

Complete this step-by-step process after agreeing to the sale and purchase of the vehicle. If there are still negotiations or other options being considered, it's too soon to start. Both buyers and sellers must have a myDMV account and meet specific requirements to complete the electronic title transfer. Register at [dmv.virginia.gov](https://dmv.virginia.gov).

## Part 1: Buyer

1. Log in to your myDMV account. Generate a buyer code to provide to the seller.
2. Provide the buyer code to the seller of the vehicle you purchased to begin the title transfer process.
3. Wait for the seller to finish their portion of the process. You will be notified via the email listed on your myDMV account when the vehicle is ready to be titled in your name.

## Part 2: Seller

4. Log in to your myDMV Account. Navigate to "Online Services" and select "Vehicle Title and Registration" to begin the process.
5. Enter the buyer code provided by the buyer and complete the vehicle information section.
6. Confirm and certify the entered vehicle information.
- 6a. *If the vehicle has a co-owner, after steps 4-6 are complete, the co-owner will need to log into their myDMV account and approve the sale of the vehicle before the process can continue. After the co-owner's approval, the following will happen:*
  - The buyer will receive notification that the vehicle is ready for them to title.
  - Your vehicle will be removed from your record once the buyer has completed their part of the transaction.
  - When the transaction is completed, you will no longer be the current vehicle owner in DMV's records.

## Part 3: Buyer Continued

7. Once the seller has completed their part of the process, you receive an email notification that the vehicle is ready for you to title. Click on the Continue button in the email.
8. Select from the list the vehicle you want to title and determine whether the vehicle will be co-owned. If the vehicle will be co-owned, the co-owner - through their myDMV Account - will need generate a buyer code and provide it to the primary buyer.
9. Review and confirm the sale information entered by the seller.
10. Continue with the online title and registration process by filling out the required information.
11. Certify the title transfer. If the vehicle is co-owned, the co-owner will need to log in to their myDMV account and confirm the title transfer before the primary buyer can continue.
12. Submit payment via a credit card and print your temporary registration card, plates (if applicable) and receipt. When the transaction is completed, you will be the current vehicle owner in DMV's records

## Who is Eligible to Use the Electronic Titling Program?

The seller, buyer, and vehicle must meet certain requirements in order to take advantage of the electronic titling program.

### Sellers must:

- Be a current Virginia resident
- Not be a business
- Have an active myDMV account

### Buyers must:

- Be a current Virginia resident
- Not be a business
- Have an active myDMV account
- Have no customer holds on their account that prevent titling

### Vehicle Must:

- Have no beneficiaries listed on the title
- Have no liens
- Have no vehicle holds on the owner's account or the title that prevent the vehicle from being retitled
- Have no holds on the vehicle title
- Not be marked sold more than 15 days prior to electronically titling the vehicle
- Be a passenger vehicle (car, sport utility vehicle, truck; no trailers, mopeds or all-terrain vehicles)