



GOVERNMENT OF THE VIRGIN ISLANDS  
OF THE UNITED STATES  
BUREAU OF MOTOR VEHICLES



APPLICATION FOR CERTIFICATE OF TITLE

(VEHICLE DESCRIPTION)

MODEL	YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	COLOR	CYL	AXLES
WEIGHT	NEW/USED	FORMER TITLE	PREVIOUS STATES OF ISSUE	LICENSE PLATE (TAG) NO.	TRADE-IN	
VEHICLE:	<input type="checkbox"/> GAS	<input type="checkbox"/> DIESEL	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> PROPANE/NATURAL GAS		

OWNER / APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	V.I. DRIVER'S LICENSE NUMBER
LAST NAME	FIRST NAME	MIDDLE INITIAL	V.I. DRIVER'S LICENSE NUMBER
MAILING ADDRESS			ZIP CODE
(OWNER'S RESIDENCE ADDRESS IF DIFFERENT FROM ABOVE)			ZIP CODE
TO BE TITLED	<input type="checkbox"/> AND	<input type="checkbox"/> OR	<input type="checkbox"/> TOD (Transfer On Death)

LIEN HOLDER INFORMATION

1 <sup>st</sup> LIENHOLDER: NAME	DATE OF SECURITY AGREEMENT	LIEN MATURITY DATE
MAILING ADDRESS	ZIP CODE	AMOUNT OF LIEN
2 <sup>nd</sup> LIENHOLDER: NAME	DATE OF SECURITY AGREEMENT	LIEN MATURITY DATE
MAILING ADDRESS	ZIP CODE	AMOUNT OF LIEN

I certify that the odometer reading is \_\_\_\_\_ miles and to the best of my knowledge, reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked.

- ☐ A. The amount of mileage stated is in excess of 99,999 miles.  
☐ B. The mileage stated is not actual mileage.  
☐ C. The vehicle is a truck with a gross vehicle weight rating of 16,000 pounds or more.

IF TITLED AS TOD (Transfer On Death)

BENEFICIARY NAME                      DOB              LAST 4 SSN              PHYSICAL ADDRESS

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DO NOT WRITE IDENTIFICATION

FOR ALL OWNERS OF MOTOR VEHICLES OPERATED ON THE ROADS OF THE US VIRGIN ISLANDS EXCEPT AS NOTED IN 20 VIC CHAPTER 23 SECTION 200



## Instructions for Transfer of Vehicle Ownership

**All transfers must be completed within 24 hours, regardless of the vehicle's condition.**

### Seller Responsibilities:

- Remove license plates and sticker.
- Complete and submit a Registration Cancellation Request Application to the BMV.
- The vehicle will not be transferred until the registration is officially canceled.

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### Buyer/New Owner Responsibilities:

To apply for a Certificate of Title, the buyer must present:

1. A signed receipt or bill of sale from the seller.
2. Valid insurance for the vehicle in the buyer's name.
3. The most recent vehicle registration.
4. The Certificate of Title, properly signed and notarized.
5. The buyer's valid government-issued ID (no food handler's cards or voter registration cards accepted).
6. One proof of physical address.

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### Special Cases & Additional Requirements:

- **Business Transactions:**
  - Must show proof of ownership of the company (e.g., Articles of Incorporation, Sole Proprietor documents filed with the Lt. Governor's Office — stamped copies).
  - If conducted by a third party, a notarized limited power of attorney must be provided, along with company ownership documents and the third party's valid ID.
- **Third-Party Transactions for Individuals:**
  - Customers must provide a limited power of attorney to the third party (not valid for registration renewals).
- **Unregistered Vehicles:**
  - Buyer must obtain an Affidavit for Late Registration from the BMV.
- **No Double Transfers:**
  - Vehicles must be titled into each owner's name before being transferred again.
  - Exceptions may apply for repossessed or consigned vehicles.
- **Transfers Due to Death:**
  - Must include a Death Certificate and legal documentation (Will, Trust, Executor or Administrator paperwork).
  - ID of the Executor/Administrator is required.
- **Transfer on Death (TOD):**
  - If TOD is selected in the "To Be Titled" section, the Beneficiary section must also be completed.
  - If no other person is titled, the TOD beneficiary can transfer the vehicle into their name.

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### Inspection Requirement:

Vehicle must be inspected by the BMV Inspection Department

*(no inspection needed if transferring to a trust belonging to the vehicle's owner)*

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### Final Notes:

- All vehicles will be checked for outstanding tickets prior to transfer.
- If you are missing any documents or have questions, please speak to a Supervisor/Manager before leaving the premises.

For more information, please contact:

BMV STX: (340)713-4268 | BMV STT: (340)774-4268 | BMV STJ: (340)776-6262 | or visit [bmvi.gov](http://bmvi.gov)