

STATE OF DELAWARE  
DIVISION OF MOTOR VEHICLES  
P.O.BOX 698, DOVER, DE 19903  
ATTN: FINANCIAL SERVICES  
(302) 744-2512

**DOCUMENT FEE CREDIT/REFUND APPLICATION**

**WARNING: The credit/refund will not be approved unless you comply with the time frames in Items 1g and 1h below.**

In most cases credit should be given at time of titling. **Only one credit vehicle will be accepted per new vehicle purchased.** If credit is not applied for at the time of titling of your new vehicle, a refund check will be processed, if applicable, by the State Treasurer's Office. **Processing time is 12 to 15 weeks from the date of titling.**

**1. THE FOLLOWING ELIGIBILITY CRITERIA IS USED TO DETERMINE APPROVAL OF ALL APPLICATIONS:**

- a. Credit was not given at time of titling of new vehicle.
- b. Lease turn-In (trade-in) with proof of residual value of vehicle turned/traded-in.
- c. Total loss insurance settlements with proof of actual cash value (ACV) paid by insurance company.
- d. Credit (Sold) vehicle must be Delaware-titled vehicle.
- e. Credit (Sold) vehicle must be in the same name as the applicant completing this form and titling new vehicle.
- f. New vehicle purchased/leased must be titled in Delaware.
- g. Sale of credit vehicle must be within **sixty (60) days prior to, or sixty days (60) after titling date** of new vehicle. *(If the sale is prior to titling of new vehicle, this form should be submitted with the new vehicle title work for immediate credit.)*
- h. Sale of credit vehicle after titling new vehicle requires applicant to submit this request **within fifteen (15) days after the sale.** Sale of credit vehicle prior to titling new vehicle requires applicant to submit this request **within fifteen (15) days after titling of new vehicle.**
- i. Title to the credit/refund vehicle must be transferred into the new owner's name, or you must notify DMV that the vehicle was sold/transferred before any refund is processed. This can be accomplished by completing the Seller's Report of Sale portion on the Title for the credit vehicle and submitting it to DMV.
- j. Credit shall be given for only 1 motor vehicle or Trailer per application. (Title 30 3001 Delaware Code)

**2. REQUIRED DOCUMENTATION:**

- a. **INSURANCE SETTLEMENTS:** If the credit vehicle was deemed a total loss by the insurance company, you must have a signed letter from the insurance company on their stationary (letterhead) stating:
  - 1) Your name
  - 2) Vehicle Make, Model and Year
  - 3) Vehicle Identification Number (VIN) or Serial Number
  - 4) Amount paid as the actual cash value (before deductible)
- b. **LEASE TURN-IN (TRADE-IN):** Copy of the original lease on credit vehicle or a letter from the leasing company indicating the residual value of the vehicle at lease turn-in.
- c. **VEHICLES SOLD OUT OF STATE:** Submit the *Sellers Report of Sale* portion of the Title for the credit vehicle to the nearest DMV office. If you do not have this form, submit a signed letter with this application stating the following:
  - 1) Buyers name and address
  - 2) Selling price of the vehicle
  - 3) Vehicle Make, Model and Year
  - 4) Vehicle Identification Number (VIN) or Serial Number
  - 5) Date vehicle was sold

**IF YOU MEET THE CRITERIA STATED, PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM, AND MAIL IT TO THE ADDRESS ABOVE.**

Document Fee Refund Form MV347

**ALL BLANKS MUST BE FILLED IN OR THE APPLICATION WILL BE DENIED**

**SEE INSTRUCTIONS ON REVERSE SIDE OF APPLICATION**

**PLEASE PRINT ALL INFORMATION LEGIBLY**

Sale of credit vehicle after titling new vehicle, requires applicant to submit this request **within fifteen (15) days after the sale**. Sale of credit vehicle prior to titling new vehicle, requires applicant to submit this request **within fifteen (15) days after titling of new vehicle**.

I the, undersigned, do hereby certify, under penalty of perjury, that I **PURCHASED** the following described vehicle that has been titled in my name within the 60-day time limit described on the reverse side of this form.

TAG #: \_\_\_\_\_ MAKE/MODEL & YEAR: \_\_\_\_\_

VIN/SERIAL NUMBER: \_\_\_\_\_

YOUR NAME (S) AS IT APPEARS ON THE TITLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAYTIME PHONE #: \_\_\_\_\_

I the, undersigned, do hereby certify, under penalty of perjury, that I **SOLD/LEASE TURN-IN/TOTAL LOSS** the following described vehicle that was titled in my name. **All information will be verified through DMV records.**

TAG #: \_\_\_\_\_ MAKE/MODEL & YEAR: \_\_\_\_\_

VIN/SERIAL NUMBER: \_\_\_\_\_

BUYER'S NAME (S)/INSURANCE  
COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PURCHASE PRICE: \_\_\_\_\_ DATE OF SALE: \_\_\_\_\_

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR AUDIT USE ONLY** \*\*\***(Do not write below this line)**\*\*\*

**NEW VEHICLE**

Date Titled: \_\_\_\_\_

Doc Fee Paid: \_\_\_\_\_

Refund Amt: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_