



**Division of State Patrol
Policy and Procedure**

Number 16-11

Subject SALVAGED TITLED VEHICLE INSPECTIONS	
Author/Originator Bureau of Field Operations	Approved by <i>Anthony L. Burrell</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to inspect all Wisconsin salvage titled vehicles presented for inspection for the purpose of assuring compliance with anti-theft and vehicle equipment safety laws.

II. BACKGROUND

Inspections of Wisconsin salvage titled vehicles are mandated by ss. 342.07(2). The purpose of the salvage vehicle inspection law is to prevent the use of stolen vehicle parts in the repair of salvage titled vehicles and ensure vehicle equipment safety regulations are met prior to highway operation. Chapter Trans. 149, Wisconsin Administrative Code, requires that a trained and certified inspector conduct the inspection. This inspection is not designed to replace the dealer’s mandatory presale inspection. The DSP has the responsibility for coordinating, training and certifying salvage vehicle inspectors.

III. OBJECTIVES

The objective of this policy is to ensure that DSP salvage vehicle inspections are conducted in a thorough and professional manner. Salvage inspectors should verify that no stolen parts have been used in the repair of the vehicle and that all required safety equipment is present and in working order on all vehicles inspected.

IV. GENERAL PROVISIONS

- A. Wisconsin Statute 342.07(2) and Chapter Trans. 149, Wisconsin Administrative Code, provide for the legal and technical applications of the salvage vehicle inspection program.
- B. Inspections are to be conducted by properly trained and certified personnel only.

V. PROCEDURE

- A. Salvage Vehicle Inspector Certification and Authorization:
1. Prior to performing any salvage vehicle inspection, the inspector shall be trained and certified by the DSP.
 2. To continue performing inspections, the salvage vehicle inspector must maintain certification by meeting the requirements set forth in Chapter Trans. 149, Wisconsin Administrative Code.
 3. Upon request, a certified inspector shall display a Department issued identification card to the person requesting the salvage vehicle inspection.
- B. Inspections -- No salvage vehicle inspection will be performed for the owner of a vehicle with a registered address outside the work assignment area of the inspector unless previously approved by the region salvage vehicle inspection program coordinator.
1. The salvage vehicle inspector shall not begin the inspection until the applicant has presented all documents, forms and fees necessary for the titling and registration of the vehicle being inspected as indicated in Trans. 149.05(5). Including:
 - a. An application for certificate of title and registration, (Form MV1 or MV11) in the name of the applicant.
 - b. Wisconsin Salvage Certificate of Title.
 - c. Affidavit of Major Parts (MV2673).
 - d. Original bill of sale received by the applicant for each major part of the vehicle that has been replaced as defined in Trans. 149.02(6).
 - e. Four legible photographs (one for each side of the vehicle) taken prior to the start of any repair to the salvage vehicle, clearly showing the damage to the vehicle. The photos, along with one copy of the certificate of inspection, shall be retained in an eSP4500 report for a period of not less than three years.
 - f. If the required photographs discussed in “e.” above are not presented because:
 - 1) The owner or authorized agent was unaware of the requirement, or
 - 2) The owner or authorized agent was unable to obtain four legible pictures from the insurance company that insured the vehicle.

The inspector shall have the owner or authorized agent complete the Salvage Vehicle Pictures Statement (MV2859 - Attachment 1) and attach that form to the application.

- g. A properly addressed envelope with sufficient first class U.S. postage affixed and a check made payable to "Registration Fee Trust."
2. A complete inspection of the body, chassis, suspension, frame or unibody, fuel and exhaust systems, steering and braking components and drive train shall be performed. In order to ensure the safety of the inspector, as well as the thoroughness of the inspection, the use of an inspection pit or certified vehicle hoist is required:
 - a. Making arrangements, including costs associated with the use of a hoist or pit, shall be the responsibility of the applicant.
 - b. The location, condition, date and time of the availability of the inspection pit or hoist is subject to approval by the salvage vehicle inspector or region salvage vehicle inspection program coordinator.
 3. Only the certified inspector or a person assisting the inspector at the inspector's request may be present in the inspection area during an inspection:
 - a. The applicant may not enter the inspection area or view the inspection except at the direction of the inspector.
 - b. Care should be taken by the inspector to maintain the confidentiality of documents discussing the locations of confidential vehicle identification numbers (VINs).
 4. In the event the inspector deems it necessary to remove a critical component part or parts requiring special tools and/or a knowledge of removing those parts, such removal shall be handled by a trained mechanic. The expense of such removal of parts shall be the responsibility of the applicant.
 5. Attempt to locate VINs from a minimum of three (except when less than three are provided by the manufacturer) independent, non-removable locations which show no signs of tampering and record the numbers in the appropriate box on Vehicle Inspection/Certification Form MV4060:
 - a. All VINs discovered shall be run through the Crime Information Bureau (CIB), the National Crime Information Center (NCIC), and the National Insurance Crime Bureau (NICB).
 - b. No inspection package shall be forwarded to the Wisconsin Division of Motor Vehicles (DMV) until CIB, NCIC, and NICB checks have returned and are clear.

- c. If the inspector identifies a vehicle or a part of a vehicle as stolen or identifies any VIN that shows signs of tampering, an Offense/Incident Report (eSP4500) shall be completed. The salvage vehicle inspector shall immediately contact the district salvage vehicle inspection program coordinator or duty supervisor.
 - 6. The vehicle shall fail the inspection and the MV4060 shall be marked as such when:
 - a. The vehicle or any part of the vehicle has a VIN that is altered, removed or obliterated.
 - b. The vehicle or any part of the vehicle is stolen or if the applicant's ownership of any major part of the vehicle cannot be verified.
 - c. The vehicle contains any major parts which were not part of the vehicle described in the Certificate of Title and for which the applicant does not have a proper bill of sale as set forth in Trans. 149.05(5).
 - d. The vehicle is not in compliance with the equipment provisions of ss. 347, Trans. 305, and the Federal Motor Vehicle Safety Standards.
 - 7. If the vehicle fails the inspection due to safety or equipment defects, the applicant may request an opportunity to correct the defects and return the vehicle for re-inspection:
 - a. The salvage vehicle inspector may schedule the vehicle for re-inspection for any date up to 15 days from the date of the initial inspection, without payment of an additional inspection fee.
 - b. If the vehicle fails again or is not repaired within the 15 days, an additional inspection fee will be required before beginning the inspection process again.
 - 8. Unless an investigatory need arises, the completed inspection package shall be mailed or otherwise delivered to DMV within 24 hours:
 - a. The salvage vehicle inspector shall complete an eSP4500 and attach a zip-file containing narrative reports, photographs, relevant documents, and the MV4060.
- C. Salvage Vehicle Inspection Program Coordinator – Each region shall appoint a salvage vehicle inspection coordinator whose duties shall include:
 - 1. Assuring that only certified inspectors are scheduled to perform salvage vehicle inspections.

2. Scheduling salvage vehicle inspectors for recertification training as required.
 3. Approval/disapproval of the location, date, time, condition, etc. of an inspection, especially where the use of an inspection pit or hoist is required.
 4. Maintaining the integrity of the program and the quality of the inspections within their region.
 5. Assuring that inspections are performed and the guidelines are followed as set forth in ss.342, Chapter Trans. 149, Wisconsin Administrative Code, and this policy.
 6. Keeping the Region Commander and Post Executive Officer informed of the status of the salvage vehicle inspection program within the region.
- D. Region Commander/Post Executive Officer:
1. Appoint a region/post salvage vehicle inspection program coordinator.
 2. Periodically meet with the district salvage vehicle inspection program coordinator to review the status of the program within the region.

VI. REFERENCES

Wisconsin State Statute, Chapters 342 and 347
Chapter Trans. 149, Wisconsin Administrative Code
Chapter Trans. 305, Wisconsin Administrative Code
Federal Motor Vehicle Safety Standards (FMVSS) 49 CFR Part 571
MV2673, Affidavit of Major Parts
MV2859, Statement – Salvage Vehicle Pictures
MV4060, Certification and Vehicle Inspection
eSP4500, Offense/Incident Report