

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

This procedure will be followed after a New Jersey Salvage Certificate of Ownership is 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.

Please follow the below checkboxes as a guide and complete in the order listed below. If you have any questions, please visit our website at www.njmvc.gov or contact Inspection Services (609) 633-9460.

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 back of this form.

***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 Vehicle Information



4. **OS/SS-3** "Salvage Inspection Application" (www.njmvc.gov) must be fully completed and returned to your closest NJMVC agency that processes Salvage transactions. For a complete list of the NJMVC Salvage Agencies, visit www.njmvc.gov or call (609) 292-6500, ext. 5063.

Inspection fee for motorcycles is \$100.00 and fee for vehicles is \$200.00. Check or money order made payable to: NJMVC. **The inspection fee is non-refundable and expires in one (1) year.**

You may visit any NJMVC Salvage Agency or **mail** the application and fee to:
NJMVC – 225 E. State Street, P.O. Box 017, Trenton, NJ, 08666-0017 Attn. Salvage Unit
 For a complete listing of the NJMVC Salvage Agencies, you may visit www.njmvc.gov.

5. **Call any inspection site** to schedule your appointment. The inspection sites are listed on the Form OS/SS-3. They will try and schedule an appointment that is most convenient for you. However, if you are late or miss you 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.**
6. **Fax a copy of your NJ Salvage Title**, copy of OS/SS-3, and the lower portion of this form containing any vehicle identification numbers, to the inspection site you will be visiting. Fax numbers of the inspection sites are also located on the OS/SS-3 Form.
7. **Bring the following documents to your inspection:**
- The NJ Salvage Title issued in your name.
 - Your copy of the OS/SS-3 attached to the NJ Salvage Title.
 - 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:

Asbury Park: (732) 869-8333
1010 Comstock St., Asbury Park 07112

Westfield: (908) 232-6394
410 South Ave., Westfield 07091

Winslow: (609) 567-0190
550 Spring Garden Rd., Winslow 08095