



West Virginia Used Car Buyer's Paperwork Checklist

Use this checklist to prepare for buying a used vehicle from a private seller in West Virginia. Confirm the latest requirements with the West Virginia Division of Motor Vehicles before completing your transaction.

KEY FACTS

State	West Virginia
Agency	West Virginia Division of Motor Vehicles
Process	See official source
Notary required	Conditional
Bill of sale	Conditional
Odometer disclosure	Yes
Filing deadline	30 days
Last reviewed	May 13, 2026

QUICK REFERENCE

NOTARY Conditional	BILL OF SALE Conditional	ODOMETER Yes	INSPECTION Conditional
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IMPORTANT DEADLINES

Within 30 days

Buyer must bring all required documents to their local WV DMV regional office within 30 days to complete the title transfer.

PRINTABLE CHECKLIST

Buyer checklist

- ☐ **Signed title from seller** **REQUIRED**
The seller must have signed the title over to you. Check that the odometer reading is noted.
- ☐ **Bill of sale** **RECOMMENDED**
Proof of purchase with VIN, price, and both parties' information.
- ☐ **Government-issued photo ID** **REQUIRED**
Required when submitting title transfer paperwork.
- ☐ **Payment for title transfer fees** **REQUIRED**
Fees vary by state. Check your state's official DMV fee schedule.
- ☐ **Proof of insurance** **REQUIRED**
Most states require proof of minimum liability insurance before issuing plates.
- ☐ **Sales tax payment** **CONDITIONAL**
Sales or use tax is typically due when registering the vehicle. Rate and basis vary by state.

Required forms

- ☐ **Signed title from seller** **REQUIRED**
The seller must sign the title over to you. Verify the VIN and odometer reading.
- ☐ **Title transfer application** **REQUIRED**
Form required to apply for a new title in your name. Requirements vary by state.

SPECIAL REQUIREMENTS

Notary: Conditional — A notarized bill of sale is specifically required when the purchase price is below 50% of the current NADA Clean Loan Book value (to prevent tax undervaluation). Both buyer's and seller's driver's licenses must be copied with any notarized bill of sale.

Bill of sale: Conditional — A bill of sale (Form DMV-7-TR or a notarized private document) is required when the purchase price is below 50% of NADA value or when needed to document the transaction. The WV DMV provides a standard bill of sale form.



Odometer disclosure: Yes — Required by federal law for vehicles under 10 years old.

Inspection: Conditional — West Virginia requires a biennial safety inspection. Any vehicle purchased privately that does not already have a valid WV inspection sticker must be inspected within 3 days of purchase. No emissions testing requirement.

STEP-BY-STEP PROCESS

- 1 Run a vehicle history report (e.g., CARFAX or NMVTIS) before purchase.
- 2 Verify the seller's name matches the name on the title.
- 3 Ensure the title is free of liens or confirm the lien will be resolved.
- 4 Have the seller sign the title over to you and complete odometer disclosure.
- 5 Obtain a bill of sale from the seller.
- 6 Submit the signed title, application, fees, and proof of insurance to your state DMV.
- 7 Pay any applicable sales tax.

COMMON MISTAKES

- Not verifying that the seller is the titled owner.
- Failing to check for outstanding liens before purchase.
- Missing the deadline to register the vehicle after purchase.
- Not getting a bill of sale.

OFFICIAL SOURCES

West Virginia DMV — Titles

<https://transportation.wv.gov/DMV/Vehicle-Services/Titles/Pages/default.aspx>

West Virginia DMV

<https://transportation.wv.gov/DMV/>