

# Bulletin

DATE: January 25, 2013

BULLETIN: Automotive Dismantler/Recyclers/Scrap Processors

FROM: Brenda Scheydt, Manager  
Business Licensing & Consumer Services

RE: Clarification on Processing Requirements

This bulletin is to further clarify the proper procedures for an Automotive Dismantler and Recycler or Scrap Processor (AD&R/SP) to follow when a vehicle is acquired by your business. The following scenarios have been developed and may be used as a guideline.

1. The seller of the vehicle is the owner and submits the Certificate of Title to the AD&R/SP.
  - a. The assignment is completed on the back of the Certificate of Title by the owner(s).
  - b. A copy of the owner(s) valid Driver's License or Identification Card must be retained with the Title.
  - c. No Affidavit or owner(s) notification is required.
  - d. The vehicle may be resold, dismantled or scrapped.
2. The seller of the vehicle is the owner and does not submit the Certificate of Title to the AD&R/SP.
  - a. An Affidavit of Ownership must be completed, detailing the owner and vehicle information.
  - b. A copy of the owner's valid Driver's License or Identification Card, as well as a copy of the vehicle's registration card or the vehicle record from the MVA must be retained with the Affidavit.
  - c. No owner notification is required.
  - d. The vehicle can only be scrapped or dismantled.
3. The owner(s) transfers or assigns the vehicle to another party who then sells the vehicle to an AD&R/SP.
  - a. The owner assigns the Certificate of Title to the other party and provides a copy of the owner's valid Driver's License or Identification Card.

- b. When the vehicle is transferred to an AD&R/SP, an Affidavit of Ownership (VR453) is completed, detailing the owner and vehicle information as well as the owner agent (i.e. the person selling the vehicle to the AD&R/SP) information.
  - c. The Certificate of Title, along with a copy of the owner's valid Driver's License or Identification Card and a copy of the valid Driver's License or Identification Card of the person selling the vehicle to the AD&R/SP must be retained with the Affidavit. If the person selling the vehicle to the AD&R/SP is a Tower, then a copy of the registration card of the tow vehicle must also be retained with the Affidavit.
  - d. This Affidavit is the transfer of ownership and no notification to the owner is required.
  - e. The vehicle can only be scrapped or dismantled.
4. The owner(s) transfers or assigns the vehicle to another party who then sells the vehicle to a third (or subsequent) party (not an AD&R/SP). The third (or subsequent) party then sells the vehicle to an AD&R/SP.
- a. The owner assigns the Certificate of Title to the second party and provides a copy of the owner's valid Driver's License or Identification Card.
  - b. The assigned Certificate of Title, along with a copy of the owner's valid Driver's License or Identification Card, are given to the third (or subsequent) party, along with a copy of the original assignee's valid Driver's License or Identification Card.
  - c. When the vehicle is transferred to an AD&R/SP, an Affidavit of Ownership (VR453) is completed, detailing the owner and vehicle information as well as the owner agent (i.e. the person selling or delivering the vehicle to the AD&R/SP) information.
  - d. The Certificate of Title, a copy of the owner's valid Driver's License or Identification Card, a copy of the assignee's valid Driver's License or Identification Card, and a copy of the valid Driver's License of the person selling or delivering the vehicle to the AD&R/SP must be retained with the Affidavit. If the person selling or delivering the vehicle to the AD&R/SP is a Tower, then a copy of the registration card of the tow vehicle must also be retained with the Affidavit.
  - e. This Affidavit is the transfer of ownership and no notification to the owner(s) is required.
  - f. The vehicle can only be scrapped or dismantled.

If you have any questions concerning this procedure, please contact Dale Fields at (410)787-7950 or by email to [dfields@mva.maryland.gov](mailto:dfields@mva.maryland.gov).