



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles

2300 West Broad Street

July 22, 2005

D. B. Smit
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001
866-DMV-LINE or
800-435-5137

«DealerName»
«MailAddress1»
«MailAddress2»

Re: Titling Vehicles Within 30 Days

Dear Sir or Madam:

The Department of Motor Vehicles (DMV) and the Motor Vehicle Dealer Board (MVDB) began conducting joint dealer inspections earlier this year focusing on titling transactions that had not been completed within the 30-day requirement as specified in Virginia Code §46.2-1542C.

Some dealers participating in the online program that were inspected stated that their systems were down or not functioning as a reason for their work not being processed in the prescribed time. The Code, however, does not provide any exceptions to the requirement that the vehicle application for title, bill of sale, and fees be remitted to DMV within the 30-day time frame.

As a reminder, please take all necessary steps to complete your titling transactions within the 30-day time requirement even if your system is down or not functioning. You may manually process the title work at your nearest DMV customer service center to ensure compliance.

Dealers who consistently do not title vehicles within 30 days from the date of sale could lose access to the Online Dealer Program and /or incur other penalties.

If you need assistance in meeting the 30-day time requirement, please contact the DMV Online Dealer Help Desk. CVR customers should call (804) 367-2715 and triVIN customers should call (804) 367-0906. Please contact the vendor directly if you are experiencing problems with your vendors software.

Sincerely,

A handwritten signature in cursive script that reads "James A. Gurney".

James A. Gurney
Director
Vehicle Services

JAG/hjb