



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
 Post Office Box 17020  
 Charleston, West Virginia 25317-0010 • (304) 558-3900  
 TDD: (800) 742-6991 • (800) 642-9066

Earl Ray Tomblin  
 Governor

Paul A. Mattox, Jr., P. E.  
 Cabinet Secretary

May 31, 2012

To All County Sheriff Offices:

**Effective June 1, 2012**, All registration renewals mailed in this state will include an informational insert regarding the new electronic insurance verification program. To enhance the program's accuracy and reduce the chance of any inconvenience to our customers, we are asking all registrants to provide a copy of the (WV-1) Certificate of Insurance at the time of any registration transaction. This document will eliminate the need to complete the owner's statement of self-certification of insurance coverage.

**New West Virginia Insurance Law:** *Electronic Insurance VERIFICATION*

The **NEW Electronic Insurance Verification Program** will allow DMV and law enforcement to verify your motor vehicle insurance information instantly. Whether in the office or roadside, they will be able to quickly and accurately verify your insurance policy.

Your VIN (*vehicle identification number*) will be the key vehicle identifier to your insurance company. **Therefore, it is critical that your VIN is correctly recorded by the DMV and your insurance company.** A mismatched VIN could result in a citation or possible suspensions issued against your driver's license and/or license plate.

Having the **CORRECT ADDRESS** on both your **driver's license and your vehicle records** is not only mandated by law, but also ensures you are getting critical DMV notices. If your insurance cannot be verified by DMV it may result in action taken against your driver's license and/or license plate. Please ensure all addresses with the DMV are current and that your vehicle's VIN number, located on the lower left (driver's side) corner of the windshield, is correct on your vehicle registration card and proof of insurance.

**As an extra measure, we ask that you submit a copy of the front of your insurance card to reduce the risk of errors that can cause you any unnecessary trouble. One copy, one time is all it takes.**

This unnecessary inconvenience to you in the future may be avoided by **correcting any VIN errors now**, through DMV and your insurance company.

If your records with DMV need updated or corrected, please contact us for assistance. We will be happy to help you get your information corrected.

www.dmv.wv.gov | 1-800-642-9066

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All certificates of insurance received by your clerks must be submitted with your registration renewals being submitted to the Division of Motor Vehicles. This new campaign is to collect as much company issued insurance information as possible during the complete one year cycle of plate renewals **through June 1, 2013**. We are asking that you partner in this effort to improve the program. Often the handwritten insurance information provided by the owner leads to errors on our collection of insurance information.

In the future, your office will begin to see a field labeled **“NAIC Number”**. This is the number used to identify each insurance company. NAIC is the abbreviation for National Association of Insurance Commissioners. All companies licensed to sell insurance in this state will be required to print this number on the (WV-1) Insurance Certificate by January 1, 2014. Registrants will then be required to provide this number to the DMV and/or your offices at the time of any registration transaction.