



609-292-6500 ext. 5069

Public Agency's Guide to Abandoned & Unclaimed Vehicles

General Information

Pursuant to N.J.S.A 39:10A-1 through 39:10A-7, a vehicle abandoned on public property must either be offered for sale at public auction or junked. A **junk** title will only be issued if the vehicle is inoperable or cannot be put in safe operational condition except at a cost in excess of the value of the vehicle.

The vehicle must have been abandoned and unclaimed for more than 20 business days, if requesting a standard title, or 15 business days if requesting a junk title. License plates must be removed before the auction and surrendered to the Motor vehicle Commission (MVC).

In order to keep processing time to a minimum, it is highly recommended that you forward requests on a frequent basis rather than allowing requests to build up and mailing them all at once.

A. Junk Title Instructions

Report possession of an abandoned vehicle and request a Junk Title Certificate to be issued in the name of the Public Agency by completing the following steps:

1. Complete a check with the National Crime Information Center (NCIC) to determine whether the vehicle is stolen.
2. Complete Form OS/SS-87 – “Report of Possession of Abandoned Vehicle by Public Agency and Request for a Junk Title. This must also be signed by an authorized representative of the Public Agency.
 - a. Pursuant to N.J.S.A 39:10A-1, the Public Agency must perform an NCIC check, and, within three business days, notify the owner of record and lienholder (if applicable). The public agency shall also, within three business days, notify the person storing the abandoned vehicle. Upon receipt of the notice from the Public Agency, the person storing the abandoned motor vehicle shall notify the owner of record and any lienholder. If the OS/SS-87 form is not properly filled out reflecting this information, the request will be rejected.
 - b. If the vehicle has a digital odometer, and the key is not available to start the vehicle, please mark the word “DIGITAL” on the OS/SS-87 Form.
3. The Public Agency must also report possession of an abandoned vehicle to the National Insurance Crime Bureau. The Public Agency can prepare the OS/SS-87 Form in duplicate and stamp the duplicate copy “NICB”. The duplicate copy is to be filed with: NICB, 145 Pinelawn Rd, Suite 310 South, Melville, N.Y. 11747, ATTN: Michael Fella.
4. Mail required documents along with a \$2.00 check or money order (payable to NJMVC) to the MVC at the above listed address.

Note: The below listed documents are available from our website at www.njmvc.gov/biz.

- Form OS/SS-87 – “Report of Possession of Abandoned Vehicle & Request for Junk Title”
- Form OS/SS-89 – “Report of Possession of Abandoned Vehicle”
- Public Agency's Guide to Abandoned & Unclaimed Vehicles
- Checklist for acquiring title for abandoned vehicles
- Sample bill of sale.

Any questions? Please call the Abandoned Unit.

B. Standard Title Instructions

1. Complete a check with the National Crime Information Center (NCIC) to determine that this is not a stolen vehicle.
2. Give notice of the sale at auction by certified mail, to the owner, if his name and address are known and to the lienholder of any security interest filed with the Chief Administrator.
3. Fully complete Form OS/SS-89 – “Report of Possession of Abandoned Vehicle by Public Agency”. This must also be signed by an authorized representative of the Public Agency. If the vehicle has a digital odometer, and the key is not available to start the vehicle, please mark the word “DIGITAL” on the OS/SS-89 Form.
 - a. Pursuant to N.J.S.A 39:10A-1, the Public Agency must perform an NCIC check, and, within three business days, notify the owner of record and lienholder (if applicable). The public agency shall also, within three business days, notify the person storing the abandoned vehicle. Upon receipt of the notice from the Public Agency, the person storing the abandoned motor vehicle shall notify the owner of record and any lienholder. If the OS/SS-87 form is not properly filled out reflecting this information, the request will be rejected.
4. Mail the original OS/SS-89 Form to the MVC to the address listed on Page 1.
5. The Public Agency must also report possession of an abandoned vehicle to the National Insurance Crime Bureau. The Public Agency can prepare the OS/SS-89 Form in duplicate and stamp the duplicate copy “NICB”. The duplicate copy is to be filed with: NICB, 145 Pinelawn Rd, Suite 310 South, Melville, N.Y. 11747, ATTN: Michael Fella.
6. Upon receipt and approval of documentation, the MVC will issue the “Application to Title Abandoned Vehicle by Public Agency and Sold at Public Sale” (Form OS/SS-88) and it will be mailed to the Public Agency. This form contains an assignment, which when executed, will result in issuance of a Certificate of Title to the purchaser.
7. Upon receipt of the OS/SS-88 Form, the Public Agency must publish a notice at least 5 days before the date of the auction in one or more newspapers published in this state and circulating in the municipality in which the motor vehicle is held.
8. Hold public auction. When, *and if, the vehicle is sold, the Public Agency must supply the purchaser with the following items:
 - A fully completed and signed OS/SS-88 Form
 - A certified affidavit of newspaper publication
 - A bill of sale from the Public Agency. The bill of sale must contain the sale price, sale date, purchase name, address and signature, and the public agency name, address, authorized representative’s name and signature. A sample is available on-line at www.njmvc.gov/biz.
9. The purchaser must then mail the above documents with a \$3.00 check or money order made payable to NJMVC, 7% sales tax on the purchase price of the vehicle, and a photocopy of the purchaser’s driver’s license. Mail documents to the MVC at the address list on the reverse side.

***Special Note:** If the price bid for a motor vehicle is less than the minimum bid established by the public agency for the motor vehicle, or if no bid is made, then the public agency may withdraw the vehicle from auction and apply for title to the vehicle. The MVC will only honor requests for titles in the name of the public agency if the request is accompanied by a certification, on public agency letterhead, signed by the auctioneer and authorized agency representative. The certification must verify that the vehicle was indeed offered for sale a public auction and that either an unacceptable bid was offered or no bid was received. The certification also must include the following information:

- Year, make, model, and vehicle identification number (VIN) of the vehicle,
- Date of auction, Amount of bid,
- Printed names and signatures of auctioneer and agency representative including signatures and date.



New Jersey Motor Vehicle Commission

State of New Jersey
P.O. Box 017
Trenton, NJ 08666-0017
609-292-6500- ext. 5069

Report of Possession of Abandoned Vehicle by Public Agency

Date of Request: _____

The undersigned authorized representative of the below named Public Agency hereby certifies that the following described motor vehicle was found abandoned within our jurisdiction and, in accordance with the provisions of N.J.S.A. 39:10A-1 et seq, we have taken possession of same and hereby request verification of ownership and issuance of an application for certificate of ownership. **Note:** Before submitting this application you are required to first check with the National Crime Information Center (NCIC) to determine if this may be a stolen vehicle.

In accordance with the provisions of N.J.S.A. 39:10A-1, the following requirements have been completed (check all that has been completed).

Public Agency		Storage Facility
<input type="checkbox"/> -NCIC Checked	<input type="checkbox"/> -Public Agency Notified Storage Facility	<input type="checkbox"/> - Storage Facility Notified Owner
<input type="checkbox"/> -Public Agency Notified Owner		<input type="checkbox"/> - Storage Facility Notified Lienholder
<input type="checkbox"/> - Public Agency Notified Lienholder	<input type="checkbox"/> -NICB Notified	

Vehicle	Vehicle Identification Number		Body Type	
	Year	Make	Model	Mileage (No tenths)

Public Agency	Name of Agency		15 Digit NJ Corrcode	
	Street Address	City	State	Zip

Signature of Authorized Person	Date
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Information	Name & Address of Owner		Registration Plate Number	
	Name & Address of Lienholder			
	Name & Address of Storage Facility/Tower			

Title Requirements - For Informational Purposes Only

Pursuant to N.J.S.A. 39:10A-1, when a motor vehicle remains unclaimed by the owner or other person having a legal right thereto for a period of 20 days, and the vehicle cannot be certified for a junk title certificate, it may be sold at auction in a public place. When a motor vehicle remains unclaimed by the owner or other person having a legal right thereto for a period of 15 days and the vehicle can be certified for a junk title certificate, it may be sold at auction in a public place. Notice of the sale must be given by certified mail, return receipt requested, to the owner, if known, and to the holder of security interest, if any. **The public agency must provide notice** of sale by publication, in a form prescribed by the Chief Administrator of the Motor Vehicle Commission by one insertion at least 5 days before the date of sale in one or more newspapers published in this state and circulating in the municipality in which such motor vehicle is held. Pursuant to N.J.S.A. 39:10A-2, at any time prior to sale the owner or other person entitled to thereto may reclaim possession of the motor vehicle upon payment of the reasonable costs of removal and storage of the vehicle and any fine or penalty and court costs assessed against him for a violation which gave rise to the seizure or taking possession of such vehicle. If the person storing the vehicle fails to provide notice to the owner of record and to the security interest holder within 30 days of the date on which the storage facility received the notice from the public agency, the maximum amount that person may charge the owner of record or the security interest holder for storing the vehicle shall be \$750, provided that the owner of the vehicle or security interest holder submits a proper claim for the vehicle not later than the 30th day following the date the notice is delivered from the public agency to the person storing the vehicle.



New Jersey Motor Vehicle Commission

State of New Jersey
P.O. Box 017
Trenton, NJ 08666-0017
1-609-292-6500 x5069

Report of Possession of Abandoned Vehicle by Public Agency and Request for Junk Title Certificate

Date of Request: _____

The undersigned authorized representative of the below named Public Agency hereby certifies that the following described motor vehicle was found abandoned within our jurisdiction and further certifies, in accordance with N.J.S.A. 39:10A-3, that such vehicle is incapable of being operated safely or of being put in safe operational condition except at cost in excess of the value thereof.

Note: Before submitting this application you are required to first check with National Crime Information Center (NCIC) to determine if this may be a stolen vehicle.

In accordance with the provisions of N.J.S.A. 39:10A-1, the following requirements have been completed (check all that has been completed).

Public Agency		Storage Facility
<input type="checkbox"/> -NCIC Checked	<input type="checkbox"/> -Public Agency Notified Storage Facility	<input type="checkbox"/> - Storage Facility Notified Owner
<input type="checkbox"/> -Public Agency Notified Owner		<input type="checkbox"/> - Storage Facility Notified Lienholder
<input type="checkbox"/> - Public Agency Notified Lienholder	<input type="checkbox"/> -NICB Notified	

Vehicle	Vehicle Identification Number		Body Type	
	Year	Make	Model	Mileage (No tenths)

Pursuant to N.J.S.A. 39:10A-1 et seq., the undersigned submits the above information to the Chief Administrator of the Motor Vehicle Commission in order to obtain a Junk Title Certificate for assignment to the purchaser at public sale.

Public Agency	Name of Agency		15 Digit NJ Corpcode	
	Street Address	City	State	Zip
	Signature of Authorized Representative		Date	

Information	Name & Address of Owner		Registration Plate Number
	Name & Address of Lienholder		

Mail Completed Form To: NJ Motor Vehicle Commission
Special Titles/Abandoned Unit
225 East State St.
P.O. Box 017
Trenton, NJ 08666-0017

(PRINT ON PUBLIC AGENCY LETTERHEAD)
Bill of Sale for Abandoned Motor Vehicle
Sold at Public Auction by a Public Agency

I, _____, _____ Authorized Representative
Name of Authorized Person (First & Last) Position at Public Agency

of _____, hereby certify that on _____
Name of Public Agency Date

a _____, _____, _____, _____
Year Make Model Vehicle Identification No.

was sold at Public Auction to _____
Purchaser Name (First & Last)

who resides at _____.
Purchaser Address

I also certify the aforementioned purchaser paid a total of \$ _____ for the vehicle.
Purchase Price

I certify that the foregoing statements are true to the best of my knowledge. I understand that if any of the foregoing statements are willfully false, I am subject to punishment

Signature of Authorized Person of Public Agency

Date

Signature of Purchaser

Date

NJ Motor Vehicle Commission— Abandoned Unit
Public Agency Checklist for Abandoned Vehicles

Provided below is a checklist to ensure that you have met all the requirements of the Abandoned Vehicle by Public Agency Procedure. If you have any questions or concerns, please contact the telephone number listed above prior to submitting your request. This checklist is not required to be submitted.

A. Junk Title Request

- **Submit completed Form OS/SS-87 to the MVC and send a copy to the NICB.**
 - Year, Make, VIN, and mileage is listed accurately and clearly on the form (If vehicle has a digital odometer, write the word "DIGITAL" on the form).
 - NCIC Check has been performed and a check mark indicates this on the form.
 - The owner and lienholder (if applicable) have been notified and a check mark AND dates are listed on the Report of Possession of Abandoned Vehicle form.
 - The name and address of the Public Agency is clearly written on the form.
 - The form contains a clearly written, original signature of the authorized person from the Public Agency.

 - **Submit a check or money order in the Amount of \$2.00**
 - Check signed and made payable to: NJ MVC.
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B. Standard Title Request

- **Submit completed Form OS/SS-89 to the MVC and send a copy to the NICB.**
 - Year, Make, VIN, and true mileage is listed accurately and clearly on the form.
 - NCIC Check has been performed and a check mark indicates this on the form.
 - The owner and lienholder (if applicable) have been notified and a check mark AND dates are listed on the Report of Possession of Abandoned Vehicle Form.
 - The name and address of the Public Agency is clearly written on the form.
 - The Public Agency's 15 digit corp-code is listed on the form.
 - Contains a clearly written, original signature of the authorized person from the Public Agency.

 - **Wait to receive Form OS/SS-88 Application for Certificate of Title. The auction cannot be held until you receive this document from the MVC.**
 - The date of public sale is listed on form.
 - The odometer disclosure statement has been completed by the Public Agency, and the mileage is consistent with the MVC database and the mileage listed on the Report of Possession of Abandoned Vehicle Form.
 - Contains a clearly written, original signature of the authorized person from the Public Agency.

 - **Notice was given to the owner and lienholder (if applicable).**

 - **A notice was published in a newspaper in the municipality where the vehicle is held, 5 days prior to the auction.**

 - **The purchaser of the vehicle has the following documents:**
 - Fully completed, and signed Application for Certificate of Title (Form OS/SS-88).
 - The newspaper publication with the accurate VIN.
 - Original, bill of sale from the Public Agency.
 - Acceptable proof of identification (e.g. NJ driver license).
 - Required fee; \$3.00 title fee and sales tax on purchase price of vehicle. If titled 10 days after the date of sale, a \$25 penalty fee will be charged in addition to the title fee.
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