



July 13, 2018

Registration and Title Bulletin # 003-18 Policy and Procedure

TO: Salvage Vehicle Dealers and Used Automotive Parts Recyclers

SUBJECT: Titles Surrendered by Salvage Entities in Error

PURPOSE

To update procedures for handling vehicles reported to be dismantled, scrapped, or destroyed in error.

DETAILS

Vehicles obtained by salvage vehicle dealers or used automotive parts recyclers for the purpose of being dismantled, scrapped, or destroyed must be reported to the department within 30 days. The vehicle record is marked "SURRENDERED BY SALVAGE YARD" upon receipt of the report from the salvage entity. These are nonrepairable vehicles and may not be sold as a motor vehicle for on-road use.

Current procedures for reinstating a record reported to the department in error are documented in Section 2.9, "Application after Surrender of Ownership Evidence," of the *Salvage/Nonrepairable Motor Vehicle Manual*. Effective immediately, in addition to the requirements of Section 2.9, a salvage entity must provide a written request containing a complete description of the vehicle and an explanation of the error, and submit a *Law Enforcement Identification Number Inspection* (Form VTR-68-A).

SALVAGE ENTITY ACTION

If the evidence of ownership was surrendered in error, an *Application for Salvage or Nonrepairable Vehicle Title* (Form VTR-441) must be submitted in the name of the reporting entity to correct the error. The following is also required:

- \$8 application fee;
- A copy of the *Surrendered Ownership Evidence for Vehicles to be Dismantled, Scrapped, or Destroyed* (Form VTR-340) surrendered to the department listing the applicable vehicle;
- A written request containing a complete vehicle description, including year, make and vehicle identification number and an explanation of the error;
- A *Law Enforcement Identification Number Inspection* (Form VTR-68-A); and
- If out of state evidence of ownership was surrendered, a copy of the front and back of the out of state evidence of ownership that was surrendered.

CONTACT

If you have any questions, please contact your local TxDMV Regional Service Center.

Sincerely,

Jeremiah Kuntz, Director
Vehicle Titles and Registration Division

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