



### AFFIDAVIT VERIFICATION

**This affidavit must be verified by DMV Law Enforcement or notarized. One of the sections below must be completed.**

- DMV LAW ENFORCEMENT VERIFICATION** -- As a sworn law enforcement officer with the VA DMV Law Enforcement Division, I verify that I have taken this sworn affidavit, as authorized by VA Code § 46.2-217, and, based on the information presented herein and my investigation, the owner(s) presenting this affidavit has/have established his/her/their rightful ownership of the vehicle identified above.

DMV LE AGENT NAME (print)	DMV LE AGENT SIGNATURE	CASE NUMBER	DATE (mm/dd/yyyy)
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- NOTARIZATION**

State/Commonwealth of \_\_\_\_\_, city or county of \_\_\_\_\_

subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_  
(MONTH) (YEAR)

by \_\_\_\_\_ in the city or county and state aforesaid.

NOTARY SEAL/STAMP

REGISTRATION NUMBER	MY COMMISSION EXPIRES (mm/dd/yyyy)
NOTARY PUBLIC NAME	NOTARY PUBLIC SIGNATURE

### INSTRUCTIONS

In order to register a motor vehicle, trailer, semitrailer or manufactured home, or to secure a new title for such a vehicle, the customer must submit a certificate of title. If unable to do so because the title is lost, unlawfully detained by someone who currently holds the title, or if the title is otherwise "not available", the customer may file an affidavit instead. When an insurance company files an affidavit, the affidavit must indicate that the vehicle was acquired as a result of the claims process. Efforts made by the applicant to obtain the certificate of title from the previous owner must also be documented.

DMV will review the customer's applications and affidavit submitted along with information concerning the circumstances of the case. If DMV determines that the customer is entitled to registration and or titling, it will register the vehicle and issue a new registration card, license plate(s) and a certificate of title, salvage certificate or non-repairable certificate.

Pursuant to Virginia Law, if the current certificate of title for a motor vehicle, trailer, semitrailer or manufactured home is unavailable due to legitimate circumstances, the steps below must be followed:

1. Applicant (owner) must complete and submit form VSA 12, Affidavit in Lieu of Title Certificate.
2. Applicant must also complete and submit with this form one of the following:
  - a. **Application for Certificate of Title and Registration, VSA 17A** -- Applicants use this form to apply for a title and/or to register a passenger vehicle, truck, motor home (RV), trailer, motorcycle, or for-hire vehicle.
  - b. **Application for Certificate of Title - Manufactured Home, VSA 17B** -- Applicants use this form to apply for a title to a manufactured home.
  - c. **Salvage Certificate Application, VSA 56** -- Applicants use this form to apply for a salvage certificate.
  - d. **Application For Non-Repairable Certificate, VSA 57** -- Applicants use this form to apply for a no-fee non-repairable certificate. Insurance companies use this form to apply for no-fee certificates for non-repairable stolen vehicles or late model vehicles (current year and six preceding years) or any vehicle whose actual value is determined to have been at least \$10,000 prior to being damaged.
3. Submit the above forms, applicable fees (visit [www.dmvnow.com](http://www.dmvnow.com) to obtain fees), title and sales and use tax, available original documents evidencing ownership and other supporting affidavits.
4. Insurance companies must submit a \$25.00 processing fee in addition to the fees associated with the forms listed above.

