

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

The screenshot shows the MyMVD Home page for a user named 'FIVE J'S AUTO PARTS INC'. The user's profile information is displayed, including their address: 5404 BROADWAY SE, ALBUQUERQUE NM 87105. A yellow arrow points to the 'MY ACCOUNTS' section, which lists two accounts: 'Auto-Recycler' and 'Dealer', both associated with the user's business name and address.

- Select the Auto Dismantler Notification

The screenshot shows the 'Auto-Recycler' account page. The user's profile information is repeated. A yellow arrow points to the 'I WANT TO' menu, which includes the option 'Auto Dismantler Notification'. Below the menu, there is a section for 'LOTS' with details for an 'E-SERVICES LOT LOCATION'.

E-SERVICES LOT LOCATION									
Who	: admin	Name	: e-Services Lot Location	Timeout	: 30	Log Results	: No	Save Data	: Yes
When	: 24-Aug-2016	Database	: Application	Max Rows	: All Rows				

- Screen One of the Dismantler Form

New Mexico Motor Vehicle Division

Home » Auto-Recycler » Auto Dismantler Notification Log Off

MYMVD AUTO DISMANTLER NOTIFICATION

**VEHICLE DETAILS**

MyMVDSummary

**PURPOSE**

This request allows you to submit an auto dismantler notice online

**ELIGIBILITY**

You must be a registered New Mexico auto recycler with a valid business license, you must have the rights of the vehicle being dismantled or crushed, and the vehicle may not have any outstanding tax liens at the time it is dismantled

**INFORMATION NEEDED TO CONTINUE**

1. The title signed by the transferor of the vehicle being dismantled/crushed.
2. The mileage of the vehicle being dismantled/crushed.
3. The VIN and other relevant information about the vehicle being dismantled/crushed.

Cancel Previous Next Submit

- Screen Two- double entry of VIN number.

**MYMVD AUTO DISMANTLER NOTIFICATION**

**VEHICLE INFO**

**VEHICLE INFORMATION**

Vehicle Identification Number (VIN) Verify VIN

Engine Number (If Applicable) Format: 999999999999999999

Buttons: Cancel, Previous, Next, Submit

- 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)
  - Add VIN Inspection information
- Next Action button when complete

**MYMVD AUTO DISMANTLER NOTIFICATION**

**VEHICLE INFO**

**VEHICLE INFORMATION**

Vehicle Identification Number (VIN) Verify VIN

Engine Number (If Applicable)

Year: 1993, Make: JEEP, Model: GRAND CHEROKEE, Vehicle Type: PASSENGER VEHICLE

Vehicle Class: 1D - Passenger, Body Type: , Fuel Type: GASOLINE, Color: WHITE

License Plate Number: MNF185, State: NM, Yr. Reg.: 2014, Title Number: 123470S01571595, Title State: NM

Cylinders: 6, Wheels: 0, Unladen Weight: 0, Weight Rating: , DGWW: 0

**VIN INSPECTION**

Inspection Type: Civilian, In-State Inspection?: Yes, VIN Inspection Date: 01-Aug-2016, VIN Inspector Credential: 1793

Buttons: Cancel, Previous, Next, Submit

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

Upload (Purple Arrow) all documents associated with the transfer (title, bill of sale, VIN 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.

- 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.
  - Input the authorized agent (name of the individual submitting the form) on two places (see purple arrow).
  - Use the Next action button when all information on this screen is correct.

The screenshot shows the 'VEHICLE DETAILS' section with a 'Disposal Information' sub-section. A yellow arrow points to the 'Disposal Type' section, which has two buttons: 'Crush or Shred' and 'Dismantle for Parts'. Below this is a checkbox for 'Was the vehicle found abandoned AND NCIC clearance and a vehicle record obtained for said vehicle?'. The 'CERTIFIED' section contains two purple arrows pointing to the 'Auto Recycler or Authorized Agent - Individual Name' field (containing 'CAPTAIN AMERICA') and the signature field at the bottom (containing 'CAPTAIN AMERICA'). The 'PHYSICAL ADDRESS' section includes fields for Country (USA), Attention, Street (1162 COOKS LN), Street 2 (SANTA FE), Unit Type (NEW MEXICO), and Unit (87507-3100). At the bottom are 'Cancel', 'Previous', 'Next', and 'Submit' buttons.

**VEHICLE DETAILS**

Disposal Information

**PRIMARY VIEW**

**DISPOSAL INFORMATION**

Disposal Type:

Was the vehicle found abandoned AND NCIC clearance and a vehicle record obtained for said vehicle?

**CERTIFIED**

Auto Recycler or Authorized Agent - Individual Name  
CAPTAIN AMERICA

Auto Recycler License Number: 2563      Auto Recycler - Firm Name: CAPITAL SCRAP METALS INC

**PHYSICAL ADDRESS**

Country: USA      Verified

Attention:

Street: 1162 COOKS LN

Street 2: SANTA FE      Unit Type: NEW MEXICO      Unit: 87507-3100

[Clear Address](#)

I have reviewed the information entered above and am affixing a digital signature by entering my name  
CAPTAIN AMERICA

- Screen Five- Summary Screen

The screenshot shows the 'Auto Dismantler Notification' summary screen. At the top, there is a teal header with the New Mexico Motor Vehicle Division logo and a 'Log Off' button. Below the header, the breadcrumb trail reads 'Home » Auto-Recycler » Auto Dismantler Notification'. The main content area is titled 'YMVD AUTO DISMANTLER NOTIFICATION' and features a sidebar on the left with options: 'VEHICLE DETAILS', 'MyMVDSummary', 'Vehicle Information', 'Transferor Information', 'Disposal Information', and 'Summary'. The 'Summary' option is selected. The main content area displays the following information:

SUMMARY	
VIN	: 1J4GZ58SXPC661089
Transferor Name	: DAVID MONTOYA
Mileage	: 0

At the bottom of the screen, there are four buttons: 'Cancel', 'Previous', 'Next', and 'Submit'.

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

The screenshot shows the 'Confirmation' screen. At the top, there is a teal header with the New Mexico Motor Vehicle Division logo and a 'Log Off' button. Below the header, the breadcrumb trail reads 'Home » Auto-Recycler » Auto Dismantler Notification » Confirmation'. The main content area is titled 'CONFIRMATION' and contains the following text:

Your request has been submitted and your confirmation code is 0-719-872-000.

Below the text, there are two buttons: 'OK' and 'Printable View'.

## 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.

The screenshot shows the MyMVD user interface. At the top, there's a teal header with 'New Mexico Motor Vehicle Division', a 'Home' button, and a 'Log Off' link. Below the header, there's a navigation bar with 'My Profile', 'ALERTS', and 'I WANT TO'. The 'ALERTS' section shows 'There is 1 unread notice' and 'There are 2 unread letters'. The 'I WANT TO' section lists actions like 'Change of Owner', 'Update Mailing Address', 'Add License', 'Cease a Bond', and 'Send us a message'. Below this is a horizontal menu with 'SUMMARY', 'RECENT ITEMS', and 'NAMES AND ADDRESSES'. The 'RECENT ITEMS' section is active, showing 'OPEN REQUESTS' (no requests), 'UNREAD LETTERS' (two items dated 25-Aug-2016, both 'Auto Dismantler's Notification'), and 'UNREAD NOTICES' (one item dated 25-Aug-2016, 'Profile Updated'). A yellow arrow points to the 'Auto Dismantler's Notification' link in the 'UNREAD LETTERS' section.

- Sample Dismantler Notification.

New Mexico Taxation & Revenue Department - Motor Vehicle Division

### DISMANTLER'S NOTIFICATION

(All Vehicles and Motor Vehicles)  
Letter ID: L0226470144

Vehicle Information				
Year	Make	Model	Body Type	Color
1993	JEEP	GRAND CHEROKEE		WHI
Engine Number		Vehicle Identification Number (VIN)		
		1J4GZ58SXPC661089		
License Plate	State	Yr. Reg.	Title Number	Title State
MNF185	NM	2014	123470S01571595	NM
Transferor Information				
Transferor is: <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Donor <input type="checkbox"/> Law Enforcement Agency				
Transferor Name DAVID MONTOYA				
Mailing Address 10 CAMINO LOMA SANTA FE NM 87507-4327				
<b>Odometer Mileage Statement (Seller only, does not apply to Donor or Law Enforcement)</b>				
Federal and state law requires that the seller of a vehicle state the vehicle's odometer mileage upon transfer of ownership. Anyone convicted of making a fraudulent odometer statement will be subject to fines and/or imprisonment. The Motor Vehicle Division will not be responsible for false or fraudulent odometer statements or held liable for recording errors made in connection with transfer of ownership of a vehicle.				
I (Seller) hereby certify that the odometer reading of the vehicle described above is 0 miles, and that to the best of my knowledge the stated mileage is Not Actual.				
Seller Signature DAVID MONTOYA				Date 07/18/2016
Disposal Information				
Disposal Type To Dismantle for Parts				
<b>HEREBY CERTIFY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.</b>				
Auto Recycler - Firm Name CAPITAL SCRAP METALS INC			Auto Recycler License Number 2563	
Mailing Address 1162 COOKS LN SANTA FE NM 87507-3100				
Signature of Auto Recycler or Authorized Agent - Individual Name CAPTAIN AMERICA				Date 08/25/2016

## 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.
  - 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.