

STATE OF WEST VIRGINIA
DIVISION OF MOTOR VEHICLES
APPLICATION FOR REFUND

DMV POLICY: Refunds will be given for unused decals and unused plates with the return of the decal, plate and registration card. On duplicate payments, the division will refund with both cash receipts or copies of both canceled checks. On driver's license applications, the division will refund only on a departmental error or the return of the photo card. On CDL's, the division only refunds on a departmental error. All applications for refund must be tendered to the DMV within six months after the date of the transaction.

***ALL REFUND REQUESTS MUST BE ACCOMPANIED BY COPIES OF
CANCELED CHECKS, FRONT AND BACK***

Name				
Address			City	Zip Code
Driver's License Number			Expiration Date	Date of Birth
License Plate Number			VIN Number	
Make	Model	Year	Weight	Title No.

REASON FOR REFUND: _____

REFUND DOLLAR AMOUNT: _____

Signature Date

****** PLEASE ALLOW FOUR TO SIX WEEKS FOR PROCESSING ******

FOR DMV USE ONLY

Supervisor's Signature _____ FIMS Number _____
Accounting Sign-Off _____ Date _____
Date Completed _____ Warrant Number _____