

Because we too have lost loved ones, DMV wants to make it as easy as possible for you to settle the vehicle and driver's license records of your family member or friend. In settling the deceased's DMV records, you will need to:

- Clear the driver's license or photo ID record
- Transfer vehicle registration(s)
- Transfer vehicle title(s)
- Cancel disabled placards or plates issued to the deceased

As an additional service, DMV will notify the State Board of Elections.



# DMV Guide for family members and friends of the recently deceased

## Clear the driver's license or photo identification record.

This simple procedure removes the deceased's name from DMV's mailing list. By doing so, you can avoid future mailings and prevent others from possibly using the name for fraudulent purposes.

Bring the deceased's death certificate, driver's license or photo ID and any disabled placards or plates to any customer service center (CSC) where a DMV employee will complete the transaction while you wait. Because fewer customers visit our offices during the middle of the month, we suggest that you visit at that time.

If you cannot visit a CSC, you may send a certified or notarized copy of the death certificate, the deceased's driver's license or photo ID card and a letter explaining that you wish to clear the deceased driver's license or photo ID card record. Send your correspondence to: DMV Driver Licensing Division, P.O.Box 27412, Richmond, VA 23269.



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## Transfer vehicle registration

Upon the death of a registered motor vehicle owner, the vehicle registration and license plates remain valid until:

- \* the end of the current registration period; or
- \* the survivor of the vehicle owner transfers the title; or
- \* the executor or administrator transfers ownership of the vehicle.

If you inherit the vehicle and plan to register it in Virginia, you must complete Section C of the Vehicle Title Certificate, DMV form VSA-14, "Application for Registration," and pay a vehicle registration fee which is based on the weight of the vehicle.

## Cancel disabled placards and plates

DMV requests that relatives and friends of deceased individuals who held disabled parking placards or plates return the placards or plates to their local DMV customer service center. Relatives may exchange disabled plates for plates without disabled parking privileges at no fee. All unreturned placards become invalid 30 days following DMV's notification and cannot be used. If you are unable to locate the placard, a letter to DMV explaining loss of a placard will ensure that the assigned number is removed from the deceased's records. Placards may be returned by mail to: DMV Medical Review Services, P.O. Box 27412, Richmond, Virginia 23269-0001.

As you settle the estate of your family member or friend, you can feel confident knowing that DMV employees are ready to assist you. If you live in Central Virginia and need further assistance, please contact a DMV customer service representative toll-free at 1-866-368-5463 (866-DMVLINE) or 1-800-435-5137. All other Virginia residents should contact their local DMV customer service center. You may also contact DMV by fax (804) 367-6631, on the DMV web site at [www.dmvnow.com](http://www.dmvnow.com), by TDD at 1-800-272-9268, and by e-mail at [questions@dmv.state.va.us](mailto:questions@dmv.state.va.us).

## Transfer the vehicle title

Although there are various ways to transfer vehicle ownership and a title, this page describes the three most common methods for transfer. You will need to bring:

- \* the title for each vehicle owned by the deceased either jointly or solely. If a bank holds the title, the co-owner may be obligated to pay the balance of the loan. If there is no co-owner, the executor or administrator of the estate must determine vehicle inheritance.
- \* a certified or notarized copy of the deceased's death certificate
- \* a notarized copy of the will (if one exists)
- \* a court executed document naming the executor or administrator of the estate, if one has been named. (Executors and administrators are usually named in a will, however, if no will exists, the court may appoint an executor or administrator.)

You may also need these forms (available at any DMV office or on the Internet at [www.dmvnow.com](http://www.dmvnow.com)):

- \* VSA-24, *Statement of Authority to Assign Title*, if an executor of the estate will not be appointed.
- \* VSA-14, *Application for Registration*, if new license plates are required or if plates will be transferred to or from the vehicle.
- \* FMS-210, *Application for Refund*, to receive a license plate refund if the expiration date on the decals is at least six months away and you decide not to use the vehicle, sell it or dispose of it as a gift.

You must pay sales and use tax (minimum \$35) if you inherit the vehicle and are not an immediate family member of the deceased.

You **do not** pay sales and use tax if you inherit the vehicle and are the spouse, son, daughter or parent of the deceased.

## Necessary documents checklist

This chart will help you identify the documents you may need to complete the three most frequent types of title transfers

Document needed	When you are a joint owner		
	with rights of survivorship	but an executor or administrator has not been appointed	and an executor or administrator has been appointed
Vehicle title	yes	yes	yes
Will	no	yes	yes (if applicable)
Death certificate original or certified copy	yes	yes	yes
Proof of identity or Personal identification	yes	yes	yes
Executor document	no	no	yes
VSA-24	no	yes	no
VSA-14	no	yes (if applicable)	yes (if applicable)
FMS-210	no	yes (if applicable)	yes (if applicable)

## You may transfer vehicle ownership if you are:

### Joint owner with right of survivorship.

You are considered a joint owner with the right of survivorship if,

- \* your name is listed on the title as one of the vehicle owners and "or" appears between the names listed,
- \* the words "or survivor" appear after the names, or
- \* the words "Tenants by the Entireties" or "Tenants by the Entirety" appear after the names.

You may retitle the vehicle in your name by submitting to DMV proof of identity or personal identification, a certified or notarized copy of the death certificate and the vehicle title. DMV will issue a new title and registration in your name and assign the existing license plates to you for a fee of \$10.

If you are co-owner and cannot find the title, you may obtain a replacement title from DMV for a \$5 fee.

### Not a joint owner with right of survivorship and an executor or administrator will not be appointed.

If you inherit the vehicle and

- \* you are the spouse, son, daughter, or parent of the deceased, you will not be required to pay sales and use tax, unless there is a lien on the vehicle
- \* you are not an immediate family member of the deceased, you must pay the appropriate sales and use tax

Bring the following to DMV:

- \* Proof of identity or personal identification
- \* Vehicle title with completed Section A, "Assignment of Title by Owner" and Section C, "Application for New Certificate of Title and Registration"
- \* Completed form VSA-24, "Statement of Authority to Assign Title"
- \* Certified or notarized copy of the death certificate
- \* Notarized copy of the will
- \* Payment for the title and registration transfer fee and applicable taxes

### Not a joint owner with right of survivorship and an executor or administrator is appointed.

The executor or administrator must provide:

- \* Vehicle title with completed Section A, "Assignment of Title by Owner" and Section C, "Application for New Certificate of Title and Registration"
- \* Certified or notarized copy of the death certificate
- \* Court issued document or will appointing the executor or administrator
- \* Payment for the title transfer fee and applicable taxes
- \* Proof of identity or personal identification