

ABANDONED VEHICLES

ONLY WV TOWING COMPANIES, WV DEALERS, WV REPAIR FACILITIES, WV AUTO AUCTIONS, & WV SALVAGE YARDS ARE ALLOWED TO APPLY FOR ABANDONED VEHICLES (NO TAX-ONLY TITLE FEE).

1ST DMV-100-TR ALWAYS THE 1ST STEP IN APPLYING FOR AN ABANDONED TITLE IS TO COMPLETE A **DMV-100-TR** AND SUBMIT IT TO RECORDS, THE COMPANY/ DEALER **MUST WAIT FOR THE REPLY** FROM THE DMV RECORDS DEPT BEFORE SUBMITTING ANY WORK TO THE DMV. THE RESULTS OF THE RECORD SEARCH ARE EITHER:

A) A NAME AND ADDRESS OF THE LAST KNOWN OWNER AND IF THERE IS A LIEN HOLDER (THE RECORDS DEPT WILL ONLY PROVIDE THIS INFORMATION IF THE VEHICLE HAS A WV TITLE RECORD IN MAINFRAME). THE APPLICANT WILL THEN SEND THE CERTIFIED MAIL (THIS WOULD INCLUDE A LETTER EXPLAINING ALL THE INFORMATION ON THE **DMV-131-TR**, OR THE ACTUAL FORM ITSELF) TO THE LAST KNOWN OWNER AND WAIT FOR A REPLY. THE DMV WILL NEED THE ORIGINAL SIGNATURE CARDS FROM THE POST OFFICE SHOWING WHERE THE CERTIFIED MAIL WAS SENT AND SIGNED FOR OR UNDELIVERED ALONG WITH THE LETTER SENT TO THE CUSTOMER OR THE DMV-131-TR THAT WAS SENT TO THE CUSTOMER &/OR LIEN HOLDER.

B) THE LAST STATE TO ISSUE A TITLE BASED ON NVMTIS. IF THE COMPANY/ DEALER GETS A RECORD SEARCH BACK THAT LEADS THEM OUT OF STATE, THE APPLICANT MUST GO THROUGH THAT STATES RECORD REQUEST AND WE WILL REQUIRE A COPY OF THAT RECORD, THE COPY OF THE DMV-100 THAT DIRECTED THEM TO WHICH STATE, THE ORIGINAL RETURN CERTIFIED MAIL SIGNATURE CARDS TO THE OWNER LISTED ON THE OUT OF STATE RECORD REQUEST, AND THE LETTER EXPLAINING ALL THE INFORMATION ON THE **DMV-131-TR**, OR THE ACTUAL FORM ITSELF THAT WOULD HAVE BEEN SENT IN THE CERTIFIED MAIL.

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C)= A DMV-100 WITH NO RECORD FROM WV OR ANY OTHER STATE. IF THEY RECEIVE THIS RESPONSE THEN THE APPLICANT IS TO SUBMIT A CLASS 1 LEGAL ADVERTISEMENT IN THE LOCAL NEWS PAPER (THIS AD IS TO BE IN THE PAPER OF THE COUNTY THAT THE VEHICLE WAS INITIALLY ABANDONED NOT WHERE IT IS CURRENTLY HELD). AN EXAMPLE OF THE INFORMATION REQUIRED TO BE IN THE ADVERTISEMENT IS ON THE **DMV-131-TR**. THE DMV WILL NEED A COPY OF THE DMV-100-TR THAT GAVE THEM NO RECORD, A COPY OF THE RECEIPT FROM PLACING THE AD IN THE PAPER, AND A COPY OF THE AD THAT WAS LISTED IN THE PAPER.

2ND ONCE THE APPLICANT HAS COMPLETED THE DMV-100-TR AND RECEIVED RESULTS **A, B, OR C**, AND FOLLOWED THE PROPER ROUTES AFTER RECEIVING ONE OF THOSE RESULTS, THEY CAN THEN SUBMIT THE PROPER FORMS AS FOLLOWS:

DMV-1-TR-THIS FORM SHOULD BE IN THE NAME OF THE DEALER, REPAIR FACILITY, TOWING CO, ECT. IT MUST BE COMPLETED AND INCLUDE A SALE PRICE (**ONLY EXCEPTIONS ARE WV DEALERS**). WHEN DETERMINING THE PRICE THAT THEY SHOULD PAY TAXES ON

DMV-130-TR-THIS FORM MUST BE COMPLETED IN SECTION A WITH AS MUCH INFORMATION AS POSSIBLE AND SECTION B IS TO ONLY BE COMPLETED IF THE TOWING, REPAIR FACILITY, OR DEALER WERE REQUESTED TO PICK UP THE VEHICLE BY A LAW ENFORCEMENT AGENCY. THE BACK PORTION OF THE DMV-130-TR IS NOT A REQUIREMENT TO HAVE, IT SERVES AS A USEFUL CHECKLIST FOR THE QUALIFYING APPLICANT.

DMV-1B-THIS FORM IS REQUIRED FOR ALL ABANDONED TITLES SECTION A MUST BE COMPLETED IN FULL BY THE APPLICANT AND THE OFFICER COMPLETING THE VIN VERIFICATION. SECTION B IS ONLY TO BE COMPLETED IF A NEW VIN PLATE IS REQUIRED. IF LAW ENFORCEMENT CANNOT LOCATE A VIN THEN IT WOULD NEED TO BE COMPLETED SO WV DMV CAN ASSIGN A NEW VIN TO THE VEHICLE. IF A VIN IS LOCATED BUT THE VIN PLATE STILL NEEDS REPLACED SECTION B WOULD STILL NEED COMPLETED.