

Bulletin

D-11-12-10

DATE: November 9, 2012

BULLETIN: Automotive Dismantler and Recyclers and Scrap Processors

FROM: Brenda Scheydt, Manager
Business Licensing & Consumer Services

RE: **New Procedure**

This bulletin is to advise AD&R and Scrap Processors the proper procedure to follow when an owner of a vehicle sells the vehicle to another person. If the person to whom the Certificate of Title is assigned chooses to scrap the vehicle prior to titling the vehicle in their name, the following procedure applies:

- 1) The original owner signs the back of the Certificate of Title to the purchaser of the vehicle.
- 2) The new owner completes the Affidavit of Ownership for Transfer of Vehicle to an Automotive Dismantler and Recycler or Scrap Processor (VR-453). You may access the form on the Motor Vehicle Administration's website at the following address: <http://mvanet/forms/VR/VR-453.pdf>
- 3) The purchaser must provide a copy of their Drivers License to the AD&R or Scrap Processor to keep on file with the paperwork for the transaction.
- 4) An AD&R or Scrap Processor must maintain all documents in their file for a period of 3 years per Transportation Article §§15-105 (e) Time records kept.

Should you have any questions please contact us at MVABLCSD@mva.maryland.gov