

2025 MOTOR VEHICLES TITLING SEMINAR



PRESENTED BY

DIVISION OF MOTOR VEHICLES

<https://transportation.wv.gov/dmv>

and the

**WEST VIRGINIA AUTOMOBILE AND
TRUCK DEALERS ASSOCIATION**



What Is Vehicle Services?

- **Titles & Registrations**
- **Special Plates**
- **Online Services**
- **Dealer Licensing**
- **Sendbacks**
- **NMVTIS**
- **Information Requests**
- **National Digital Title Clearing House**

Titles & Registration

What does the Titles & Registration section do?

- All titles received via mail
- Paper sendbacks
- Mobile Home Cancellations (online portal)*
- Salvage (including Abandoned Salvage for Ins. Co)
- Leasing
- Fleet Renewals
- Dealer Duplicate Title portal
- Abandoned Vehicles (online portal)*
- Government Vehicles
- Corrections
- Antique Abandoned (online portal)*
- Instant Prints for dealer window in Special Plates

Digital Services

What does the Digital Services section do?

- Titles uploaded to ELT system
- Clearing House submissions

Information Services*, Online Services & NMVTIS

What does the Information Services do?

- Information requests via online or mail
- Copies of certified records
- Subpoenas
- Bankruptcy records
- Legal requests
- Data requests

Information Services, Online Services & NMVTIS

What does the Online Services and NMVTIS do?

- Online renewals
- Online duplicate registration cards, duplicate plates, and duplicate decals
- Ensure that brands are properly applied, and most recent title is submitted.

Special Plates

What does the Special Plates section do?

- Personalized plate applications
- Organizational plates
- Boats (now fully supported by VRS)*
- Dealer Window (Only at DMV Headquarters)
- Assembled Vehicles / Trailers

DMV FEES

Class A License Plate/Registration:

- \$51.50 – Basic Class A
- \$151.50 – Electric/Gas Hybrid
- \$251.50 - Electric

Title Fee: \$15.00

Lien Fee: \$10.00

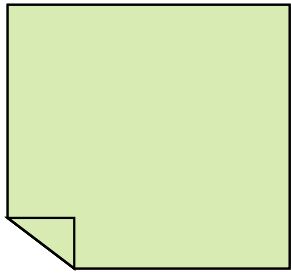
Duplicate Titles: \$15.00

Duplicate Registration: \$10.00

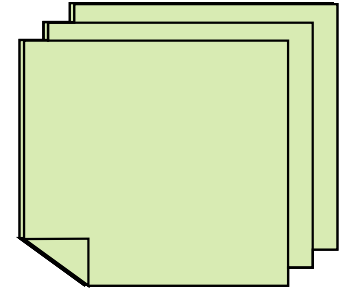
Duplicate Plate: \$10.00

Plate Transfer: \$10.50

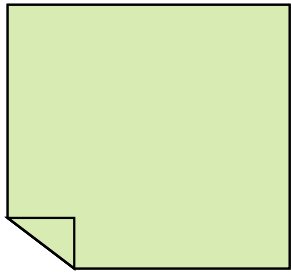
Salvage Titles: \$22.50



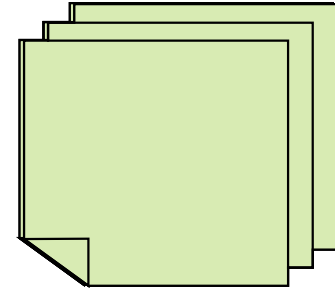
Information



- 2.1 million active titles in ELT system. Of those, 1.1 million were migrated from old Mainframe system.
- Between 10/24/2024 through 10/24/2025 46,419 total transfers via ELT system. Of those 29,892 were submitted by dealers (via VRS, DDI, & CVR).

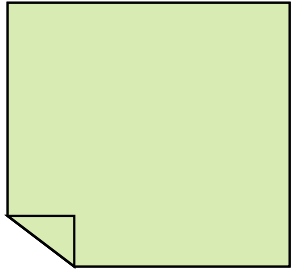


Send Backs

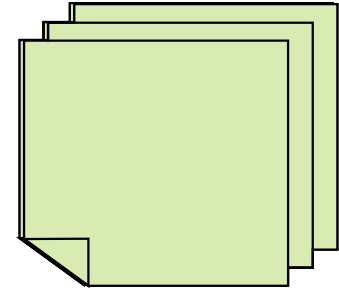


- There have been approximately 31,051 (31,240) send backs in the ELT system in the past year

- The following are the top 4 reasons:
 1. Missing evidence – 9,228 (9,582/2024) (11,733/2023)
 2. Other – 15,020 (9,151/2024) (12,722/2023)
 3. Evidence does not match the application – 5,049 (6,715/2024) (5,800/2023)
 4. Missing signature – 2,672 (597/2024) (2083/2023)



Send Backs



- Paper sendbacks are still being processed as well. The Send Back Unit will process approximately 150 paper send backs per day.

DEALER DUPLICATE TITLE

PORTAL

- If a customer has traded in a vehicle but does not have the title – a dealer can use the Dealer Duplicate Title Portal at <http://go.wv.gov/dealerduptitle> and apply for the duplicate title for the customer.
- Requesting the duplicate title on this site is the application for duplicate title. However, the other paperwork (copies of identifications, lien releases, POAs) will still be required.

DEALER DUPLICATE TITLE

PORTAL Cont'

- If the paperwork is rejected – you upload the document(s) needed and resubmit the paperwork.
- Portal is being checked at least 2 times daily. The duplicate title is usually mailed out the same day or the next day.

Centralized Distribution

- Implemented a new process for the fulfillment of license plates, registration cards and decals
- All processed, printed and mailed from central location at DMV Headquarters

POA (Power of Attorney)

When can a Secured Power of Attorney be used?

The Secured Power of Attorney form is considered secure because it complies with the security features and odometer disclosure language as specified in the Federal Truth in Mileage Act.

The WV Secured Power of Attorney can only be used in two instances and only with the new West Virginia Conforming Title:

1. At the time of trade-in or direct sale, if the registered owner's title is being held by a lien-holder, the registered owner may, by use of the secured power of attorney, designate the dealer as the agent for the purpose of completing the odometer disclosure statement and reassignment of ownership on the title when it is received from the lien-holder.
2. When the title is lost, the seller can designate the dealer to act as their agent to complete the odometer disclosure and reassignment of ownership **once the duplicate title is received**.

Secured Power of Attorneys

- **Section A: Seller**
- **Section B: Buyer (Only if Section A is completed)**
- **Section C: Only to completed if both A & B are complete.**

Limited Power of Attorney

- A Limited Power of Attorney is for use only with a specific vehicle. Must include make, year, VIN, and the name of the person being appointed POA.
- If using a limited POA, with a vehicle that requires an odometer, you must attach a separate odometer disclosure statement signed by the customer.

Items Subject To 6% Motor Vehicle Sales Tax

- Rebate
- Rust-Proofing
- Destination and Delivery
- Freight
- Simonize
- Accessories and Optional Equipment
- Protection Package

Items Not Subject To 6% Motor Vehicle Sales Tax

- Warranty
- Service Contracts
- Discounts
- Documentary Fees
- Gap Insurance
- Aftermarkets (does not come from factory)

LEASE VEHICLES

■ REQUIRED DOCUMENTS

- Application for title (Form DMV-1L)
- MSO or Title
- Odometer Statement (If out-of-state title)
- Power of Attorney (On Leasing Company Letterhead – if applicable)
- Lease agreement showing Cap Cost Reduction & valid trade-in **OR** Existing Lease Agreement **OR** Master Lease Agreement or Schedule A
- Please ensure the mailing address is entered in the appropriate field for the system you are using. DMV does not require physical address.

LEASE VEHICLES

- TAXATION ON A LEASE VEHICLE
 - 6% tax is charged on the Cap Cost Reduction at time of filing
 - Minus the net trade in allowance. (Only if previously titled in West Virginia)
 - The leasing company will collect 5% of the lease payment as tax and remit this to the Division on a monthly basis

LEASE VEHICLES

▣ TRANSFER OF PLATES / OTHER INFORMATION

- A license plate can be transferred between vehicles within the same leasing company (Transfer fees apply)
- May transfer plates with a letter from the customer relinquishing the rights to the leasing company (Transfer fees apply)
- The leasing company's address must appear on form DMV-1L. In a future release, you will have the ability to enter customer's address to mail plate to the customer and the title to the leasing company

Corrections

- If a mistake is made on a title, do not mark out, white out or erase. This will void the title, and a duplicate title will be required
- The DMV-35-DL must be completed and notarized
- Any requested corrections to vehicle information will be verified through the Division's records
- Titles that are recorded electronically have a different process as there is no paper title. *

DMV-35-DL
REV 6/14

West Virginia Department of Transportation

Division of Motor Vehicles

Affidavit of Correction for a Title or Registration



1-800-642-9066
www.dmv.wv.gov

A) Dealer or License Service Information

Name of Dealer / License Service

Address

CITY

COUNTY

STATE

ZIP CODE

B) Vehicle / Boat / Trailer Information

MODEL YEAR MAKE TITLE NUMBER VEHICLE IDENTIFICATION NUMBER / SERIAL NUMBER

C) Correction Needed

- | | |
|---|---|
| ☐ Seller assigned title to self | ☐ Buyer's name inserted in the wrong place |
| ☐ Seller signed off on title in the wrong place | ☐ Buyer's name inserted in the seller's place |
| ☐ Seller assigned the title to the wrong buyer | ☐ Buyer's signature is on the wrong title |
| ☐ Seller inserted their name in place of the lien | ☐ Notary Public signed their name in wrong place |
| ☐ Seller inserted mileage incorrectly
(Requires a notarized odometer statement) | ☐ Other (Please explain) |
| ☐ Seller skipped one dealer assignment | |
| ☐ Lien inserted in error
(Requires a letter from the lien holder) | |

D) Sender & Notary Public Certification

(X)

SENDER SIGNATURE

DATE

NOTARY PUBLIC

Subscribed and sworn before me this _____ day of _____, 20____

(X)

NOTARY PUBLIC SIGNATURE

My Commission expires on _____/_____/_____

How to Enter Customer Names Into the ELT System	
Customer Name (Single Name)	John P. Smith
How to Enter:	Smith, John P
Customer Name (Name With Suffix - 1st, 2nd, 3rd, etc.)	John P. Smith 3rd
How to Enter	Smith, John P III
Customer Name (Name with Suffix - JR, SR, etc.)	John P. Smith Jr
How to Enter	Smith, John P JR
Customer Name (Two Owners with the Same Last Name)	John P. Smith or Mary K. Smith
How to Enter	Smith, John P or Mary K
Customer Name (Multiple Owners with the Same Last Name)	John P. Smith or Mary K. Smith or Penny J. Smith
How to Enter	Smith, John P or Mark K or Penny J
Customer Name (Two Owners with Different Last Names)	John P. Smith or Mary K. Jones
How to Enter	John P Smith or Mary K Jones
Customer Name (Multiple Owners with Different Last Names)	John P. Smith or Mary K. Jones or Penny J. Wilson
How to Enter	John P Smith or Mary K Jones or Penny J Wilson
Customer Name (Hyphenated Last Name)	John P. Smith or Mary K. Jones-Smith
How to Enter	John P Smith or Mary K Jones-Smith
Customer Name (Leasing Company with Owner Name)	Honda Lease Trust %John P. Smith or Mary K. Smith
How to Enter	Honda Lease Trust %John P or Mary K Smith
Customer Name (DBA)	John P. Smith DBA Smith Trucking Company
How to Enter	John P Smith DBA Smith Trucking Company
Note: Do not abbreviate Leasing Company Names	
Note: The only punctuation used is a comma after the last name or a hyphen if the last name is hyphenated	

Electronic Lien & Title (ELT)*

- Any lender or lienholder processing more than 5 titles per year, must participate in the DMV's ELT program
- All lenders or lienholders that fall into this category will be given the information to sign up.
- Anyone meeting this criteria will not receive paper titles and must participate in the ELT program.

Dealer Licensing

What does Dealer Licensing do?

- Reviews and approves applications for all new licenses such as Dealers (new, used, motorcycle, recreational, auto auctions, financial, wrecker dismantler, and manufacturer)
- Processes renewals for all licensees yearly
- Rental Company Licenses (new & renew)
- Leasing Company Licenses (new & renew)
- License Services (new & renew)

Dealer Inspectors*

What does Dealer Inspectors do?

- Are now part of our Investigation and Support section of the division
- Conduct inspections on all licensed West Virginia Dealers and License Services
- Salvage /Reconstruction Exam
- Consumer Complaints
- Dealer Investigations
- Pre-Apps/Final Inspections

Buying or Trading Vehicles Out of Class

Pursuant to WV State Code 17A-6-5, dealers may sell a vehicle for which they are not licensed if the vehicle was received as a trade-in. Also, a “used” car dealer can obtain a new vehicle from a “new” car dealer; provided, the “used” car dealer titles the new vehicle in the name of the dealership before selling the vehicle to a customer.

Buying or Trading Vehicles

Out of Class – (Continued)

Additionally, dealers buying or trading out of class must comply with the following:

- Dealers acquiring vehicles out of their license class through trade must provide proof of trade-in before reassigning the title for the vehicle or they will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work
- Dealers acquiring a “new” vehicle out of their license class through trade must surrender the MCO and apply for a dealer title. If you cannot provide proof of trade-in, you will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work

Buying or Trading Vehicles **Out of Class – (Continued)**

Be advised dealers purchasing vehicles out of class, not in accordance with WV Motor Vehicles Laws, will pay tax on the vehicle and receive a regular title. Dealers involved in this type of purchase can not reassign from the MCO and can be subject to Civil Penalties for buying out of class

Change in Dealership

Dealers shall notify the Commissioner within sixty (60) days from and after the date on which any of the following changes in the business occur:

- A change in location
- A change of the name or trade name
- The death of a licensee
- A change in partners, officers or directors
- A change in ownership
- A change in the type of legal entity by and through which the license engages or will engage in the business
- The appointment of any trustee in bankruptcy, trustee under an assignment for the benefit of creditors, master or receiver

Change in Dealership (Continued)

- All information from the Division, Secretary of State's Office and State Tax Department must match. (Owners/Officers and address)
- Personnel authorized to transact business on behalf of the dealership must be kept up to date
- A change such as a 911 physical address change can cause several issues, if not reported
- If a change in owners/officers occur, all must sign the back of the form in front of the Notary
- After every renewal season, dealer services must send letters requesting a Change in Dealership form to be completed because the renewal application does not match the previous records

West Virginia Department of Transportation
Division of Motor Vehicles
Notice of Change in Dealership



Mail Form to: Dealer Services
PO Box 17100 • Charleston, WV 25317
304-926-0705 • www.dmv.wv.gov

THE BUSINESS NAME AND ADDRESS INFORMATION BELOW SHOULD MATCH WHAT IS ON YOUR CURRENT DEALER LICENSE CERTIFICATE

Dealership Name: _____ Telephone Number () -
Mailing Address: _____
STREET ADDRESS CITY STATE ZIP
Business Address: _____
STREET ADDRESS CITY STATE ZIP
Dealer License Number: _____

Change in Dealership • This section outlines the change in dealership that must be completed.

1. If business is moved to a new location, give complete new mailing address and new location of business. Attach to this notice a photograph of new location. A \$5.00 per plate charge applies if mailing address is changing.

New Address: _____
STREET ADDRESS CITY STATE ZIP

2. If change in trade name is made, give the complete new trade name that the business will be operated under. A \$5.00 per plate charge applies to name changes.

Dealership Name: _____

3. If change is due to death of licensee or any partner, give name of such licensee or partner and relationship to licensee.

Deceased's Name: _____ Relationship: _____
Deceased's Name: _____ Relationship: _____

4. If change in any partners, officers or members, list names and titles below:

Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

5. If appointment of a trustee in bankruptcy, trustee assignment for benefit of creditor, master or receiver, give name and address of such trustee, master or receiver.

Continued Detailed Dealer Questionnaire

6. If change in personnel authorized to make assignment of titles and to transact business with the DMV, list names of all authorized personnel.

Name: _____ Signature: (X) _____
Name: _____ Signature: (X) _____
Name: _____ Signature: (X) _____
Name: _____ Signature: (X) _____
Name: _____ Signature: (X) _____

7. If additional places of business have been established at other locations with the State since your original application was filed with the DMV, give the address and phone number of each location. Attach a photograph of each location to this notice. Include a check or money order for \$1.00 per each location.

Address: _____ Telephone Number () -
STREET ADDRESS CITY STATE ZIP
Address: _____ Telephone Number () -
STREET ADDRESS CITY STATE ZIP

Dealer and Notary Public Certification

State of West Virginia, County of _____ to wit:

Before the undersigned authority this day personally appeared _____, who, after first being duly sworn deposes and says that he is the applicant (or if firm or corporation, that he is an authorized member of the firm or proper officer of said corporation): That the business herein named is a legitimate dealership at the address and location shown herein and applicant further states that the changes outlined in this notice are true and correct statements.

(X) _____
SIGNATURE
(X) _____
SIGNATURE
(X) _____
SIGNATURE
(X) _____
SIGNATURE

Subscribed and sworn before me this _____ day of _____, 20____.

NOTARY PUBLIC SIGNATURE

My Commission expires on ____/____/____.

CONTINUED IN REVERSE SIDE

WV Dealer/License Service/Rental/Leasing

- ALL licensed entities such as Dealers, License Services, Lease and Rental companies process their renewals online.

WV Dealer/License Service/Rental/Leasing

Use this link for these dealer online services:

<https://wv.accessgov.com/dealer>

- ▣ [Affidavit of Duplicate Title for a Vehicle or Watercraft](#)
- ▣ [Dealer Renewal Application](#)
- ▣ [Application for Motor Vehicle Leasing Permit](#)
- ▣ [Application for Motor Vehicle Rental Agency Certificate](#)
- ▣ [Application for License Service License Certificate Renewal](#)

Digital Titling Record Keeping Requirements

- WVDMV would like to remind all License entities of the requirements for keeping documents that were uploaded as part of the new digital titling process.

A licensee (Dealer) shall keep a record of all customer transactions electronically or paper copies for a period of three (3) years from the date of the transaction for inspection purposes upon request by authorized representatives of the Division and all law enforcement officers during the regular posted business hours of the establishment.

WV Dealer/License Service/Rental/Leasing Totals

- As of October 2025, West Virginia has 1,249 Dealers
- 87 License Services
Renewal deadline is December 31, 2025
- 38 Rental Companies
- 130 Leasing Companies

Important Dates to Remember

June 1st Dealer applications must be received electronically
(D-DUC-WDR-DTR-DRV-AA-F-MFG-TRS)

December 31st License Services license expire

60 days to deliver title to the consumer or lien holder

45 days transfer of registration on new vehicle

Contact Information

VEHICLE SERVICES

Kim Harrison, Division Manager

Kim.F.Harrison@wv.gov

Brenda Short, Division Office Manager

Brenda.K.Short@wv.gov

Call Center

304-558-3900

1-800-642-9066

DMVcustomerservice@wv.gov

SPECIAL PLATES

Lisa Eskew, Unit Manager

Lisa.A.Eskew@wv.gov

Courtney Hudson, Lead Specialist

Courtney.R.Hudson@wv.gov

Phone 304-926-3972

Fax 304-926-3885

dmvspecialplates@wv.gov

Contact Information

DEALER LICENSING

Roderick Bradford, Division Manager

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Erica Withrow, Unit Manager

Erica.D.Withrow@wv.gov

Chris Held, Lead Specialist

Chris.A.Held@wv.gov

Mike Smith, Specialist II

Michael.K.Smith@wv.gov

Monica Cook, Specialist I

Monica.J.Cook@wv.gov

Emma Cox, Specialist I

Emma.L.Cox@wv.gov

Phone: (304) 926-0705

Fax: (304) 926-3895

If you have any question or concerns,
please contact Dealer Services at the
telephone number above or use the email
addresses that have been provided.

dealerservices@wv.gov