

CERTIFICATION AND INDEMNIFICATION

I/We, the owner(s) listed above, being duly sworn, 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.

Further, if the Commissioner of the Virginia DMV issues a certificate of title, salvage certificate or non-repairable certificate pursuant to my/our application and this affidavit, I/we hereby bind myself/ourselves, my/our heirs, assigns and personal representatives to indemnify and save harmless the said Commissioner, and his successors in office, individually and officially, for any loss or damage which may be asserted against him/them or which he/they may sustain as a result thereof.

OWNER OR AUTHORIZED AGENT/REPRESENTATIVE SIGNATURE	CO-OWNER SIGNATURE	DATE (mm/dd/yyyy)
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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.

Insurance Companies

When an insurance company files an affidavit, the affidavit must indicate that the vehicle was acquired as a result of the claims process with the attached supporting documentation showing a claim was paid. Also the affidavit must include a description of the applicant's efforts to obtain the title from the previous owner.

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 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.