



Virginia Department of Motor Vehicles  
 Post Office Box 27412  
 Richmond, Virginia 23269-0001  
 www.dmv.virginia.gov

# Auto Recycler, Salvage Pool, and Vehicle Removal Operator License Application

**Purpose:** Auto Recycler (Demolisher, Rebuilder, Salvage Dealer, Scrap Metal Processor), Salvage Pool and Vehicle Removal Operator use this form to apply for an original license, renew a license, or change an existing license.

**Instructions:** Submit the completed application by mail to **DMV, Dealer Services** at the address provided above. Include any required attachments, along with a check, or money order made payable to Department of Motor Vehicles (DMV) for the appropriate application fee listed below.

## APPLICATION TYPE

SELECT ONE OF THE FOLLOWING:

<input type="checkbox"/> INITIAL/ADDITIONAL LICENSE  <b>Fee:</b> - Initial license type: <b>\$100.00</b> - Additional license type(s): <b>\$25.00</b> each  <b>Requirements:</b> - Form DSD 65                      - DEQ permit number - NMVTIS ID number	<input type="checkbox"/> RENEW LICENSE  <b>Fee:</b> - Renewal Fee - First License: <b>\$100.00</b> - Additional license type(s) at renewal: <b>\$25.00</b> each  <b>Requirements:</b> - DEQ permit number                      - NMVTIS ID number - Zoning self-certification	<input type="checkbox"/> CHANGE REQUEST  <b>Fee:</b> - Change fee: <b>\$10.00</b> <b>Select one:</b> <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change
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## LICENSE TYPE

### AUTO RECYCLER

Any person licensed by the Commonwealth to engage in business as a demolisher, rebuilder, salvage dealer, or scrap metal processor.

Select all licenses that are applicable to your business model:

**Demolisher** - any person whose business is to crush, flatten, bale, shred, log, or otherwise reduce a vehicle to a state where it can no longer be considered a vehicle .....  YES  NO

**Rebuilder** - any person who acquires and repairs, for the use on the public highways, two or more salvage vehicles within 12 month period .....  YES  NO

**Salvage Dealer** - any person who acquires any vehicle for the purpose of reselling any parts thereof or who acquires and sells any salvage vehicle as a unit .....  YES\*  NO  
 \* **NOTE:** This license type prevents you from holding a Scrap Metal Processor license.

**Scrap Metal Processor** - any person who acquires one or more whole vehicles to process into scrap for remelting purposes who, from a fixed location, utilizes machinery and equipment for processing and manufacturing ferrous and nonferrous metallic scrap into prepared grades, and whose principal product is metallic scrap. ....  YES\*\*  NO  
 \*\* **NOTE:** This license type prevents you from holding a Salvage Dealer license and prevents you from selling the parts from processed vehicles.

### SALVAGE POOL

**Salvage Pool** - any person providing a storage service for salvage vehicles or nonrepairable vehicles who either displays the vehicles for resale or solicits bids for the sale of salvage vehicles or nonrepairable vehicles, but this definition shall not apply to an insurance company that stores and displays fewer than 100 salvage vehicles and nonrepairable vehicles in one location; however, any two or more insurance companies who display salvage and nonrepairable vehicles for resale, using the same facilities, shall be considered a salvage pool. ....  YES\*  NO

\* **NOTE:** This license prohibits the sale of a salvage vehicle stored in the commonwealth to anyone who is not licensed as an auto recycler, motor vehicle dealer, or vehicle removal operator.

### VEHICLE REMOVAL OPERATOR

**Vehicle Remover Operator** - any person who acquires a vehicle for the purpose of reselling it to a demolisher, scrap metal processor or salvage dealer. ....  YES\*  NO

\* **NOTE:** No parts may be removed or sold.

## APPLICANT INFORMATION

TYPE OF OWNERSHIP (check one) <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC				STATE IN WHICH INCORPORATED		CURRENT SALVAGE LICENSE NUMBER	
BUSINESS NAME				TRADING AS NAME			
STREET ADDRESS (P.O. Box is unacceptable)				CITY		STATE	STATE
EMAIL ADDRESS						DEALER TELEPHONE NUMBER	
FULL LEGAL NAME (print) - (last)                      (first)                      (middle)                      (suffix)				OWNER SSN OR FEIN		OWNER TELEPHONE NUMBER	
BUSINESS HOURS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM HOURS							
PM HOURS							

## ZONING COMPLIANCE SELF CERTIFICATION - RENEWALS ONLY

Applicants applying for a renewal:

I certify that this application is a renewal and the licensed business location - from which the original license was obtained - is still in compliance with all applicable local, city or county zoning requirements and/or ordinances.

OWNER, PARTNER, OFFICER OF THE BUSINESS NAME (print)	SIGNATURE	DATE (mm/dd/yyyy)
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**OWNER/PARTNER/OFFICER INFORMATION**

Enter the name, title and residential address for each owner, partner and/or officer of the business identified on this application. (If additional space is needed, please duplicate this section and attach to this application.)

NAME	TITLE	RESIDENTIAL ADDRESS

**QUESTIONS**

Read each question below and check and/or complete the appropriate response.

A. In accordance with Virginia Code § 46.2-1601 licensed Auto Recyclers, Salvage Pool's, and Vehicle Removal Operator's must meet Virginia Department of Environmental Quality (DEQ) requirements.

Is your licensed business permitted under a - individual or general - Virginia Pollutant Discharge Elimination System Permit issued by the State Water Control Board for discharges of storm water associated with industrial activity? .....

YES  NO

If YES, enter permit number(s):

DEQ PERMIT NUMBER	DEQ PERMIT NUMBER	DEQ PERMIT NUMBER	DEQ PERMIT NUMBER
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If no permit number(s), is your business exempt from permitting requirements? .....

YES  NO

If you do not have a DEQ Permit number, you must obtain one prior to submitting this application. Please visit <https://www.deq.virginia.gov/> for additional information about obtaining a DEQ permit number.

Note: This form will be denied if the DEQ permit number (or exception) is not provided. Or if we are unable to verify the applicant has met the requirements of VA Code 46.2-1601.

B. In accordance with Virginia Code § 46.2-1603.1 licensed Auto Recyclers, Salvage Pool's, and Vehicle Removal Operator's must comply with all applicable federal title reporting requirements, including the requirements of the National Motor Vehicle Title Information System. (NMVTIS)

NMVTIS ID NUMBER

If YES, enter permit number(s):

If you do not have an NMVTIS ID Number you must obtain one prior to submitting this application.

Please visit [https://vehiclehistory.bja.ojp.gov/nmvtis\\_auto](https://vehiclehistory.bja.ojp.gov/nmvtis_auto) for additional information about obtaining an NMVTIS ID Number.

Note: This form will be denied if the NMVTIS number is not listed or if we are unable to verify the applicant has met the requirements of Virginia Code § 46.2-1603.

C. Are you currently licensed as a Virginia Motor Vehicle Dealer under Virginia Code § 46.2-1500?

DEALER LICENSE NUMBER

If YES, enter your independent dealer license number:

YES  NO

D. Has any owner, partner or officer of the business ever been refused a Motor Vehicle Dealer License or Salvage Type Dealer License? .....

YES  NO

E. Has any owner, partner or officer of the business ever had his/her Motor Vehicle Dealer License or Salvage Type Dealer License suspended or revoked? .....

YES  NO

F. Has any owner, partner or officer of the business ever been convicted of a misdemeanor or felony? This does not include traffic citations. ....

YES  NO

G. Has any owner, partner or officer of the business ever been convicted if any fraudulent or criminal act in connection with the business of selling vehicles or vehicle parts? .....

YES  NO

**PRIVACY STATEMENT**

In accordance with Virginia Code §§ 2.2-803, 2.2-4807 and § 58.1-520 et seq., the State Comptroller requires that this information, including your social security number, be collected for debt set off collection purposes.

**CERTIFICATION**

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

OWNER, PARTNER, OFFICER OF THE BUSINESS NAME (print)	SIGNATURE	DATE (mm/dd/yyyy)
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**DMV USE ONLY**

TOTAL FEE	CHECK AMOUNT	CHECK NUMBER	OVERPAYMENT AMOUNT	RETURN OVERPAYMENT FOR APPROVAL
DEALER OPERATOR NUMBER	SALVAGE DEALER LICENSE NUMBER	IBR NUMBER	CSR INITIALS	