

# TRANSFER OF CERTIFICATE OF TITLE WITH LIEN

**Purpose:** A lienholder uses this form to transfer a certificate of title with a lien.

**Instructions:** Submit this form to any DMV Customer Service Center (CSC) with the appropriate fees or mail form and fees to the Titling Work Center at the above address.

**Privacy Act:** This information, including Social Security Number, is requested in accordance with Virginia Code §46.2-623. Any person who refuses to supply the required information will be denied a Certificate of Title and/or registration. Title and registration records may be disseminated in accordance with Virginia Code §46.2- 208 through §46.2-214, to business, law enforcement, or authorized government entities.

VEHICLE INFORMATION				
YEAR	MAKE	MODEL	TITLE NUMBER	VEHICLE IDENTIFICATION NUMBER (VIN)

CURRENTLY TITLED TO INFORMATION				
OWNER NAME (print) - (last)	(first)	(middle)	suffix	DMV CUSTOMER NUMBER/FEIN/SSN
CO-OWNER NAME (print) - (last)	(first)	(middle)	suffix	DMV CUSTOMER NUMBER/FEIN/SSN

RETITLE TO INFORMATION				
OWNER NAME (print) - (last)	(first)	(middle)	suffix	DMV CUSTOMER NUMBER/FEIN/SSN
ADDRESS	CITY		STATE	ZIP CODE
CO-OWNER NAME (print) - (last)	(first)	(middle)	suffix	DMV CUSTOMER NUMBER/FEIN/SSN
ADDRESS	CITY		STATE	ZIP CODE

LIENHOLDER/REPRESENTATIVE INFORMATION				
LIENHOLDER NAME (print) - (last)	(first)	(middle)	suffix	TELEPHONE NUMBER
ADDRESS	CITY		STATE	ZIP CODE
REPRESENTED BY NAME	TITLE			DATE (mm/dd/yyyy)

LIENHOLDER/REPRESENTATIVE CERTIFICATION		
<p>As the lienholder or an authorized representative of the lienholder holding the security interest for the vehicle described above I certify (check only one):</p> <p><input type="checkbox"/> that the original loan contract for the vehicle remains in force as originally recorded and authorize the addition to, or removal from the title of the owner(s) named above.</p> <p><input type="checkbox"/> that the individual identified above is the current owner(s) of the vehicle and is recording a new lien on the vehicle for reasons other than for the purchase of the vehicle.</p> <p><b>Note:</b> The above transactions are exempt from motor vehicle sales and use tax (SUT) provided at least one original owner remains on the newly issued title and motor vehicle sales and use tax (SUT) was paid by the current owner when originally titling the vehicle (unless the vehicle qualified as tax exempt).</p> <p><input type="checkbox"/> that the purchaser was not on the original loan contract for the vehicle above and authorize the purchaser to assume from the seller the unpaid obligation for the vehicle in the amount of \$ _____ .</p> <p><b>Note:</b> This transaction requires that - at the time of titling - motor vehicle sales and use taxes are paid on the unpaid balance of the loan and any additional monies paid to the seller, or minimum SUT, if greater.</p> <p>I further certify and affirm that all information presented on this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included on 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.</p>		
LIENHOLDER/REPRESENTATIVE NAME (print)	LIENHOLDER/REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)