State of New Jersey
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NJ Motor Vehicle Commission– Abandoned Unit

Public Agency Checklist for Abandoned Vehicles

Provided below is a checklist to ensure that you have met all the requirements of the Abandoned Vehicle by Public Agency Procedure. If you have any questions or concerns, please contact the telephone number listed above prior to submitting your request. This checklist is not required to be submitted.

A. Junk Title Request

☐ **- Submit completed Form OS/SS-87 to the MVC and send a copy to the NICB.**
- ☐ - Year, Make, VIN, and mileage is listed accurately and clearly on the form (If vehicle has a digital odometer, write the word "DIGITAL" on the form).
- ☐ - NCIC Check has been performed and a check mark indicates this on the form.
- ☐ - The owner and lienholder (if applicable) have been notified and a check mark AND dates are listed on the Report of Possession of Abandoned Vehicle form.
- ☐ - The name and address of the Public Agency is clearly written on the form.
- ☐ - The form contains a clearly written, original signature of the authorized person from the Public Agency.

☐ **- Submit a check or money order in the Amount of $2.00**
- ☐ - Check signed and made payable to: NJ MVC**.**

B. Standard Title Request

☐ **- Submit completed Form OS/SS-89 to the MVC and send a copy to the NICB.**
- ☐ - Year, Make, VIN, and true mileage is listed accurately and clearly on the form.
- ☐ - NCIC Check has been performed and a check mark indicates this on the form.
- ☐ - The owner and lienholder (if applicable) have been notified and a check mark AND dates are listed on the Report of Possession of Abandoned Vehicle Form.
- ☐ - The name and address of the Public Agency is clearly written on the form.
- ☐ - The Public Agency's 15 digit corp-code is listed on the form.
- ☐ - Contains a clearly written, original signature of the authorized person from the Public Agency.

☐ **- Wait to receive Form OS/SS-88 Application for Certificate of Title. The auction cannot be held until you receive this document from the MVC.**
- ☐ - The date of public sale is listed on form.
- ☐ - The odometer disclosure statement has been completed by the Public Agency, and the mileage is consistent with the MVC database and the mileage listed on the Report of Possession of Abandoned Vehicle Form.
- ☐ - Contains a clearly written, original signature of the authorized person from the Public Agency.

☐ **- Notice was given to the owner and lienholder (if applicable).**

☐ **- A notice was published in a newspaper in the municipality where the vehicle is held, 5 days prior to the auction.**

☐ **- The purchaser of the vehicle has the following documents:**
- ☐ - Fully completed, and signed Application for Certificate of Title (Form OS/SS-88).
- ☐ - The newspaper publication with the accurate VIN.
- ☐ - Original, bill of sale from the Public Agency.
- ☐ - Acceptable proof of identification (e.g. NJ driver license).
- ☐ - Required fee; $3.00 title fee and sales tax on purchase price of vehicle. If titled 10 days after the date of sale, a $25 penalty fee will be charged in addition to the title fee.