



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



TRANSFER OF MOTOR VEHICLE

- The buyer should obtain a receipt from the seller showing the purchase of the vehicle; it is in the best interest of the buyer.
- Every customer has (24) hours to complete a transfer even if the vehicle is not working.
- Must have Registration and Certificate of Title, along with their ID, and 1 (one) proof of physical address. The Certificate of Title must be signed and notarized.
- The buyer must have insurance in their name, if not the plates and sticker must be removed from the vehicle.
- Any person doing business on behalf of a company must show proof of ownership of the company, ex. Articles of Incorporation; Sole Proprietor documents filed with the Lt. Governor's Office – these have to be stamped copies.
- When a third party is doing business for a company the owner or owners must give a notarized limited power of attorney to the individual to act, along with the documents that show they have the authority as stated in their Articles of Incorporation, on behalf of the company. This individual must provide their ID.
- For any vehicle bought that was unregistered for a period of time, it is the responsibility of the **New Buyer** to obtain from the Bureau an **Affidavit for Late Registration**.
- There is absolutely **No Double Transfers** the vehicle must go into each person name before it is transferred to another. **Repossessed or consigned vehicles could be exception to the Double Transfer rule.**
- Vehicle transfer of a Deceased person should be accompanied with a Death Certificate, Will, Trust, or a Legal Document that states who is the Executor or Administrator to the estate, and the person in charge's ID.
- The Buyer must complete the Application for the Certificate of Title.
- When TOD is checked in the "To Be Titled" section, then also complete the Beneficiary information in the "If Titled As TOD" section. When there is no living person that the vehicle has been titled to, the person identified in the TOD (Transfer On Death) section can have the vehicle transferred into their name.
- **All vehicles must check for tickets before they can be transferred.**

Please Note: If you don't have any of the listed documents above, or have any questions or concerns please ask and/or speak to a Supervisor/Manager before leaving premises.

WE DO NOT ACCEPT FOOD HANDLERS CARDS OR VOTERS REGISTRATION CARDS FOR IDENTIFICATION