



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

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



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



## TRANSFER OF MOTOR VEHICLE

- The buyer must present a receipt/bill of sale signed by the seller.
- 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.
- When an individual or courier is doing business on behalf of a customer, customers must provide that third party a limited power of attorney to conduct all transactions, except for registration renewals.
- 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**