

PLEASE READ THIS INFORMATION CAREFULLY
BEFORE FILLING OUT FORMS FOR THE
COMPULSORY INSURANCE SECTION

- THE FOLLOWING FORMS (INS-1, INS-2, INS-3, and INS-4) ARE ONLY FOR USE IN RESPONSE TO A PENDING OR EXISTING SUSPENSION THAT PERTAINS TO THE COMPULSORY INSURANCE SECTION OF THE WEST VIRGINIA DIVISION OF MOTOR VEHICLES.
- FORM INS-3 (NOTARIZED STATEMENT REGARDING OWNERSHIP) **WILL NOT BE** ACCEPTED IN LIEU OF A NOTARIZED BILL OF SALE IN ANY SITUATION OTHER THAN ONES PERTAINING TO THE COMPULSORY INSURANCE SECTION.
- ALL FORMS MUST INCLUDE THE OFFICIAL SEAL OF AN APPOINTED NOTARY PUBLIC IN FORM OF A STAMP OR EMBOSSED SEAL WITH THE NOTARY'S OFFICIAL SIGNATURE.

THESE FORMS MAY BE MAILED TO:

DIVISION OF MOTOR VEHICLES
COMPULSORY INSURANCE SECTION
1800 KANAWHA BLVD., E., BLDG. 3
CHARLESTON, WV 25317

OR FAXED TO:

(304) 558-0465

IF YOU HAVE ANY QUESTIONS PERTAINING TO THESE FORMS, YOU CAN CONTACT THE COMPULSORY INSURANCE SECTION AT (304) 558-4444 OR (304) 558-0274.

PLEASE RETAIN A COPY OF ANY FORM SUBMITTED TO THE DMV FOR YOUR RECORDS.

FILE NUMBER: _____ **SUSPENSION DATE:** _____

NOTARIZED STATEMENT REGARDING OWNERSHIP
COMPULSORY INSURANCE SECTION
ONLY

I, _____, OWNER OF THE VEHICLE DESCRIBED BELOW, DID HEREBY
PRINTED NAME OF SELLER

TRANSFER OWNERSHIP OF A _____, TO ONE
YEAR MAKE MODEL

_____, WHO RESIDES AT _____
PRINTED NAME OF PURCHASER STREET ADDRESS

_____, WV _____, ON OR ABOUT _____
CITY/STATE ZIP MONTH/DAY/YEAR OF SALE

I DECLARE UNDER PENALTIES OF PERJURY THAT THE
STATEMENTS HEREIN CONTAINED ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF SELLER

SIGNATURE OF PURCHASER

***IF THE PUCHASER IS UNAVAILABLE TO SIGN THIS DOCUMENT, YOU MUST PROVIDE ON THE SPACE BELOW A VALID REASON AS TO WHY THEIR SIGNATURE DOES NOT APPEAR, AND HAVE A WITNESS TO THE SALE SIGN THIS DOCUMENT DECLARING THAT THEY WERE AWARE OF THE SALE OF THE ABOVE STATED VEHICLE.**

REASON: _____

SIGNATURE OF WITNESS

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES ON _____