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?
   - 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
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 (609) 292-6500 ext. 5063.

Note: Requests* for Salvage Titles can only be processed at the following MVC Agencies:
- Eatontown
- Flemington
- Manahawkin
- North Bergen
- Runnemede
- Salem
- Somerville
- Washington
- Trenton *mail only

*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 (609) 292-6500 ext. 5063.