulations, I certify that the purchase price of the above-described motor vehicle was \$ _____, which included all accessories and/or attachments with no trade-in allowance or any other transaction. I further 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.						
PURCHASER NAME (print)		PURCHASER SIGNATURE			DATE (mm/dd/yyyy)	



# SUT-1A Affidavit for Procurement of Title

Use this form to certify the purchase price of a motor vehicle five years or less in order to obtain a title for that vehicle.

**Note:** For vehicles more than five years old, a bill of sale should be submitted.

At the time of titling, if the NADA trade in value is disputed and the vehicle is five years old or newer DMV will require the Affidavit for Procurement of Title to be submitted.

		<b>AFFIDAVIT FOR PROCUREMENT OF TITLE</b>			SUT 1A (11/10/2010)	
<small>www.dmv.virginia.gov Virginia Department of Motor Vehicles Post Office Box 27412 Richmond, Virginia 23269-0001</small>						
<b>Purpose:</b> Use this form to certify the purchase price of a motor vehicle 5 years old or less in order to obtain a title for that vehicle. <b>NOTE:</b> Do not use this form for vehicles more than 5 years old, use a Vehicle Price Certification form (SUT 1) or a bill of sale.						
<b>Instructions:</b> Complete the form, have it notarized and submit it with other titling paperwork.						
VEHICLE INFORMATION						
VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR (5 years or less)	MAKE	MODEL	BODY TYPE	COLOR	SALE DATE
CERTIFICATION						
In accordance with all applicable statutes, administrative rules and regulations I certify that the purchase price of the above-described motor vehicle was \$ _____, which included all accessories and/or attachments with no trade-in allowance or any other transaction. I further 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.						
APPLICANT NAME (print)		APPLICANT SIGNATURE			DATE (mm/dd/yyyy)	
CO-SIGNER NAME (print)		CO-SIGNER SIGNATURE			DATE (mm/dd/yyyy)	
NOTARIZATION (must be completed by notary public)						
Commonwealth of Virginia, city or county of _____ subscribed and sworn before me on this _____ day of _____ (MONTH) (YEAR) by _____ in the city or county and state aforesaid.				NOTARY PUBLIC SEAL (if required)		
REGISTRATION NUMBER (8 digits)		MY COMMISSION EXPIRES (mm/dd/yyyy)				
NOTARY PUBLIC NAME		NOTARY PUBLIC SIGNATURE				



# SUT-3 Purchaser's Statement of Tax Exemption

**dmv** **PURCHASER'S STATEMENT OF TAX EXEMPTION** SUT 3 (05/25/2009)  
 www.dmvNow.com  
 Virginia Department of Motor Vehicles  
 Post Office Box 27412  
 Richmond, Virginia 23269-0012

**Purpose:** Use this form to certify that a motor vehicle is exempt from Virginia Motor Vehicles Sales and Use Tax.  
**Instructions:** The applicant must complete all sections of this form. Return the completed form to the Titles and Registration Work Center at the address above.

VEHICLE INFORMATION			
OWNER NAME (last)		(first)	(mi) (suffix)
VEHICLE YEAR	VEHICLE MAKE	VEHICLE MODEL	VEHICLE IDENTIFICATION NUMBER

STATEMENT OF EXEMPTION	
In order to obtain a title for the vehicle herein described, in accordance with all applicable statutes and administrative rules and regulations adopted by the Commissioner in pursuance thereof, I/we do hereby certify that the above described motor vehicle is exempt from the Virginia Motor Vehicle Sales and Use Tax for the following reasons:	
as provided by statute § 58.1-2403 (insert applicable paragraph number from page 2) _____, Code of Virginia.	

SIGNATURE	
APPLICANT NAME (last)	(first) (mi) (suffix)
APPLICANT SIGNATURE	DATE (mm/dd/yyyy)
NAME OF CITY OR COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	STATE

NOTARIZATION (must be completed by notary public)	
Commonwealth of Virginia, city or county of _____ subscribed and sworn before me on this _____ day of _____ (MONTH) (YEAR) by _____ in the city or county and state aforesaid.	NOTARY PUBLIC SEAL (if required)
REGISTRATION NUMBER (6 digits)	MY COMMISSION EXPIRES (mm/dd/yyyy)
NOTARY PUBLIC NAME	NOTARY PUBLIC SIGNATURE

**ANY WILLFULL MISINFORMATION GIVEN WITH FRAUDULENT INTENT MAY BE PUNISHABLE AS PROVIDED BY LAW.**

If you are exempt from the motor vehicle sales and use tax, as provided by statute § 58.1-2403, submit proof of your exemption status or complete the Purchaser's Statement of Tax Exemption indicating the reason for exemption.

If you are titling the vehicle in Virginia for the first time and you hold a valid assignable title or registration issued in your name by another state, you will not have to pay the sales and use tax. However, if you purchased the vehicle within the preceding 12 months, you must provide proof that the sales and use tax was paid elsewhere in order to be exempt from sales and use tax in Virginia.



# VSA-5 Odometer Disclosure Statement

		<b>ODOMETER DISCLOSURE STATEMENT</b>			VSA 5 (07/25/2011)
<small>www.dmv.virginia.gov Virginia Department of Motor Vehicles Post Office Box 27612 Richmond, Virginia 23269-0012</small>		<b>Do not use this form if a title exists for this vehicle.</b>			
<b>Purpose:</b>	Use this form to comply with state and federal laws that require the seller of a motor vehicle to state the odometer mileage upon transfer of ownership.				
<b>Instructions:</b>	Print or Type - Failure to complete or providing false information may result in fines and/or imprisonment. (Sections 409, 412 and 413 of the Motor Vehicle Information and Cost Savings Act of 1972, Section 46.2-629 of the Code of Virginia.)				
<b>VEHICLE INFORMATION</b>					
VEHICLE IDENTIFICATION NUMBER	MAKE	BODY TYPE	MODEL	YEAR	
<b>SELLER CERTIFICATION</b>					
Enter the odometer reading of the vehicle in the box to the right and check one of the following statements.					ODOMETER READING (no tenths)
CHECK ONE BOX ONLY:					
<input type="checkbox"/> Odometer reading entered is THE ACTUAL MILEAGE OF THE VEHICLE					
<input type="checkbox"/> Odometer reading entered is IN EXCESS OF ODOMETER'S MECHANICAL LIMITS					
<input type="checkbox"/> Odometer reading entered IS NOT THE ACTUAL MILEAGE. ( <b>WARNING-Odometer Discrepancy</b> )					
<input type="checkbox"/> Vehicle model year is at least 10 years or older than the current calendar year and VEHICLE WAS EXEMPT FROM ODOMETER DISCLOSURE IN THE PRIOR STATE OF TITLE (Applicant must present the out-of-state title showing the exemption)					
I 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.					
SELLER NAME (print)		SELLER SIGNATURE		DATE (mm/dd/yyyy)	
SELLER STREET ADDRESS		CITY	STATE	ZIP CODE	
<b>BUYER CERTIFICATION</b>					
By signing below I acknowledge and certify that I have received a copy of this completed form.					
BUYER NAME (print)		BUYER SIGNATURE		DATE (mm/dd/yyyy)	
BUYER STREET ADDRESS		CITY	STATE	ZIP CODE	

The odometer disclosure statements are designed to comply with federal and state odometer disclosure laws. The federal Truth in Mileage Act Regulations, (49CFR580, et. seq.) requires that an individual or dealer in whose name a motor vehicle is titled disclose the mileage when there is a transfer of ownership. This protects both the buyer and the seller.

A close-up photograph of the front of a classic car, showing the chrome grille, headlights, and bumper. The image is slightly blurred and has a warm, reddish tint.

# Establishing a Virginia Title or Registration Record

This is to walk you through step by step  
how to title a vehicle on webCAT.

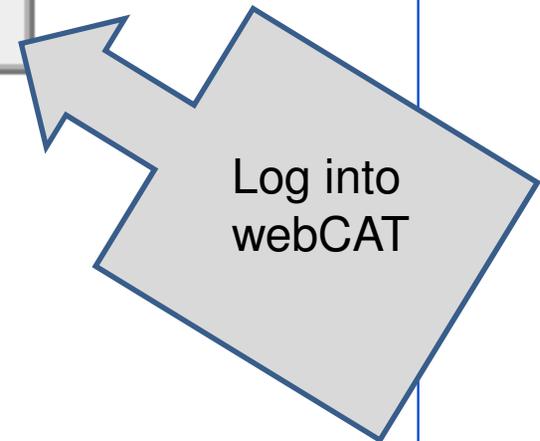
Welcome to DMV's Motor Carrier Services WebCAT

User Name:

Password:

**Logon**

[Click Here for Help Logging on.](#)



**WebCAT Notes:**

[What can I do Online?](#)

[Contact Us](#)

[Shipping Options](#)

[Payment Options](#)

**Related Links**

[DMV Home](#)

[Motor Carrier Home](#)

**WebCAT Announcements**

*Date: December 01, 2009 -*

All transactions conducted through webCAT require the payment for the transaction to be completed through webCAT. The only exception to this rule is the filing of a tax return. If you choose to file a tax return through webCAT without a payment, you will be billed by mail.

[Click Here To Remove The Above Message](#)



**Continue**

Review broadcast messages and then update profile if required.

[Action Items](#)

[My Profile](#)

[Select Account](#)

[Help](#)

[Logoff](#)

**WebCAT Notes:**

[What can I do Online?](#)

[Contact Us](#)

[Shipping Options](#)

[Payment Options](#)

**Related Links**

[DMV Home](#)

[Motor Carrier Home](#)

Welcome

**Account Requests**

To create new WebCAT online requests or view the status of previous requests, select an account from the list below and click **GO**.

— select one —

**Go**

Motor Carrier Online Services

Select IRP Account.

[Action Items](#)

[My Profile](#)

[Select Account](#)

[Help](#)

[Logoff](#)

**Account Services:**

[Select IRP Account](#)

[Select a Fleet](#)

[View Fleet Vehicles](#)

[View Fleet Jurisdictions](#)

[View Fleet Weight Grps](#)

[Outstanding Invoices](#)

**View Requests:**

[Current Registration Yr](#)

[Prior Registration Yr\(s\)](#)

**New Requests:**

[Update Fleet](#)

[Update Vehicles](#)

[Title New Vehicles](#)

[Replace Plates/Decals](#)

[Replace Cab Card](#)

[Replace Overload](#)

[Permits/Decals](#)

[Order Vanity Plates](#)

[Renew a Fleet](#)

[Add a Fleet](#)

**Company Name:** TITLE TRUCK TESTING LLC  
**IRP Account No:** 47040      **Expiration Date:** August 31, 2012  
**Fleet No:**        **Registration Year:** 2011

**Saved Requests**

ID	Type of Request	Date Saved	Action
1	<a href="#">Title Vehicle</a>	August 27, 2011	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Submitted Requests**

Display Period:

ID	Type of Request	Description	Last Modified	Status
----	-----------------	-------------	---------------	--------

**This Account has no Completed Requests during the prior 90 days.**



[Action Items](#)

[My Profile](#)

[Select Account](#)

[Help](#)

[Logoff](#)

**Account Services:**

[Select IRP Account](#)

[Select a Fleet](#)

[View Fleet Vehicles](#)

[View Fleet Jurisdictions](#)

[View Fleet Weight Grps](#)

[Outstanding Invoices](#)

**View Requests:**

[Current Registration Yr](#)

[Prior Registration Yr\(s\)](#)

**New Requests:**

[Update Fleet](#)

[Update Vehicles](#)

[Title New Vehicles](#)

[Replace Plates/Decals](#)

[Replace Cab Card](#)

[Replace Overload  
Permits/Decals](#)

[Order Vanity Plates](#)

[Renew a Fleet](#)

[Add a Fleet](#)

Company Name:	[REDACTED]		
IRP Account No:	[REDACTED]	Expiration Date:	December 31, 2012
Fleet No:	1	Registration Year:	2011
	<input type="button" value="Go"/>		

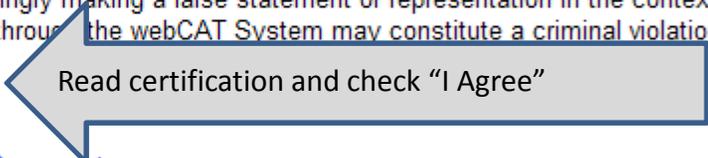
**POWER OF ATTORNEY FOR NON-RESIDENT(S) AND CORPORATION(S) NOT DOMICILED IN VIRGINIA**

Pursuant to the provisions of Virginia Code §46.2-601, I/we appoint the Commissioner of the Department of Motor Vehicles of the Commonwealth of Virginia, to be my/our true and legal agent upon whom all legal processes against me/us may be served in any legal proceeding arising from the operation and/or use of any motor vehicle registered in my/our name(s) in the Commonwealth of Virginia. I/we agree that any lawful process or notice to me/us which is served on the Commissioner shall have the same legal effect as if served on me/us within the Commonwealth of Virginia.

**CERTIFICATION**

By using the webCAT System you, as an authorized user, are certifying and affirming that all information presented in each title application submitted through the webCAT System will be true and correct, that any documentation submitted to DMV in connection with and/or in support of the webCAT transactions you conduct will be genuine, and that the information included in all such supporting documentation will be true and accurate. You understand and acknowledge that knowingly making a false statement or representation in the context of any transaction processed through the webCAT System may constitute a criminal violation.

I Agree



[webCAT Title Training Document](#) **\*\*New Version - Please Review\*\***



- [Select IRP Account](#)
- [Select a Fleet](#)
- [View Fleet Vehicles](#)
- [View Fleet Jurisdictions](#)
- [View Fleet Weight Grps](#)
- [Outstanding Invoices](#)

- View Requests:**
- [Current Registration Yr](#)
  - [Prior Registration Yr\(s\)](#)

- New Requests:**
- [Update Fleet](#)
  - [Update Vehicles](#)
  - [Title New Vehicles](#)
  - [Replace Plates/Decals](#)
  - [Replace Cab Card](#)
  - [Replace Overload Permits/Decals](#)
  - [Order Vanity Plates](#)
  - [Renew a Fleet](#)
  - [Add a Fleet](#)

<b>IRP Account No:</b> ██████████	<b>Expiration Date:</b> December 31, 2012
<b>Fleet No:</b> 1 <input type="button" value="Go"/>	<b>Registration Year:</b> 2011

**POWER OF ATTORNEY FOR NON-RESIDENT(S) AND CORPORATION(S) NOT DOMICILED IN VIRGINIA**

Pursuant to the provisions of Virginia Code §46.2-601, I/we appoint the Commissioner of the Department of Motor Vehicles of the Commonwealth of Virginia, to be my/our true and legal agent upon whom all legal processes against me/us may be served in any legal proceeding arising from the operation and/or use of any motor vehicle registered in my/our name(s) in the Commonwealth of Virginia. I/we agree that any lawful process or notice to me/us which is served on the Commissioner shall have the same legal effect as if served on me/us within the Commonwealth of Virginia.

**CERTIFICATION**

By using the webCAT System you, as an authorized user, are certifying and affirming that all information presented in each title application submitted through the webCAT System will be true and correct, that any documentation submitted to DMV in connection with and/or in support of the webCAT transactions you conduct will be genuine, and that the information included in all such supporting documentation will be true and accurate. You understand and acknowledge that knowingly making a false statement or representation in the context of any transaction processed through the webCAT System may constitute a criminal violation.

I Agree

[webCAT Title Training Document](#) \*\*New Version - Please Review\*\*

**Click on Title Only:**  
Establishes a Virginia title record or registration record.

**How would you like to establish a Virginia Title for your vehicle?**

- [Title Only \(No Vehicle Registration\)](#)

Action Items

My Profile

Select Account

Help

Logoff

**Account Services:**

- [Select IRP Account](#)
- [Select a Fleet](#)
- [View Fleet Vehicles](#)
- [View Fleet Jurisdictions](#)
- [View Fleet Weight Grps](#)
- [Pending Invoices](#)

**Requests:**

- [Registration Yr](#)
- [Registration Yr\(s\)](#)

**Requests:**

- [Fleet](#)

**Requests:**

- [Over](#)
- [Decal](#)
- [Anty Plates](#)
- [a Fleet](#)
- [Fleet](#)

Transaction 87: Title Vehicle

<b>Company Name:</b>	██████████	<b>Expiration Date:</b>	Dec
<b>IRP Account#:</b>	██████	<b>Registration Year:</b>	2011
<b>Fleet #:</b>	1		

**Owner Selection**

Who are you titling this vehicle to?

- IRP account registrant/holder
- Owner / Operator
- Leasing Company

**Document Submission**

What type of title documentation will be submitted to DMV?

- Original title work - The ownership of this vehicle is changing or the vehicle is titled in Virginia and ownership is not changing.
- Copy of title work - The ownership of the vehicle is not changing and this vehicle is titled in Virginia for registration purposes only.

**Co-Owner Selection**

Who are you adding as co-owner to this vehicle?

- No Co-owner
- Co-owner to the IRP account holder
- Co-owner to the Owner/Operator

[Back to Vehicle List](#)

[Continue to Vehicle Information](#)

**Back**

**Continue**

Motor Carrier Online Services

Who are you titling this vehicle to?

If you are titling the vehicle:

- in the name of the IRP account holder, choose IRP account registrant/holder,
- to an owner/operator that will be leased to the IRP account, choose Owner/Operator,
- to a financial leasing company, choose Leasing Company.

What type of title documentation are you using to create the Virginia title or registration record?

If you are changing ownership, you MUST choose Original Title Work. This will create a Virginia title.

If you are not changing ownership and the vehicle lessor or lessee is not moving to Virginia then, choose Copy of Title Work. This will create a Virginia registration record only.

Use this section to add a Co-owner.

### Account Services:

- [Select IRP Account](#)
- [Select a Fleet](#)
- [View Fleet Vehicles](#)
- [View Fleet Jurisdictions](#)
- [View Fleet Weight Grps](#)
- [Outstanding Invoices](#)

### View Requests:

- [Current Registration Yr](#)
- [Prior Registration Yr\(s\)](#)

### New Requests:

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- [Update Vehicles](#)
- [Title New Vehicles](#)
- [Replace Plates/Decals](#)
- [Replace C...](#)

- [Add a Fleet](#)

### Transaction 106: Title Vehicle

Company Name:	[REDACTED]		
IRP Account#:	[REDACTED]	Expiration Date:	Dec 31 2012
Fleet #:	1	Registration Year:	2011

### Owner Selection

Who are you titling this vehicle to?

- IRP account registrant/holder
- Owner / Operator
- Leasing Company

### Please identify the individual or business holder of the IRP Account:

Federal ID Number or SSN: -- Select One --

### Document Submission

What type of title documentation will be submitted to DMV?

- Original title work - The ownership of this vehicle is changing or the vehicle is to be re-titled in Virginia and ownership is not changing.
- Copy of title work - The ownership of the vehicle is not changing and this vehicle is being titled in Virginia for registration purposes only.

### Co-Owner Selection

Who are you adding as co-owner to this vehicle?

- No Co-owner
- Co-owner to the IRP account holder
- Co-owner to the Owner/Operator

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[Continue to Vehicle Information](#)

**Back**

**Continue**

Motor Carrier Online Services

What type of title documentation are you using to create the Virginia title or registration record?

The system will automatically choose Original Title work, when you are titling to the VA based IRP account holder.

### TITLING TO IRP HOLDER

If you are titling the vehicle to the IRP account holder, the following box will appear.

You need to select the FEIN/SSN that corresponds with the IRP account.

Use this section to add a Co-owner by selecting "Co-owner to the IRP account holder" or select "No Co-owner".

**VIRGINIA DMV WebCAT** **IRP Services**

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**View Requests:**  
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**New Requests:**  
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[Update Vehicles](#)  
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[Renew Overload](#)

**Transaction 126: Title Vehicle**

<b>Company Name:</b>	██████████	<b>Expiration Date:</b>	Dec 31 2012
<b>IRP Account#:</b>	██████	<b>Registration Year:</b>	2011
<b>Fleet #:</b>	1		

**Owner Selection**

Who are you titling this vehicle to?

IRP account registrant/holder  
 Owner / Operator  
 Leasing Company

**Please identify the individual or business indicated by the title:**

Federal ID Number or SSN:

\* - Name:

\* - If you entered an SSN please enter the individuals name in Last,First,Middle order. If you entered an FEIN please enter the sole proprietor name in First Middle Last order or the legal business name.

**Document Submission**

What type of title documentation will be submitted to DMV?

Original title work - The ownership of this vehicle is changing or the vehicle is to be re-titled in Virginia and ownership is not changing.  
 Copy of title work - The ownership of the vehicle is not changing and this vehicle is being titled in Virginia for registration purposes only.

**Co-Owner Selection**

Who are you adding as co-owner to this vehicle?

No Co-owner  
 Co-owner to the IRP account holder  
 Co-owner to the Owner/Operator

[Back to Vehicle List](#) [Continue to Vehicle Information](#)

**Back** **Continue**

Motor Carrier Online Services

What type of title documentation are you using to create the Virginia title or registration record?

If you are changing ownership, you MUST choose Original Title Work. This will create a Virginia title.

If you are not changing ownership and the vehicle lessor is not moving to Virginia then, choose Copy of Title Work. This will create a Virginia registration record only.

**TITLING TO ANOTHER ENTITY**

If you are titling the vehicle to another entity, you may choose to title to an Owner/Operator or a Financial Leasing Company.

Complete the Federal ID Number (FEIN) or SSN in the field provided.

Complete the corresponding name to the FEIN or SSN name field.

Name must be applied as:

- Individuals - Last,First,Middle
- Sole Proprietors – First Middle Last
- Companies – Legal Business Name

Use this section to add a Co-owner by selecting "Co-owner to the Owner/Operator" or select "No Co-owner".

**VIRGINIA DMV WebCAT** **IRP Services**

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**Account Services:**

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**View Requests:**

- [Current Registration Yr](#)

Transaction 130: Title Vehicle

<b>Company Name:</b> ██████████	<b>Expiration Date:</b> Dec 31 2012
<b>IRP Account#:</b> ██████████	<b>Registration Year:</b> 2011
<b>Fleet #:</b> 1	

**Enter vehicle information**

Vehicle ID (VIN):

Proof of Ownership:

Body Type:

Is this a Leased Vehicle?:  Yes  No

Is the lessee of this vehicle the IRP account holder or another entity?:

IRP Account Holder ██████████

Another Entity

**Please identify the individual or business lessee of this vehicle:**

Federal ID Number or SSN:

\* - Name:

Residential/Business Address:

This address may not be a P. O. Box.

Street Line 1:

Street Line 2 (if applicable):

City:  ST:  Zip Code:

\* - If you entered an SSN please enter the individuals name in Last,First,Middle order. If you entered an FEIN please enter the sole proprietor name in First Middle Last order or the legal business name.

**Enter prior title information (if applicable)**

Prior VA Title Number:  AND VA Title Date:

(mm/dd/yyyy)

Out of State Title Number:   NMVTIS

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Motor Carrier Online Services

**Leased Vehicle:** If this vehicle is leased this must be YES. WebCAT will automatically select Yes, if you are not titling to the IRP account holder.

**Who is the lessee?**  
If the IRP account is the lessee select that option.

Select "another entity" if the IRP account is not the lessee. Then complete the FEIN/SSN, name and dwelling street address for the lessee.

If the ownership document you have to transfer ownership with is a VA title, enter the VA Title Number and Title Doc Date as indicated on the front page on the top right .

**VIN#:** Enter the VIN number as indicated on the ownership document. VINs issued after 1985 will have 17 digits.

**Proof of Ownership:** From the menu select the ownership document you are using to transfer ownership.

**Body Type:** From the menu select the body type as indicated on the ownership document.

If the ownership document is an out of state title enter the title number as indicated on the out of state title.

If an NMVTIS error is received the system will indicate to check the proof of ownership state and/or re-enter the out of state title number. If an NMVTIS error is received again then the system will require the NMVTIS box to be checked to continue.

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**View Requests:**

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**New Requests:**

- [Update Fleet](#)
- [...](#)
- [...](#)
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- [...](#)
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- [...](#)
- [...](#)
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- [...](#)

If you are titling to a sole-proprietor and would like to apply as a trading as name or doing business as name, select the ownership type and record name in provided field.

Transaction 128: Title Vehicle

<b>Company Name:</b> [REDACTED]	<b>IRP Account#:</b> [REDACTED]	<b>Expiration Date:</b> Dec 31 2012	
<b>Fleet #:</b> 1		<b>Registration Year:</b> 2011	

**Verify owner information**

<b>Owner Federal ID or SSN:</b> [REDACTED]	<b>Name:</b> [REDACTED]
<b>Address:</b> [REDACTED]	
<b>City:</b> [REDACTED]	<b>State:</b> [REDACTED]
<b>Zip:</b> [REDACTED]	<b>Country:</b> US

**Select ownership type (if applicable)**

Ownership Type:    Doing Business As:

Will the Vehicle be Used For Rental Purposes?:  Yes  No

If yes, enter company rental license number:   
(rental vehicles only)

If vehicle is used for rental, choose Yes and enter the assigned renter number, if applicable.

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REVISIONS

**Purchased From:**

Select from the drop down menu whom purchased from: Individual, Virginia Dealer or Out of State Dealer.

**Purchase Date:**

Enter date of purchase.

**Dealer Processing Fee:**

Enter dealer processing fee if indicated on title documents.

**Model Year:** Enter the model year of the vehicle here to determine if purchase price is within the NADA threshold.

Transaction 31: Title Vehicle

Company Name: [Redacted]  
IRP Account#: [Redacted]      Expiration: [Redacted]  
Fleet #: 1      Registration: [Redacted]

Enter vehicle purchase information

Purchased From: Out of State Dealer      If VA Dealer Enter Dealer No.: [Redacted]

Purchase Date: 06/12/2013      Purchase Price: 123.00  
(mm/dd/yyyy)

Dealer Processing Fee: [Redacted]      Manufacturer Rebate Incentive: [Redacted]

Model Year: 1987

Enter out of state sales tax paid (if applicable)

Out of State Sales Tax Paid: [Redacted]

If the NADA threshold is met, the override document field will appear and request for you to choose a document that will be submitted for proof of purchase price.

If you do not choose to provide the documentation requested you may pay Sales and Use tax on the NADA value.

**VA Dealer #:** If purchased from a Virginia dealer enter the VA dealer number as indicated on the ownership/title document.

**Purchase Price:** Enter the purchase price of the vehicle.

**Manufacturer Rebate Incentive:** Enter the manufacturer rebate incentive as indicated on the bill of sale.

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**Account Services:**

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**Transaction 131: Title Vehicle**

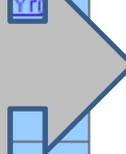
<b>Company Name:</b>	[REDACTED]		
<b>IRP Account#:</b>	[REDACTED]	<b>Expiration Date:</b>	Dec 31 2012
<b>Fleet #:</b>	1	<b>Registration Year:</b>	2011

**Is this vehicle exempt from the Sales and Use Tax (SUT)?**

Select the best option that applies to your vehicle:

- Out of State Title**  
Owned vehicle has valid assignable title or registration issued by another U.S. state.
- Church Bus**  
Church-owned bus or other vehicle designated to transport 10 or more passengers, bought for non-profit use. ("Churches" include all religious organizations, such as synagogues, mosques, or Christian churches.)
- Gift From Spouse or Parent**  
Owned vehicle is a gift to the spouse, son, or daughter of the transferor with no lien assumed.
- Gift From Extended Family Member**  
Gift, with no lien assumed and no payment made, to someone OTHER THAN spouse, parents, or children.

**Sales and Use Tax (SUT):**  
Select the best option to determine if SUT is applied or exempted.



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REVISIONS

- Heavy Truck  
Owned bus, truck, tractor, or trailer with a manufacturer's gross vehicle weight rating or gross combined weight rating of 26,001 pounds and above, if registered in Virginia.
- Common Carrier  
Owned vehicle that has more than 7 passenger seats, sold to restricted common carrier or common carrier of passengers. The vehicle must be registered under one of the following types of motor carrier operating authority:
  - Common Carrier of Passengers
  - Irregular Route Common Carrier of Passengers
  - Sight-seeing Carrier
- Transfer  
From individual, partnership or company to create a corporation or limited liability company (L.L.C.) (must be within 30 days of creation of the corporation). To majority stockholder or partnership when limited liability company (L.L.C.) is dissolved (must be within 30 days of dissolution of the LLC).
- Rental Vehicle  
Owned vehicle must have rental period of less than 12 months, the owning company MUST be a Virginia licensed rental company, not operate as an occasional rental company, and can not be titled as business use within the rental company.
- None of the above  
General 4% SUT will be applied to this title transaction.

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Transaction 28: Title Vehicle

<b>Company Name:</b>	LOGO WEBCAT TEST INC		
<b>IRP Account#:</b>	47039	<b>Expiration Date:</b>	Jun 30 2012
<b>Fleet #:</b>	1	<b>Registration Year:</b>	2011

**Lien holder information**

Lien Holder Type:

**Instructions** Select a lien holder type and press  OR if no lien holders press

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**Lien Holder Type:** If there is a lien holder, select it from the drop down menu.  
**Go:** Select to continue.  
**Continue:** Select if there is NO lien holder

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Motor Carrier Online Services

**Unit Number** : Enter the unit number that belongs to the power unit.

**Enter the following as indicated on the power unit's ownership document. Note:** If the required information is not available or you are unsure, call Motor Carrier Services.

**New/Used/Demo:** Select New or Used from the drop down menu.

**Model Year:** Enter the model year.

**Model:** Enter the model.

**Select Make:** Select the make from the drop down menu.

**Unladen Weight:** Enter the unladen or empty weight.

**Gross Weight:** Enter the gross weight the unit will be registered at for the load.

**Manufacturer's Gross Vehicle Weight Rating:** (GVWR) Enter the GVWR that is set by the manufacturer.

**Manufacturer's Gross Combined Weight Rating:** (GCWR) Enter the GCWR that is set by the manufacturer.



# IRP Services

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**Tests:**

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- [Rates](#)

### Transaction 3: Title Vehicle

**Company Name:** TITLE TRUCK TESTING LLC

**IRP Account#:** 47040      **Expiration Date:** Aug 31 2012

**Fleet #:** 1      **Registration Year:** 2011

**Enter vehicle information**

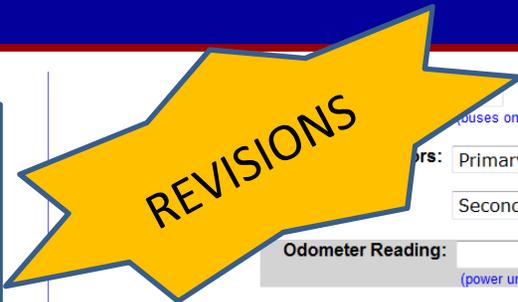
**Vehicle ID (VIN):** 1FUJA6CKD4LN04338

**Proof of Ownership:** Certificate of Origin

**Body Type:** Tractor

<b>Unit Number:</b> <input type="text"/>	<b>New/Used/Demo:</b> <input type="text" value="-- Select One --"/>
<b>Model Year:</b> <input type="text"/>	<b>Model:</b> <input type="text"/>
<b>Select Make:</b> <input type="text" value="-- Select One --"/>	<b>OR Type Make Here:</b> <input type="text" value=""/> <small>(enter only 4 characters)</small>
<b>Unladen Weight:</b> <input type="text"/>	<b>Gross Weight:</b> <input type="text"/>
<b>Manufacturer's Gross Vehicle Weight Rating:</b> <input type="text"/> <small>(GVWR)</small>	<b>Manufacturer's Gross Combined Weight Rating:</b> <input type="text"/> <small>(GCWR)</small>

Page Continued



**Seats:** For buses only, enter the total number seats including the driver.

**Axles:** Enter the total number of axles.

**Vehicle Colors:** Select the color(s) from the drop down menus.

**Fuel Type:** Select the fuel type from the drop down menu.

**Odometer Reading:** Enter the odometer reading.

**Odometer Code:** Select the odometer code to distinguish the type of odometer reading being disclosed.

**Garage Jurisdiction:** Select the location where the unit will be garaged.

**Two Stage Vehicle Information Note:** Do not use webCAT to title units that have been specially constructed or reconstructed from its original body. Contact Motor Carrier Services if you have any questions.

**Additional Vehicle ID (VIN):** Enter the additional VIN.

**Select Additional Make:** Select make from drop down menu.

**Beneficiary**

This provides a individual owner the ability to designate a beneficiary.

Enter the individuals SSN, Name (Last,First,Middle) and Residential Address.

(buses only)

Axles:

Colors: Primary:  Secondary:

Fuel Type: -- Select One -- (power units only)

Odometer Reading:  (power units only) Odometer Code: -- Select One -- (power units only)

Garage Jurisdiction: -- Select One --

**Enter two stage vehicle information (if applicable)**

A two stage vehicle is any motor vehicle manufactured in two or more components by different manufacturers and assembled together to form a complete motor vehicle.  
 Example: A recreational vehicle such as a Winnebago body is placed over a chassis manufactured by Dodge.

Additional Vehicle ID (VIN):

Select Additional Make: -- Select One -- OR Type Additional Make Here:

**Enter beneficiary information**

Check here if you are the individual owner and would like to designate an individual beneficiary for this vehicle.

**Please identify the beneficiary of this vehicle:**

SSN:

\* - Name:

Residential Address:

This address may not be a P. O. Box. Street Line1

Street Line 2 (if applicable)

City  ST  Zip Code

\* - Please enter the individuals name in Last,First,Middle order.

[Back to Lien Holder Information](#)   [Cancel and return to the vehicle list](#)   [Save this vehicle and return to the vehicle list](#)

Motor Carrier Online Services

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**Edit Vehicle** : To make a change to a particular unit. Select the vehicle and click Edit Vehicle.

**Add Similar Vehicle**: To title another vehicle with similar vehicle information. Select the similar vehicle and click Add Similar Vehicle.

**Delete Vehicle**: To delete a vehicle from the transaction. Select the unit and click Delete Vehicle.

**Add New Vehicle**: To title another vehicle within transaction, click Add New Vehicle.

**Submit**: To process the transaction.

**Save**: To save the transaction to process at a later time.

**Cancel**: To cancel the transaction.

**Delete**: To delete/remove transaction completely.

Transaction 129: Title Vehicle

Company Name: ██████████  
 IRP Account#: ██████      Expiration Date: Dec 31 2012  
 Fleet #: 1      Registration Year: 2011

**List of vehicles for this transaction:**

Select Vehicle	Unit Number	VIN
<input type="checkbox"/>	8856	1FVACXCS26HW98856

Select a vehicle from the list above and press:

- or - To add a new vehicle press:

[Edit Vehicle](#)

[Add Similar Vehicle](#)

[Delete Vehicle](#)

[Add New Vehicle](#)

**Please submit all the required title documents for verification by email**  
[webcat@dmv.virginia.gov](mailto:webcat@dmv.virginia.gov) or fax 804-367-1073.

**Indicate below how you will be submitting the title documents for verification:**

- EMail
- Fax

Title documentation to submit: Front of Out of State title, Power of Attorney and (if applicable) Financial Lease

This transaction will not process until the title documentation is verified and approved.

**Transaction Activity**

What would you like to do with this entire transaction?

[Submit](#)

[Save](#)

[Cancel](#)

[Delete](#)

If you title to the IRP account holder, you will not receive this box.

If you title to another entity, you are required to submit the following by fax or email:

Original Title Work – Title documents showing the change of ownership.

Copy of Title Work - Front of Out of State title, Power of Attorney and financial lease if applicable.

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**Transaction 3: Title Vehicle**

<b>Company Name:</b>	TITLE TRUCK TESTING LLC		
<b>IRP Account#:</b>	47040	<b>Expiration Date:</b>	Aug 31 2012
<b>Fleet #:</b>	1	<b>Registration Year:</b>	2011

**Certification and Agreement from:**

Name:  
 User ID:  
 Date: **9/9/2011 12:45:33 PM**  
 Phone Number:  
 Email Address: **@DMV.VIRGINIA.GOV**

I am the individual reflected above and the above information is correct.

Upon clicking on Agree & Continue this affirms my knowledge of all state and federal motor carrier safety and hazardous materials laws and regulations when applicable.

I certify that all vehicles are currently insured by a policy issued by an insurance company licensed to do business in Virginia and the policy provides at least the minimum amount of coverage as required by Virginia law.

Additionally, I have read the recordkeeping requirements and understand my responsibilities for keeping detailed records and actual mileage records in accordance with IRP.

[Return](#)

[Agree & Continue](#)

Review and read the certification and agreement.

Once complete click on Agree & Continue to finish processing transaction.

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**Account Services:**

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**New Requests:**

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[Update Vehicles](#)

[Title New Vehicles](#)

[Replace Plates/Decals](#)

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[Replace Overload](#)

[Permits/Decals](#)

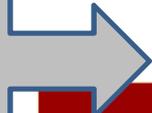
[Order Vanity Plates](#)

[Renew a Fleet](#)

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<b>Company Name:</b>	TITLE TRUCK TESTING LLC		
<b>IRP Account No:</b>	47040	<b>Expiration Date:</b>	August 31, 2012
<b>Fleet No:</b>	1 <input type="button" value="Go"/>	<b>Registration Year:</b>	2011

Click here to pay your invoice.



[Note: You have IRP Service Request Invoice\(s\) ready for payment](#)

**Submitted Requests**

Display Period: 90 Days

ID	Type of Request	Description	Last Modified	Status
3	<a href="#">Title Vehicle</a>		September 9, 2011	Completed

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**Account Services:**

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[Add a Fleet](#)

**Company Name:** TITLE TRUCK TESTING LLC  
**IRP Account No:** 47040      **Expiration Date:** August 31, 2012  
**Fleet No:**        **Registration Year:** 2011

The following WebCat Service Request(s) are ready for completion:

Title Invoices				
Date	ID	Invoice No.	Amount Due	Action
September 9, 2011	3	<a href="#">211000435</a>	\$10.00	<input type="button" value="Pay Invoice"/>



<a href="#">Action Items</a>	<a href="#">My Profile</a>	<a href="#">Select Account</a>	<a href="#">Help</a>	<a href="#">Logout</a>
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- Account Services:**
- [Select IRP Account](#)
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- View Requests:**
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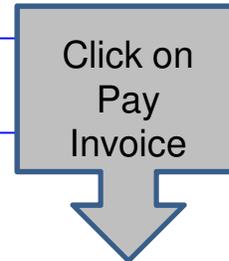
- New Requests:**
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  - [Title New Vehicles](#)
  - [Replace Plates/Decals](#)
  - [Replace Cab Card](#)
  - [Order Vanity Plates](#)
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Transaction 3: Title Vehicle

<b>IRP Reg Year</b>	2011	TITLE TRUCK TESTING LLC
<b>IRP Account</b>	47040	TITLE TRUCK TESTING LLC
<b>IRP Fleet</b>	1	
<b>Invoice</b>	211000435	

**Invoice Summary**

<b>Fees and Services</b>		
Title Fee		\$10.00
<b>Total Fees and Services</b>		
		\$10.00
<b>Adjustments</b>		
Adjustments		\$0.00
<b>Total Adjustments</b>		
		\$0.00
<b>Invoice Total</b>		
		\$10.00
<b>Less Adjustments</b>		
		\$0.00
<b>Payment Due</b>		
		\$10.00



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[Pay Invoice](#)

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**Account Services:**

[Select IRP Account](#)

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[Update Vehicles](#)

[Title New Vehicles](#)

[Replace Plates/Decals](#)

[Replace Cab Card](#)

[Order Vanity Plates](#)

[Renew a Fleet](#)

[Add a Fleet](#)

**Transaction 3: Invoice Payment**

<b>Invoice Number:</b>	211000435	<b>Total Amount Due:</b>	\$10.00
<b>Transaction Type:</b>	Title Vehicle	<b>Transaction:</b>	3
<b>Registration Year:</b>	2011		

**Payment Options**

How would you like to pay?

-- Select One --

Select payment method.

**Choose a mailing option for the Title:**

**Do you want the title(s) mailed to you or do you want DMV to hold the title(s) until further notice? There is no charge for this service.**

Choose a location:

- DMV mails via
- Hold Title

-- Select One --

Select mailing option.

You will not receive the mail option if you choose to submit copy of title documents.

**Back**



**Continue**

[My Profile](#) | 
 [Select Account](#) | 
 [Help](#) | 
 [Logoff](#)

Under Submitted Requests you will see the title transaction and the invoice payment transaction.

The status Completed indicates a successful process.

The status Problem means something is wrong and you should contact a webCAT administrator.

For Original Title Documents: Once the transaction has processed an e-mail will be sent indicating what ownership documentation must be submitted.

For Copy of Title Documents: You will be required to submit all title documents by fax or email prior to title submission.

<b>Company Name:</b>	TITLE TRUCK TESTING LLC		
<b>IRP Account No:</b>	47040	<b>Expiration Date:</b>	August 31, 2012
<b>Fleet No:</b>	<input type="text" value="1"/> <input type="button" value="Go"/>	<b>Registration Year:</b>	2011

Email has been sent providing further instructions for the following title request:  
Title No: 5875651

Submitted Requests				
Display Period:				
90 Days		<input type="button" value="View"/>		
ID	Type of Request	Description	Last Modified	Status
3	<a href="#">Title Vehicle</a>		September 9, 2011	Completed
4	<a href="#">Invoice Payment</a>		September 9, 2011	Completed

# What Title Documents to Submit

This is to explain what documents may need to be submitted along with ownership documents.



Upon the completion of the title process,

For Original Title Work:

- webCAT will e-mail you a letter as a reminder indicating what should be sent to DMV.

The requested documentation must be received within ten (10) business days of the e-mailed letter or an administrative stop will be placed against the vehicle(s). No future transactions can be conducted to related vehicle(s) until all required documents are received.

The document(s) requested may be mailed to DMV Motor Carrier Services, webCAT, P.O. Box 27412, Richmond, Virginia 23269, or you may take the requested document(s) to any DMV Customer Service Center.

For Copy of Title Work:

- you are required to submit all title documents by fax or email prior to the title transaction being submitted by the webCAT administrator.



# Virginia Title

Submit the original Virginia Title Certificate with original signatures. Ensure the sections for Assignment of Title by Owner and Certification of Buyer is complete. If there is a lien recorded on the title the Lien Release section must be completed by the entity that required the lien.

Submit original Dealer Reassignments with original signatures, if applicable.

Submit original Power of Attorney with original signatures, if applicable.

Submit original Affidavit for Procurement of Title or Bill of Sale if NADA threshold was met.

Other pertinent documents may be required upon submission, if applicable.



## Manufacturer Certificate of Origin (MCO)

Submit the original MCO/MSO with original signatures. Ensure the sections for Distribution Dealer Assignment are complete.

If the Purchase Price is not recorded on the MCO/MSO, a copy of the Bill of Sale must be submitted.

If the Odometer Disclosure is not completed on the MCO/MSO, then an Odometer Discloser (VSA 5) must be completed with original signatures and submitted.

Submit original Dealer Reassignments with original signatures, if applicable.

Submit original Power of Attorney with original signatures, if applicable.

Other pertinent documents may be required upon submission, if applicable.



## Out of State Title

Submit the original Out of State Title Certificate with original signatures or registration card indicating legal owner(s). Ensure the sections for Assignment of Title by Owner and Certification of Buyer is complete. If there is a lien recorded on the title the Lien Release section must be completed by the entity that required the lien.

Submit original Dealer Reassignments with original signatures, if applicable.

Submit original Power of Attorney with original signatures, if applicable.

Submit original Affidavit for Procurement of Title or Bill of Sale if NADA threshold was met.

Other pertinent documents may be required upon submission, if applicable.

webCAT





**Congratulations!!**

**You have completed the Title Training.**

**Close out of the Title Training document.**

**Click on the link to take the quiz, once you have successfully passed  
DMV will be notified and access to title vehicles will be granted.**