



DMV Guide for Family Members and Friends of the Recently Deceased

Because we too have lost loved ones, DMV wants to make it as easy as possible for you to settle the vehicle and driver's license records of the recently deceased. In settling the deceased's DMV records, you will need to:

- ▶ cancel the driver's license or identification card record
- ▶ cancel disabled placards or license plates issued to the deceased
- ▶ transfer vehicle registrations
- ▶ transfer vehicle ownership of titles

Cancel the Driver's License or Identification Card Record

This simple procedure removes the deceased's name from DMV's mailing list. By doing so, you can avoid future mailings and prevent others from possibly using the name for fraudulent purposes.

Bring the deceased's death certificate, driver's license or ID card to any customer service center (CSC) where a DMV employee will complete the transaction while you wait. Since fewer customers visit our offices during the middle of the month, we suggest that you visit at that time.

If you cannot visit a CSC, you may send a certified or notarized copy of the death certificate, the deceased's driver's license or ID card and a letter explaining that you wish to clear the deceased driver's license or ID card record. Send your correspondence to: DMV Data Management Services, P. O. Box 27412, Richmond, VA 23269-0001.

Cancel Disabled Placards or License Plates

If the recently deceased held a disabled parking placard or license plates, please return the placard or plates to your local DMV customer service center. You may exchange disabled plates for replacement plates without disabled parking privileges (at no fee). All unreturned placards become invalid 30 days following DMV's notification and cannot be used. If you are unable to locate the placard, a letter to DMV explaining loss of a placard will ensure that the assigned number is removed from the deceased's records. Placards may be returned by mail to: DMV Medical Review Services, P. O. Box 27412, Richmond, Virginia 23269-0001.

Transfer Vehicle Registrations

Upon the death of a registered motor vehicle owner, the vehicle registrations and license plates remain valid until:

- ▶ the end of the current registration period;
- ▶ the survivor of the vehicle owner transfers the title;
- ▶ the executor or administrator transfers ownership of the vehicle; or
- ▶ the designated beneficiary transfers the title into his/her name.

See information about Transferring Vehicle Ownership of Titles.

(continued on reverse)

Transferring Vehicle Ownership of Titles

There are several possible methods for transferring ownership or titles of the vehicles registered in name of the deceased.*

Joint Owner with the Right of Survivorship

You are considered a joint owner with the right of survivorship if:

- ▶ your name is listed on the title as one of the vehicle owners and “or” appears between the names listed,
- ▶ the words “or survivor” appear after the names, or
- ▶ the words “Tenants by the Entireties” or “Tenants by the Entirety” appear after the names.

You may re-title the deceased’s vehicle in your name by submitting to DMV:

- ▶ death certificate
- ▶ vehicle title
- ▶ payment of appropriate fees

DMV will issue a new title and registration in your name.

Beneficiary Designated on the Title

You are considered a beneficiary if the words, “Transfer on Death” or “TOD” are followed by your name on the vehicle title. You may re-title the deceased’s vehicle in your name by submitting the following to DMV within 120 days of death of the owner:

- ▶ Death certificate or death verification document;
- ▶ Vehicle title or Affidavit in Lieu of Title application (VSA12); and
- ▶ Payment of appropriate fees.

* If the beneficiary does not survive the owner or does not apply for a certificate of title within 120 days of the owner’s death, the beneficiary or his estate shall have no right to obtain title to the motor vehicle, trailer, or semitrailer.

NOTES:

- ▶ Executors and administrators are usually named in a will. However, if no will exists, the court, under certain circumstances, will appoint an executor or administrator.
- ▶ If a bank holds the title to the deceased’s vehicle, the joint owner of the vehicle is obligated to pay the balance of the loan. If a bank holds the title of the vehicle and there is no joint owner, the executor or administrator of the estate is responsible for satisfying any liens. If you are the co-owner of the deceased’s vehicle and cannot find the title, you may obtain a replacement title from DMV for the appropriate fee.

Not a Joint Owner or a Joint Owner without the Right of Survivorship

You are not a joint owner if your name does not appear on the title.

You are a joint owner without the right of survivorship if your name is listed on the title as one of the vehicle owners and:

- ▶ the word “and” appears between the names listed, or
- ▶ the words “or survivor” do not appear after the names, or
- ▶ the words “Tenants by the Entireties” or “Tenants by the Entirety” do not appear after the names.

Executor or Administrator will not be Appointed:

If the vehicle is transferred to you as the spouse, heir, or under the will, you will not be required to pay sales and use tax.

If you inherit the vehicle, bring the following to DMV:

- ▶ death certificate
- ▶ vehicle title
- ▶ notarized copy of the will or completed “Statement of Authority to Assign Title” form (VSA 24)
- ▶ payment of appropriate fees

Executor or Administrator of the Estate has been Appointed:

The executor or administrator must provide the following:

- ▶ death certificate,
- ▶ vehicle title,
- ▶ court-issued document or the will appointing the executor or administrator, and
- ▶ payment of appropriate fees



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CERTIFICATION OF AUTHORITY TO TRANSFER VIRGINIA TITLE

Purpose: Use this form to document the authority of a deceased vehicle owner's heir to transfer ownership of a vehicle titled in Virginia:

- when there has not been nor is there expected to be - a qualification on the estate, and
- an executor or administrator of the estate has NOT been appointed.

Instructions: Refer to information on page 2 to determine when to complete and file this form and for further instructions regarding what information is required.

Section 1: VEHICLE INFORMATION			
Note: Do not use this form if the vehicle is titled outside Virginia (see instructions on the back of the form).			
VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL	YEAR

Section 2: VEHICLE OWNER (DECEDENT) INFORMATION	
NAME	DATE OF DEATH (mm/dd/yyyy)
RESIDENCE ADDRESS AT TIME OF DEATH	

Section 3: HEIR CERTIFICATION		
I certify that:		
1. The above named Vehicle Owner (decedent) is deceased;		
2. I am an heir of the decedent's estate;		
3. There has not been and there is not expected to be a qualification on the estate of the decedent;		
4. (a) The decedent's debts have been paid or the proceeds from the sale of the above described motor vehicle will be applied against the debts of the decedent; or (b) The above described motor vehicle is property included in a claim for family allowance, exempt property or homestead allowance of the estate (attested copy of claim filed with the court must be attached); and		
5. The following are the names of all other persons having an interest in the above described motor vehicle:		
1. FULL LEGAL NAME (print)	4. FULL LEGAL NAME (print)	
2. FULL LEGAL NAME (print)	5. FULL LEGAL NAME (print)	
3. FULL LEGAL NAME (print)	6. FULL LEGAL NAME (print)	
I also certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in 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.		
HEIR NAME (print)	HEIR SIGNATURE	DATE (mm/dd/yyyy)

Section 4 CONSENT TO TRANSFER TITLE SIGNATURES	
I/We, being the person(s) listed above as having a legal interest in the motor vehicle described on this form who are of legal age, hereby consent to the transfer of title of the motor vehicle by the above named heir.	
1. SIGNATURE	4. SIGNATURE
2. SIGNATURE	5. SIGNATURE
3. SIGNATURE	6. SIGNATURE

INSTRUCTIONS

DO NOT USE THIS FORM IF:

- an executor or administrator has been appointed for the deceased person's estate,
- the vehicle is an out-of-state vehicle - the vehicle title must be transferred according to the laws of the state in which the vehicle was titled, or
- there has been a qualification on the estate.

The person submitting this form should:

1. Complete Sections 1 and 2.
2. Complete Section 3:
Print names of all other person(s) who have an interest in the vehicle.
Sign heir certification.
3. Complete Section 4 by securing the signature of those persons identified in Section 3 who are of legal age.
4. Submit the completed form (and any other documentation necessary to transfer vehicle ownership) to any Department of Motor Vehicles (DMV) Customer Service Center, any DMV Select or mail to DMV at the address shown on the front of this form.

ADDITIONAL INFORMATION

THE DECEDENT LEFT A WILL

Each person named in the will (legatee) who has an interest in the vehicle identified in this form must be named in Section 3, and, if of legal age, must sign in Section 4.

THE DECEDENT DIED WITHOUT A WILL (INTESTATE)

If there is a surviving spouse, only the surviving spouse must complete and submit this form unless there are any children (or their descendants) of someone other than the surviving spouse, in which case the spouse and children/descendants must be identified in Section 3 and, if of legal age, must sign their consent in Section 4.

If there is a surviving spouse and the vehicle is included in a claim for family allowance, exempt property or homestead allowance of the estate, only the surviving spouse must complete and submit this form.

If there is no surviving spouse, all persons with an interest in the vehicle must be identified in Section 3 and, if of legal age, must sign their consent in Section 4.

Note: The individual who completes this form should not be included in the list of "other persons having an interest in the vehicle" and should only sign the certification in Section 3.