



STATE OF NEW JERSEY  
1-609-292-6500 ext. 5063

## Salvage Title Issuance for Vehicle Insurance Company's Possession

This procedure is to be used when a claim was paid to the owner, the vehicle is a total loss (Salvage), lien satisfied as applicable and owner has not complied with official request to remit title to Insurance Company.

This policy does not apply to vehicles where the owner is not required to sign the vehicle over to the Insurance Company but voluntarily sells it to an auction after the claim has been paid; the auction should not take the vehicle without the title. This policy applies to vehicles with a NJ title history only.

The following documents are required to be submitted for processing and allow the issuance of a NJ Salvage Title in the Insurance Company's name.

**\*This transaction may only be processed through the mail at the below address\***

1. The Application for Salvage Certification of Title (OS/SS-61) with completed sales tax stamp, date, signature, exemption code and Sales Tax ID number on back of form.
2. An original notarized and signed correspondence on insurance letterhead that states the following:
  - Request that a NJ Salvage title be issued in Insurance Company's name because claim was settled with the policyholder, vehicle is in the possession of the Insurance Company or authorized salvage auction but the policyholder/owner did not remit NJ title.
  - A statement that the settlement payment was not returned undeliverable or proof payment was cashed.
  - The following statement completed with Insurance Company's name and the VIN:  
*"As an authorized representative of the \_\_\_\_\_ Insurance Company, I certify that this Company has legitimately obtained possession of the vehicle carrying VIN \_\_\_\_\_ and that the New Jersey Motor Vehicle Commission will bear no financial responsibility for any errors or misrepresentations made by this company or authorized representative(s) in regard to the possession and future sale of this vehicle."*
3. Attach proof of total loss settlement that includes policyholder name, address and VIN.
4. Original lien satisfaction (if applicable).
5. Check to owner and/or lienholder was cashed include a copy of the front and back.
6. Salvage Title fee: \$60.00 check made payable to "NJMVC".
7. Send original NJ Title (if available). If the title is available the Insurance Company must complete the back of the title (buyer's section, odometer statement & statement of buyer).
8. Power of attorney issued by the insurance company with a list of authorized staff.
9. A copy of the notice sent to the owner and/or lienholder from the Insurance Company requesting the NJ title signed over to Insurance Company. All notices must be sent certified mail either through the USPS, FEDEX or UPS shipping service. **\*\*Proof of delivery required for all services. Applicants must submit verification that the certified notice was delivered to the owner and/or lienholder full address on file with the New Jersey Motor Vehicle Commission\*\***

**\*NOTE\* All notices that are returned as undeliverable must be submitted with the original unopened undelivered envelope(s) with the USPS notation showing the reason(s) for non-delivery to owner and/or lienholder.**