



STATE OF NEW JERSEY
1-888-486-3339 (in state)
1-609-292-6500 (out of state)

Submission Checklist – Request for Salvage Title

This checklist is intended to serve as a step-by-step guide for insurance companies and auctions when submitting a request for salvage title. Please note that this checklist is not required to be submitted to the Motor Vehicle Commission (MVC).

Other NJMVC forms required: NJMVC OS/SS-61 (if an “out of state” title is submitted)

A. IS THE PACKAGE COMPLETE AS SUBMITTED?

1. Does each request include?

- Certificate of Title
- Power(s) of Attorney (if applicable)
- Insurance Listing Sheet
- Check
- A NJMVC Form OS/SS-61 (if an “Out of State Title” is submitted)

For bulk packages:

2. Is the number of requests consistent with cover sheet?

- Yes No

3. Are the VIN's on the Titles consistent with the cover sheet?

- Yes No

B. IS EACH TITLE COMPLETED CORRECTLY?

1. Is there both an Out of State Insurance Company and an Out of State Title? If yes, this request cannot be processed in accordance with NJSA.

2. If applicable, is the Lien Holder Identified?

- Yes No

If Yes, is the Lien Released by...

- A signature on the Title? or An attached letter?

Is all Seller Information complete and accurate?

3. Has the Seller both Signed and Printed their name on the reverse side of Title?

- Yes No

4. If applicable, is there a Power of Attorney attached?

- Yes No

If Yes, has the Power of Attorney both Signed and Printed their Name on the Reverse Side of Title?

- Yes No

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Is all Buyer Information complete and accurate?

5. Are the Buyer's Name, Address and Corpcode Identified on the Reverse Side of Title?

Yes No

Is the Buyer's Name In Agreement with the Insurance Listing Sheet?

Insurance Company Auction

6. Is the Buyer's Name both Signed and Printed on Reverse Side of Title?

Yes No

OR

7. If applicable, is there a Power of Attorney attached?

Yes No

If Yes, has the Power of Attorney both Signed and Printed their Name on the Reverse Side of Title?

Yes No

8. Is the Date of Sale identified?

Yes No

C. PAYMENT

1. Is the Correct Fee Attached consistent with the Date of Sale?

\$60 (Ten (10) or Less Days from Date of Sale and Receipt at MVC)
 \$85 (More than Ten (10) Days from Date of Sale and Receipt at MVC)

2. Is the Check Signed?

Yes No

3. Is the "NJ Sales Tax Satisfied" Stamped Affixed?

Yes No

4. Is the "NJ Sales Tax Satisfied" Stamped Completed Correctly?

Yes No

D. IS THE INSURANCE LISTING SHEET COMPLETED CORRECTLY?

1. Is the Type of Title Requested Identified?

Salvage
 Standard

2. Is the Listing Sheet on Company Letterhead?

Yes No

3. Is the Corp Code for the Corporation Identified and Correct?

Yes No

4. Is the required Vehicle Information provided and accurate?

Make VIN Year
 < 8 Years Old **OR** > 8 Years Old

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5. *Is the Actual Cash value (ACV) provided?*

Yes No

6. *Is the Damage Estimate provided?*

Yes No

7. *Is the Type of Loss provided?*

Yes No

E. IF AN “OUT OF STATE TITLE” IS INCLUDED IN THE REQUEST, IS THE “APPLICATION FOR SALVAGE CERTIFICATE OF TITLE” (FORM OS/SS-61) INCLUDED AND COMPLETED CORRECTLY?

1. *Is the OS/SS-61 provided?*

Yes No

2. *Is all Vehicle Information provided and accurate?*

Make Year Body type VIN Mileage No

3. *Is the Statement of “How the Title was Acquired” provided?*

Yes No

4. *If applicable, is the Lienholder Identified?*

Yes No

If Yes, is the lienholder information complete and accurate?

Name Corp Code Address NO

5. *Is the Applicant Information provided and accurate?*

Signature Address Corp Code NO

INSTRUCTIONS:

Forms are available online at www.njmvc.gov/biz or by phone at (888) 486-3339.

Note: Requests* for Salvage Titles can only be processed at the following MVC Agencies:

- Wayne (Rt 46)
- North Bergen
- Springfield
- Eatontown
- Runnemede
- Manahawkin

*If you need to convert a salvage title to a standard title, you can only do this at the MVC Special Title Agency in the central office Trenton.

For more information, call (888) 486-3339 ext. 5063 toll-free in New Jersey or (609) 292-6500 ext. 5063 from out of state.