

## Salvage Inspection Fee Application



Special Title Unit  
P.O. Box 017  
Trenton, NJ 08666  
609-777-1664

**PLEASE PRINT**  
**Proper delivery depends on a complete address.**

Owner Name
Street Address
City, State, Zip Code

Date
RE: Vehicle I.D. No.
Year, Make, Model
Salvage Title Control No.
Business Phone
Phone (Home and Cell)
Email

### NOTICE OF APPOINTMENT FOR VEHICLE IDENTIFICATION INSPECTION

Your vehicle must be physically inspected to determine if it conforms to the vehicle description and identification as noted on the salvage title presently held by you in your name before a valid negotiable title can be issued by the Motor Vehicle Commission.

**NOTE:** To comply with the Motor Vehicle and Traffic law (Title 39) of the State of New Jersey, **YOU MUST** tow your vehicle to the inspection site or obtain a 5-day temporary registration at your local Motor Vehicle Agency. If you are a dealer, dealer plates may be used.

**CHECK INSPECTION SITE BLOCK:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Phone Numbers**
**Email Addresses**
Fee Paid (clerk's initials): \_\_\_\_\_

- |   |              |                                 |
|---|--------------|---------------------------------|
| <input type="checkbox"/> Eatontown, 109 Rte. 36W                | 732-217-2560 | MVC.SalvageAsbury@mvc.nj.gov    |
| <input type="checkbox"/> Secaucus, County Ave. and Secaucus Rd. | 551-220-2241 | MVC.SalvageWestfield@mvc.nj.gov |
| <input type="checkbox"/> Winslow, 550 Spring Garden Rd.         | 856-249-0149 | MVC.SalvageWinslow@mvc.nj.gov   |

**\$200.00 (\$100.00 Motorcycles ONLY)**  
**(NON-REFUNDABLE AND EXPIRES IN ONE YEAR.)**  
**NO CASH – CHECK OR MONEY ORDER ONLY**

**IMPORTANT**

1. All paperwork **must be emailed** to the inspection site and reviewed/approved before an appointment for inspection can be made.
2. The inspection will take approximately one hour. You may **NOT** observe the inspection of your vehicle.
3. Do **NOT** bring children with you.
4. Failure to appear for your scheduled appointment will result in forfeiture of your inspection fee unless you request a rescheduling at least 5 working days prior to the above date. If you are late for the scheduled appointment, you also forfeit the inspection fee and must reapply.

### COMPLETE THE INFORMATION BELOW AND BRING TO INSPECTION SITE

Previous Owner's Name	Street Address
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City, State, Zip Code
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#### VEHICLE CONDITION – CHECK ALL THAT APPLY

Vehicle Identification Plate Missing, Altered, or Defaced

MAJOR COMPONENT PARTS REPLACED			<input type="checkbox"/> Frame – Must Surrender Title if Available
<input type="checkbox"/> Engine	<input type="checkbox"/> Transmission	<input type="checkbox"/> Roof	<input type="checkbox"/> Decklid Tailgate or Hatchback
<input type="checkbox"/> Cowl	<input type="checkbox"/> Hood or Front End Assy.	<input type="checkbox"/> Door(s)	<input type="checkbox"/> Front or Rear Fender(s) or Panel(s)
<input type="checkbox"/> Shock Tower or Apron	<input type="checkbox"/> Front or Rear Bumper(s)		<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Assembled Items: Nose (Fenders, Hood, Bumper, Radiator)			<input type="checkbox"/> Short Clip (Rear Clip Without Roof)
<input type="checkbox"/> Front Clip (Cowl, Frame Section, Shock & Apron Structure)			<input type="checkbox"/> Rear Clip (Rear Sheet Metal, Frame, Section, Roof)

Receipts for parts replaced must accompany the salvage title when emailing documents for an inspection appointment. The identification number of the vehicle they were removed from must be on the receipt. Also required: before & after color pictures and work order.

### CONSENT FOR INSPECTION OF VEHICLE IDENTIFICATION NUMBER

I certify the information on this application is true and consent to have the identification of my motor vehicle verified by employees or authorized representatives of the State of New Jersey. This verification may include the removal of parts.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

For the regulations pertaining to Salvage Certificate of Title (N.J.A.C. 13:21-22.1. et seq.), please visit our website at [www.njmvc.gov/biz](http://www.njmvc.gov/biz)



Visit us at [www.NJMVC.gov](http://www.NJMVC.gov)

New Jersey is an Equal Opportunity Employer

## Salvage Inspection Information and Instructions



Inspection Services  
Enhanced I/M Unit  
P.O. Box 680  
Trenton, NJ 08666

**IMPORTANT: Follow salvage inspection instructions below AFTER a New Jersey Salvage Certificate of Ownership has been issued and you wish to have the vehicle repaired and subsequently inspected.**

If the salvage inspection is passed and all requirements are met, the vehicle will be eligible to be converted to an operable salvage title.

**Note:** The inspection may take one hour. You may not observe the inspection. **DO NOT** bring children.

Below is a detailed list of requirements for a salvage inspection. All documents must be emailed to your preferred inspection site and reviewed/approved before an appointment for inspection can be made. If you have any questions, please visit our website at [www.njmvc.gov](http://www.njmvc.gov) or contact the inspection site directly (specialty site information listed on Page 1).

1. **Photographs before and after repairs are required.** After a new owner of a salvage motor vehicle takes possession of the vehicle, the **first** step is to take color photographs of the vehicle. The photos must be clear and cannot cut off any portion of the vehicle. These photos must include the following:
  - At least 1 photo of the entire front and left side of the vehicle (**before and after repairs**).
  - At least 1 photo of the entire rear and right side of the vehicle (**before and after repairs**).

**Note:** If repairs were started before pictures could be taken, a damage report from your insurance company is required. This report will substitute only for the before photos. **It is the responsibility of the current owner to obtain a damage report. The NJMVC cannot provide this information to Salvage Inspection customers.**

2. **Bill of sale** is required for each \*major component part used in the reconstruction, rebuilding, or repair of the vehicle. Each bill of sale must include the name and address of the buyer and seller, the date of purchase, and the sale price of the part. Whether **New** or **Used**, part(s) must contain the following:

If **new parts** are used, the bill of sale must contain a description of the part and the part number.

If **used parts** are used, the bill of sale must contain the following:

- A description of the part.
- The date the part was dismantled or removed (if applicable).
- The name and address of the person or business that removed the part.
- The year, make, model, and the vehicle identification number (VIN) from the vehicle the part was removed from. If the VIN is not available, you must supply a statement from the part(s) seller as to why the VIN is not available.

3. **If used, \*major component parts**, the full and correct VIN from the vehicle(s) which parts were removed is required. All VIN's must be listed on the next page of this form.

**\*\*ALL required documents listed in this packet MUST be emailed to your preferred inspection site for review and approval BEFORE an appointment for inspection can be made.**

Westfield: [MVC.SalvageWestfield@mvc.nj.gov](mailto:MVC.SalvageWestfield@mvc.nj.gov)

Eatontown: [MVC.SalvageAsbury@mvc.nj.gov](mailto:MVC.SalvageAsbury@mvc.nj.gov)

Winslow: [MVC.SalvageWinslow@mvc.nj.gov](mailto:MVC.SalvageWinslow@mvc.nj.gov)

**\*MAJOR COMPONENTS ARE DEFINED AS:**

- Engine
- Transmission/Transaxle
- Front Bumper
- Rear Bumper
- Each Front Fender
- Hood/Engine Cover
- All Doors – Front, Side and Rear
- Each Quarter Panel
- Decklid, Tailgate, Hatchback
- Roof (Including T-Tops)
- Cowl
- Frame

**ASSEMBLED ITEMS ARE DEFINED AS:**

- **Nose** (Fenders, Hood, bumper, Radiator Support)
- **Front Clip** (Cowl, Frame Section, Shock and Apron Structure)
- **Rear Clip** (Rear Sheet Metal, Frame Section)
- **Short Clip** (Rear clip without Roof)

## Salvage Inspection Information and Instructions



4. **Email your preferred inspection site attaching copies of your NJ Salvage Title, OS/SS-3 "Salvage Inspection Fee Application" WITH RECEIPT OF PAYMENT, and all other required documents listed below.** You will receive a confirmation email containing a record ID number. Upon review and approval of your documentation, you will be notified that you may call the inspection site to make your appointment. **When you call for your appointment, you will need to provide the record ID number as a reference.** You may be requested to bring documents to your appointment as well. In accordance with NJAC 13:21-22.10(f), cancelling an appointment must be done at least five days prior to the appointment. If you are late or miss your scheduled appointment, your inspection and fee will be forfeited, and you must reschedule the inspection. **The inspection fee is non-refundable and expires in one (1) year.**

5. **Required documents for your inspection:**

- The NJ Salvage Title issued in your name.
- Your copy of the OS/SS-3 attached to the NJ Salvage Title.
- Your receipt of payment for the OS/SS-3 "Salvage Inspection Fee Application."
- Bills of sale for each major component part used.
- Before and after color photographs (Damage report if no before photos).
- Work order showing all repairs made.
- VIN numbers of new and used parts, with detailed description of work performed on work order.
- If flood vehicle, a damage report from the insurance company is required.
- If theft recovery vehicle, a theft report from the law enforcement agency which recovered the stolen vehicle is required (NJAC 13:21-22.15(b)3).

**COMPONENT PARTS**

**Vehicle Identification Number (17 Digits)**

Engine																		
Transmission																		
Frame																		
LF Fender																		
RF Fender																		
Hood																		
LF Door																		
RF Door																		
LR Door																		
RR Door																		
FR Bumper																		
R Bumper																		
L Quarter Panel																		
R Quarter Panel																		
Decklid/Hatchback Tailgate																		
Cargo Box/Pickup Bed																		
Truck Cab																		
Body-Car																		
Air Bags																		
Misc.																		

The Motor Vehicle Commission requires before and after photos of the vehicle. These photos must clearly show all four sides of the vehicle. The requirements and restrictions of the photos are as follows:

- The vehicle must be clean and free of any debris or snow.
- Color photos are required.
- Photos must be clear.
- Photos cannot cut off any portion of the vehicle.
- Photos must be standard size or larger (2 ¼ X 4 ¼).
- Polaroid photos are acceptable.
- Photo quality paper is required if pictures are self-printed.

**NOTE:** If you do not have before photos, you must contact the previous owner. If you are unsuccessful in obtaining acceptable before photos, a damage report from the insurance company is required. **It is the responsibility of the current owner to obtain the damage report.** This will only substitute for the before photos.



**A, B, & C** are all acceptable photos

**D** is an unacceptable photo and will be rejected because the rear bumper is cut off.

**E & F** are acceptable photos. This is an example of taking a photo that captures two sides of the vehicle in a single picture.

**G** is an unacceptable photo because it does not show the entire vehicle (top is down).

*If you have any questions, feel free to contact any one of the following Salvage Inspection sites:*

**Eatontown: (732) 217-2560**  
109 Rte. 36W, Eatontown 07724  
MVC.SalvageAsbury@mvc.nj.gov

**Secaucus: (551) 220-2241**  
County Ave. and Secaucus Rd., Secaucus 07094  
MVC.SalvageWestfield@mvc.nj.gov

**Winslow: (856) 249-0149**  
550 Spring Garden Rd., Winslow 08095  
MVC.SalvageWinslow@mvc.nj.gov