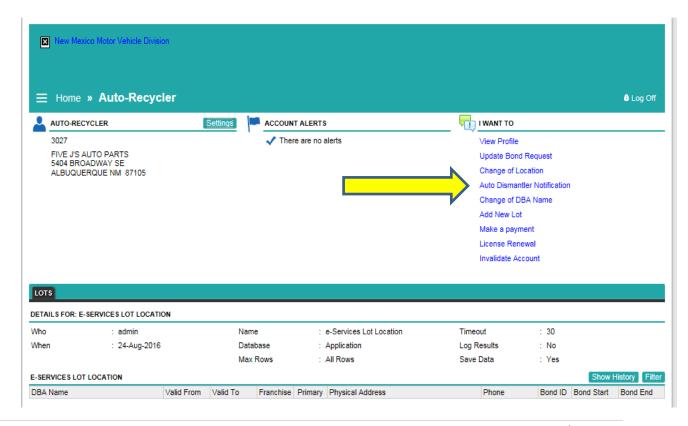
## Follow the steps below to submit an auto dismantler form in MyMVD.

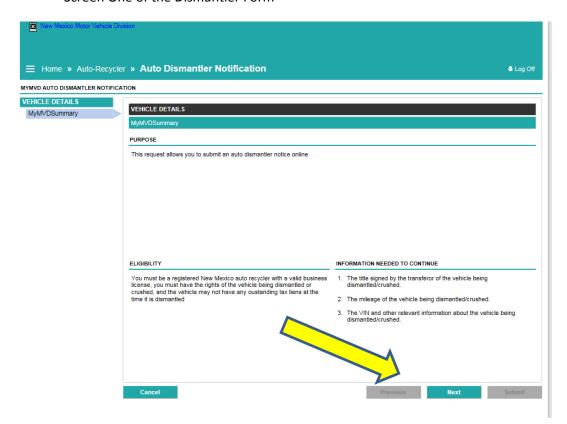
- Log in to your established MyMVD account.
- Select the Auto Recycler Hyper link to access the Auto Recycler Account



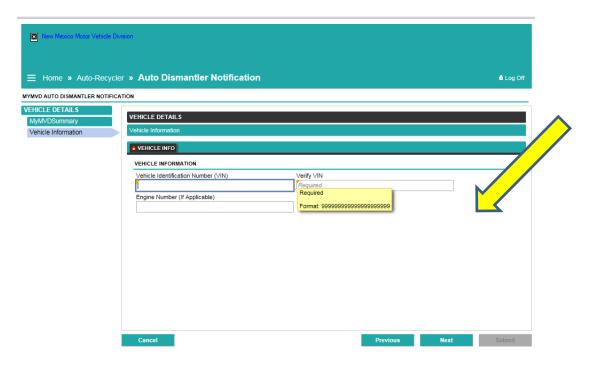
Select the Auto Dismantler Notification



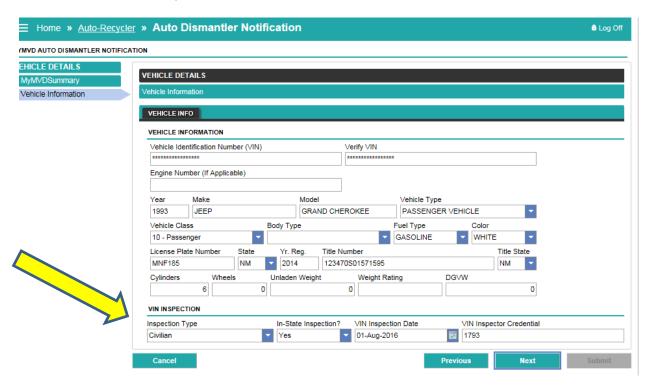
Screen One of the Dismantler Form



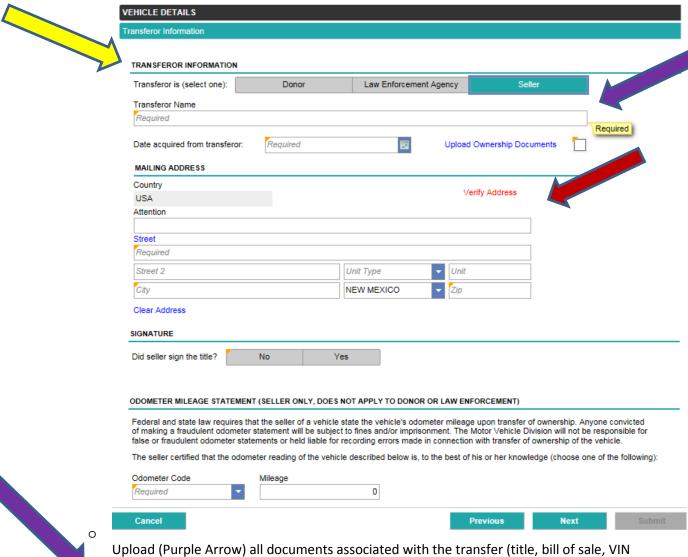
Screen Two- double entry of VIN number.



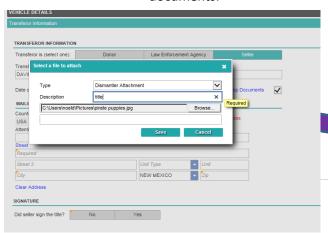
- Screen Two- after VIN information is input and VIN Query runs. Complete mandatory areas (noted by an orange triangle in the upper left of the required information box- See VIN above)
  - o Add VIN Inspection information
- Next Action button when complete



- Screen Three-Transferor Information, Document Upload and Odometer Statement
  - Select the type of transfer (Yellow Arrow) and complete necessary fields.

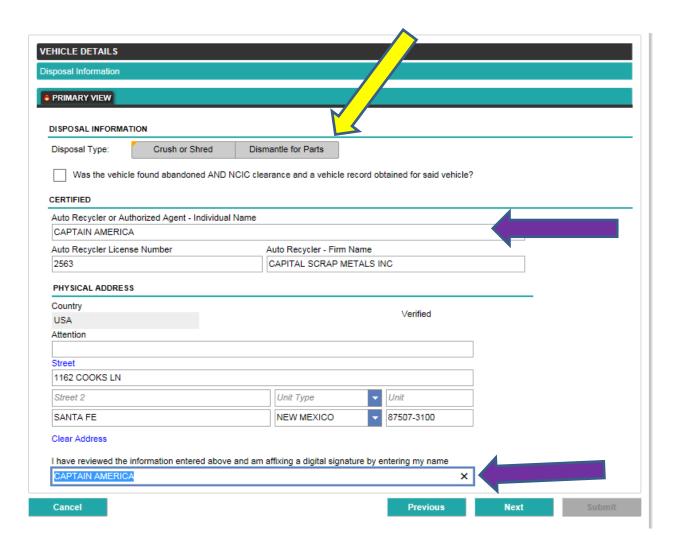


inspections, Tax lien and NCIC verification, etc). A pop up box will result (see below) allowing the same documents you would attach to a paper dismantler form to be attached. You will not be able to continue with the transaction if you do not upload documents.

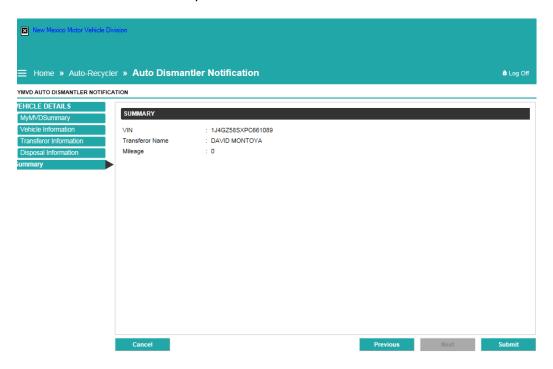


o Verify address- if this is red click on the red hyper link (red arrow) and select the verified address or override. All addresses are verified with USPS.

- Screen Four-Disposal type
  - Select the type of disposal for the vehicle (refer to MNSA 66-3-125)
    - Crush or Shred- Vehicle may be crushed 30 days after dismantler submission.
    - Dismantle for Parts-Immediately after submission of dismantler form.
  - o Input the authorized agent (name of the individual submitting the form) on two places (see purple arrow).
  - o Use the Next action button when all information on this screen is correct.



Screen Five- Summary Screen

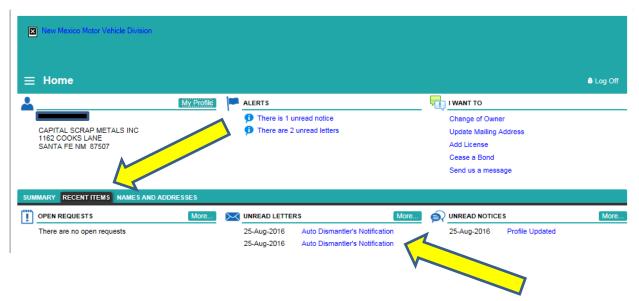


Screen Six- Confirmation Screen. You will be directed back to the account screen once you click "OK" action button.



## **Printing a completed Dismantler Notification**

- From the customer account screen. Go to the "Recent Items" Tab.
  - Unread letters. Each hyperlink will lead you to a dismantler form and open a new window. You can print this dismantler form.
  - All Dismantler forms are held within your account and can be printed at any time, using the "More" action button.



Sample Dismantler Notification.

	New Mexico Taxation & R	evenue Department -	Motor Vehicle Division
MVD	DISMANTL	ER'S NOTIF	ICATION
NEW MEXICO	(All Veh	nicles and Motor Vehic	cles)
NEW MEXICO	Letter	r ID: L0226470144	1
Year IMake	Vehicle Inform	Body Type	Color
1993 JEEP	GRAND CHEROKEE	Body Type	WHI
Engine Number		Identification Number (VIN) Z58SXPC661089	<u>'</u>
License Plate State	Yr. Reg. Title Nu		Title State
MNF185 NM	2014 12347	70S01571595	NM
	Transferor Inform	mation	·
Trasferor is: X Seller	Donor	Law Enforce	ement Agency
Transferor Name		<del></del>	
DAVID MONTOYA Mailing Address			
10 CAMINO LOMA SANTA	FE NM 87507-4327		
Odometer Mileage Staten	nent (Seller only, does n	ot apply to Donor	or Law Enforcement
Federal and state law requires the			
ownership. Anyone convicted of imprisonment. The Motor Vehicle			
held liable for recording errors m			
I (Seller) hereby certify that the o	ndometer reading of the vehicle	described above is 0 r	niles, and that to the hest
of my knowledge the stated mile			
Seller Signature		Date	
DAVID MONTOYA		****	8/2016
	Disposal Inform	nation	
Disposal Type To Dismantle for Parts			
TO Dismantic for Parts			
HEREBY CERTIFY THAT THE INFOR	MATION GIVEN HEREIN IS TRUE AF		
Auto Recycler - Firm Name CAPITAL SCRAP METALS	DIC	Auto Recycler License Nu	mber
CAPITAL SCRAP METALS	INC	2563	
1162 COOKS LN SANTA FI	E NM 87507-3100		
Signature of Auto Recycler or Authorized	d Agent - Individual Name	Date	
CAPTAIN AMERICA		08/2	5/2016

## **Additional Information:**

- Electronic submission is immediate. The vehicle status has been updated in Tapestry (MVD title system) as "Dismantled" and the title is cancelled.
  - Out of State vehicles will have a New Mexico Vehicle record that is now dismantled.
  - o All Dismantled Titles hold a salvage brand upon submission.
  - Vehicles for "Crush or Shred" will hold a salvage brand for the 30 days and then hold a non-repairable brand.
- There is no need to mail the online dismantled vehicle to the Dealer Licensing Bureau. You must keep copies of all forms and supporting documents in your office for 3 years.
- All Dismantled vehicles transported must have a Dismantler Notification with the vehicle (NMSA 66-3-120).
- You are required to submit all vehicle records through NMVTIS.
- Please return all dismantler books to the Dealer Licensing Bureau.