

## DECEASED OWNER TITLE TRANSFER GUIDE

Titled As:	No Executor or Administrator Required Documents
<ul style="list-style-type: none"> <li>• <b>Joint owners WITH:</b> <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in system), .....<b>AND ONE OF THE FOLLOWING</b>.....</li> <li>• Virginia title<sup>2</sup> (no signatures required on title if deceased's name is removed from the record and the vehicle is retained by the surviving owner), <b>OR</b></li> <li>• If the vehicle is being retained by the surviving owner, but the VA title is lost, stolen, mutilated, or illegible: <ul style="list-style-type: none"> <li>o Submit the Application for Replacement and Substitute Titles (<a href="#">VSA-67</a>)<sup>3</sup> to apply for a substitute title with the deceased's name removed. Not required to also apply, or pay for, a replacement title.</li> </ul> </li> <li><b>OR</b></li> <li>• Virginia title, assigned to a 3<sup>rd</sup> party by the surviving owner, if transferring ownership to a purchaser (casual sale).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Joint owners WITHOUT:</b> <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> <li>• <b>With existing surviving spouse, legal heir(s), or will</b></li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in system), .....<b>AND</b>.....</li> <li>• Virginia Title assigned to surviving joint owner or 3<sup>rd</sup> party by: <ul style="list-style-type: none"> <li>o Surviving spouse and/or legal heir(s) on behalf of the deceased, or</li> <li>o Surviving owner (when he is a surviving spouse and/or legal heir),</li> </ul> </li> <li>.....<b>AND ONE OF THE FOLLOWING</b>.....</li> <li>• A completed and signed <a href="#">VSA-24</a><sup>4</sup> as proof of authority for spouse or legal heirs to assign (if no will exists) <b>OR</b></li> <li>• Copy of will giving ownership to surviving spouse and/or legal heir(s), and/or joint owner, and <a href="#">VSA-24</a> <b>OR</b></li> <li>• Virginia Small Estate Act Affidavit properly completed and signed stating the decedent's estate falls under the small estate laws (estate less than \$50,000)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Joint owners WITHOUT:</b> <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> <li>• <b>With NO existing surviving spouse, legal heir(s), or will</b></li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in the system), .....<b>AND ONE OF THE FOLLOWING</b>.....</li> <li>• Virginia Title and Court order granting ownership to the surviving owner, <b>OR</b></li> <li>• Virginia Title assigned to surviving owner by the deceased owner (signed prior to death)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Sole Ownership</b></li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in the system), .....<b>AND</b>.....</li> <li>• Virginia title assigned to purchaser/applicant by legal heir(s) .....<b>AND ONE OF THE FOLLOWING</b>.....</li> <li>• A completed and signed <a href="#">VSA-24</a><sup>4</sup> as certification by spouse or legal heir(s) of their authority to assign (if no will exists) <b>OR</b></li> <li>• Copy of will giving ownership to surviving spouse and/or legal heir(s) AND a completed and signed (<a href="#">VSA-24</a>), <b>OR</b></li> <li>• Virginia Small Estate Act Affidavit properly completed and signed stating decedent's estate falls under small estate laws, (estate less than \$50,000)</li> </ul>
<b>NOTES</b>	
<p><sup>1</sup> Although Virginia titles may not be issued with "tenants by the entirety", some Virginia titles may have been issued as "tenants by the entirety" or "tenants by the entireties" in the past.</p>	
<p><sup>2</sup> Not required to submit certificate title if an e-lien exists on the record, title is an electronic title record and never printed in the past, or if the applicant is the legal heir, executor or administrator and the title is lost, or stolen. If the title is mutilated or illegible, customer <b>must</b> submit what remains of the title document. A certificate of title assigned to the purchaser <b>must</b> be submitted when the deceased owner's name is still on the title and the vehicle is sold to third party.</p>	
<p><sup>3</sup> The survivor with "right of ownership", legal heir, executor or administrator of the estate may sign the <a href="#">VSA-66</a> on the behalf of the deceased, providing other required documents are submitted.</p>	
<p><sup>4</sup> Multiple <a href="#">VSA 24s</a> can be submitted at the time of titling if there are multiple legal heirs. The VSA 24 is NOT used when an administrator or executor exists.</p>	

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Titled As:	Executor or Administrator is Appointed <sup>4</sup> Required Documents
<ul style="list-style-type: none"> <li>• Joint owners WITH:                             <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in system), AND</li> <li>• Virginia title<sup>2</sup> assigned by surviving owner to the purchaser/applicant (A vehicle titled as joint owners with the right of survivorship becomes the property of the surviving joint owner with no action required by executors or administrator's)</li> </ul>
<ul style="list-style-type: none"> <li>• Joint owners WITHOUT:                             <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> <li>• With existing will</li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in system), AND</li> <li>• Virginia title assigned to the purchaser/applicant by the:                             <ul style="list-style-type: none"> <li>o Surviving owner, and</li> <li>o By the executor on behalf of the deceased.</li> </ul> </li> <li>AND</li> <li>• Court-issued document stating executor is qualified by the court</li> <li>OR</li> <li>• Copy of the will naming the executor</li> <li>OR</li> <li>• Virginia Small Estate Act Affidavit properly completed and signed stating decedent's estate falls under the small estate laws (estate less than \$50,000)</li> </ul>
<ul style="list-style-type: none"> <li>• Joint owners WITHOUT:                             <ul style="list-style-type: none"> <li>o Right of survivorship</li> <li>or</li> <li>o Tenants by the entirety<sup>1</sup></li> </ul> </li> <li>• WITHOUT existing will, but with administrator appointed by court</li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased in system), AND</li> <li>• Virginia title assigned to the purchaser/applicant by the:                             <ul style="list-style-type: none"> <li>o Surviving owner, and</li> <li>o By the administrator on behalf of the deceased.</li> </ul> </li> <li>AND</li> <li>• Court-issued document appointing administrator</li> </ul>
<ul style="list-style-type: none"> <li>• Titled solely in the deceased's name (No designated beneficiary)</li> </ul>	<ul style="list-style-type: none"> <li>• Certified or notarized death certificate (unless marked deceased), AND</li> <li>• Virginia title assigned to purchaser/applicant by surviving spouse or legal heir(s), AND ONE OF THE FOLLOWING</li> <li>• A completed and signed <a href="#">VSA-24</a><sup>3</sup> as certification by spouse or legal heir(s) of their authority to assign (if no will exists)</li> <li>OR</li> <li>• Copy of will giving ownership to surviving spouse and/or legal heir(s) AND a completed and signed <a href="#">VSA-24</a></li> <li>OR</li> <li>• Court-issued document stating executor or administrator is qualified by the court</li> <li>OR</li> <li>• Copy of a will naming the executor</li> <li>OR</li> <li>• Virginia Small Estate Act Affidavit properly completed and signed stating decedent's estate falls under the small estate laws (estate less than \$50,000)</li> </ul>

**NOTES**

- <sup>1</sup> Although Virginia titles may not be issued with "tenants by the entirety", some Virginia titles may have been issued as "tenants by the entirety" or "tenants by the entireties" in the past.
- <sup>2</sup> Not required to submit certificate title if an e-lien exists on the record, title is an electronic title record and never printed in the past, or if the applicant is the legal heir, executor or administrator and the title is lost, or stolen. If the title is mutilated or illegible, customer **must** submit what remains of the title document. A certificate of title assigned to the purchaser **must** be submitted when the deceased owner's name is still on the title and the vehicle is sold to third party.
- <sup>3</sup> Multiple [VSA 24s](#) can be submitted at the time of titling if there are multiple legal heirs. The VSA 24 is NOT used when an administrator or executor exists.
- <sup>4</sup> A VSA 24 is NOT required to be submitted when an executor or administrator has been qualified/appointed for the deceased estate by the court.