Document Fee Refund Form MV347

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY OR THE APPLICATION WILL BE DENIED

SEE INSTRUCTIONS AND ELIGIBILITY REQUIREMENTS ON REVERSE SIDE OF APPLICATION

PLEASE PRINT ALL INFORMATION LEGIBLY

If a Delaware resident sells a Delaware titled vehicle within sixty (60) days, prior to or after, purchasing a new vehicle, they may be eligible for a refund. If the sale is after the purchase, this form must be submitted or post-marked within thirty (30) days after the sale date. If the sale is prior to the purchase, this form must be submitted or post-marked no later than thirty (30) days after titling of the 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 #: _____

EMAIL ADDRESS#: _____

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: _____ STATE: _____ ZIP CODE: _____

SELLING PRICE/ACV AMOUNT/RESIDUAL VALUE: _____ DATE OF SALE: _____

OWNER/APPLICANT'S SIGNATURE: _____ DATE: _____

FOR AUDIT USE ONLY ***Do not write below this line***

NEW VEHICLE

Date Titled: _____ Doc Fee Paid: _____

Postmark date: _____ Refund Amt: _____

Reason for Denial:

Comments:

(revised 9/12/2025)

STATE OF DELAWARE
DIVISION OF MOTOR VEHICLES
P.O.BOX 698, DOVER, DE 19903
ATTN: VEHICLE SERVICES HELPDESK

For questions related to completing form MV347, please contact: DOT.DocumentFeeRefund@delaware.gov
For financial inquiries, please contact Financial Services at 302-744-2512

DOCUMENT FEE CREDIT/REFUND APPLICATION

WARNING: The credit/refund will not be approved unless you comply with and meet all criteria below, in accordance with Division Policy.

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 requester qualifies and submits the complete form with all required documents. **Processing time is 12 to 15 weeks from receipt of form and/or title date.**

1. THE FOLLOWING ELIGIBILITY CRITERIA IS USED TO DETERMINE APPROVAL OF ALL APPLICATIONS:
    a. Credit was not given at time of titling new vehicle.
    b. Proof of residual value of vehicle if vehicle is a lease turn/trade-in.
    c. Total loss settlements with proof of actual cash value (ACV) paid by insurance company. One year to obtain new vehicle. Application may be submitted upon issuance of temporary tag, but no later than **thirty (30) days after titling.**
    d. Credit (sold) and new purchased/leased vehicle must be Delaware-titled vehicles.
    e. Credit (sold) vehicle must be in the same name as the applicant completing this form and titling new vehicle. The refund will only be issued to the vehicle owner(s).
    f. If a vehicle is purchased and the owner(s) sell a different vehicle within 60 days, credit may be received. ***(If the sale is prior to titling of new vehicle, this form should be submitted with the new vehicle title work for immediate credit. If that does not occur, vehicle owner must apply for refund.)***
    g. Sale of credit (sold) vehicle after titling new vehicle must be submitted **within thirty (30) days after the sale**.
    h. Sale of credit (sold) vehicle prior to titling new vehicle requires applicant to submit this request **within thirty (30) days after titling of new vehicle.** Application may be submitted upon issuance of temporary tag.
    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 (sold) vehicle and submitting it to DMV. The selling price must be included on the title or a signed bill of sale submitted with the request.
    j. Credit shall be given for only one motor vehicle or trailer per application. (30 *Del. C.* § 3001(5))

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) Owner's 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 and a copy of the bill of sale stating all of the following:
        1) Buyer's 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

This form is to be used by Delaware residents applying for a document fee credit as detailed in **30 *Del. C.* § 3001(5).**

IF YOU MEET THE CRITERIA STATED ABOVE, PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM, AND EMAIL OR MAIL IT TO THE ADDRESS ABOVE.
LATE OR INCOMPLETE SUBMISSIONS WILL BE DENIED.