

Chapter P

Dismantlers

Under Oregon law, a dismantler is a person engaged in the business of:

- Buying, selling, dealing in, or processing (except for processing into scrap metal), motor vehicles for the purpose of destroying, salvaging, dismantling, disassembling, reducing to major component parts, crushing, compacting, recycling or substantially altering in form; or
- Buying, selling, dealing in, or processing motor vehicle major component parts that are stocked in the inventory of the business, if the buying, selling, dealing in, or processing of major component parts is not part of a business selling new vehicles or repairing vehicles. (See definition of [major component part](#) later in this chapter.)

DMV Business Licensing processes and issues dismantler certificates. DMV Compliance and Investigations regulates dismantlers.

Becoming an Oregon Certified Dismantler

Dismantler Certificates are issued by DMV Business Licensing and are valid for a two-year period.

Application requirements include:

- \$1,000.00 fee for the certificate
- City or county location approval (DMV will not accept if location approval is more than six months old)
- Surety bond in the amount of \$100,000.00
- Completed Application for an Annual Dismantler Certificate ([Form 735-373](#))
- Plat map or other acceptable site information that clearly shows compliance with all legal requirements including the dimensions of the property where the business is located and identifying the area of the property exclusively used by the dismantler business (if not the entire property).
- Fire Response Plan containing the following:
 1. Procedures for reporting an incident to emergency fire-fighting resources
 2. Procedures for notifying people on the premises of the protocol for reporting an incident and emergency evacuation, and alerting people on the premises to a current emergency
 3. A diagram or map of evacuation routes and the occupancy assembly point, with procedures for emergency evacuation
 4. A diagram or map of the routes of fire department vehicle access
 5. A diagram or map of fire hydrant locations, if any, at or within 500 feet of the dismantler's premises.

In addition to the above requirements, a dismantler is required to provide DMV a copy of the local fire inspector's report based on an inspection of the applicant's business premises. This report must be provided annually as follows:

- Within 90 days of being issued an original, supplemental, or renewed dismantler certificate.

- Within 90 days of the date one calendar year following the date DMV issues a dismantler certificate of any type.

A fire inspection report cannot be submitted to meet the requirements for more than one yearly inspection.

Application forms and instructions can be obtained from DMV Business Licensing or by visiting the DMV website at www.OregonDMV.com.

City or County Location Approval

Dismantlers are required to submit location approval from the local city or county where they are located. This is required to be submitted for the following DMV transactions:

- New dismantler certificate applications
- Applications for new supplemental locations
- Applications to correct the main business address on a dismantler certificate

Local government location approval is not required to renew a dismantler certificate or a supplemental location certificate.

Location Requirements

The dismantler certificate must be conspicuously displayed at the place of business while the certificate is in force. The certificate must be displayed in an area normally accessed by the public, such as a front office or counter area.

The location must also display an exterior sign, permanently affixed to the land or a building, that identifies the business by the name printed on the dismantler certificate. The sign must be clearly visible to the major avenue of traffic. In addition, the business must provide a means for the public to contact them during normal business hours (i.e. having a phone number posted or an employee at the location).

If the dimensions of the location expand or if an additional place of business is opened, a supplemental dismantler certificate or corrected certificate must be obtained prior to any business being conducted in the expanded or new location. If a business moves, a correction application must be filed with DMV prior to conducting any business at the new location.

The dismantler business must be maintained in a building, enclosure, or area screened by a barrier at least six feet in height. No wrecking, dismantling, or altering of vehicles may be conducted outside of these areas. Motor vehicles or major component parts may not be stored outside of the building, enclosure, or barrier. The premises outside of the building, enclosure or barrier must always be kept clean and clear.

SB792

The Oregon Legislature enacted Senate Bill 792 in 2019. As a result of the new law, DMV must inspect each dismantler location annually, and report to the Oregon Department of Environmental Quality (DEQ) the presence of:

- Piles of more than 100 waste tires,

- A metal shredder,
- Open or unlabeled containers of automotive fluids, and
- An underground injection control.

When a dismantler acquires a motor vehicle

To “acquire” a motor vehicle means to have physical possession of it, and its ownership record (title or other primary ownership document).

1. Verify the VIN on the vehicle matches the ownership document. It is best practice to complete the VIN verification on the public VIN or frame VIN whenever possible. It is not advisable to view the VIN only in a commonly removed/replaced portion of a vehicle, such as a door or hood.
2. Record the license plate number (if any) and remove the plates from the vehicle.
3. Destroy the registration plates immediately upon receipt of the vehicle ownership document.

Destroyed means to cut the plates or deface them in such a manner as to render them unusable. Valid registration stickers on the plates should be scraped off or destroyed as well to prevent reuse. Registration cards must also be destroyed.

Primary ownership documents

The definition of a “primary ownership document” or “ownership record” for a vehicle can be found in [OAR 735-152-0000](#).

Common ownership document types include:

- Manufacturer’s Certificate of Origin (MCO)
- Current Certificate of Title issued by Oregon or another titling jurisdiction
- Salvage Title
- Certificate to Obtain Title for a Vehicle (U.S. Government Form SF 97)
- Court order from a court having jurisdiction over persons or property in Oregon awarding the vehicle
- Certificate of possessory lien foreclosure
- Inheritance Affidavit ([Form 735-516](#))
- Certificate of Ownership of an Assembled Light Trailer or Heavy Trailer ([Form 735-6644](#))
- Application for Replacement Title ([Form 735-515](#))
- Application for Replacement Salvage Title ([Form 735-230](#))
- Abandoned Vehicle Certificate

Taking possession without an ownership document

A dismantler who takes possession of a wrecked vehicle without an ownership document may keep the vehicle on the premises if it is:

- Confined to an area of the business location that is clearly off-limits to customers for the purpose of buying and selling a vehicle or component part; or

- Tagged with a “not for sale” notice that is clearly and conspicuously posted on the vehicle in plain view of customers and legible at a distance of 20 feet or more.
- Parts may not be removed from, nor may the vehicle be destroyed, prior to an ownership record or salvage title being obtained by the dismantler.

Reporting Requirements

Within 30 days of acquiring a motor vehicle, a dismantler must submit to DMV:

1. A completed and signed Vehicle Dismantler’s Notice to DMV, [Form 270](#), with
2. The Oregon or out-of-state title, or other primary ownership document.

Mail the Vehicle Dismantler’s Notice to DMV, Form 735-270, and the title or other ownership document together to:

DMV
Attn: Dismantler Desk
1905 Lana Avenue NE
Salem OR 97314

Dismantlers may submit Vehicle Dismantler’s Notices at their local DMV Field Office. If submitting multiple notices, ensure all the forms are packaged together with their corresponding ownership documents and submitted in a single envelope or package. Notices should not be submitted loose-leaf at a field office. Dismantlers choosing to submit at a field office will be subject to standard customer counter wait times.

NOTE: Submitting a Vehicle Dismantler’s Notice, Form 270 to DMV indicates the dismantler is certifying that the vehicle was dismantled, destroyed, or sold to another dismantler). DMV will not remove the dismantler indicator from the record and DMV will reject subsequent applications for title. DMV may consider removing an indicator under the following circumstances:

- the dismantler supplies a statement that the Form 270 was submitted in error,
- **and** the dismantler amends the report to NMVTIS.

If you reported a vehicle as dismantled in error, [contact your Compliance Specialist](#) for more detailed instructions.

National Motor Vehicle Title Information System (NMVTIS)

Pursuant to Federal law, all certified dismantlers handling five or more junk or salvage automobiles (as defined in [Title 49 USC 30501](#)) per year are required to report the following information to NMVTIS monthly for each junk or salvage motor vehicle obtained, in whole or in part, during the past month:

- VIN
- Date the vehicle was acquired
- Name of the person from whom the vehicle was obtained
- Statement as to whether the vehicle was crushed or disposed of, for sale or other purposes
- If sold, name of purchasing dismantler
- Statement as to whether the vehicle is intended for export out of the United States.

For more information, visit VehicleHistory.gov

Dismantlers selling vehicle frame or unibody

A dismantler is not required to obtain a salvage title prior to selling the vehicle frame or unibody. The frame or unibody is a major component part, which the dismantler may sell with a bill of sale to reconstruct or assemble another vehicle. Any vehicle that is reconstructed or assembled must be retitled with the corresponding damage brand.

When a dismantler is also an Oregon vehicle dealer

The business must make a determination up front under which certificate, dismantler or dealer, they purchase the vehicle. Dismantlers can only sell whole vehicles to other certified dismantlers. To be able to sell a whole vehicle to anyone other than a certified dismantler, the dealer business must acquire the vehicle. However, certain vehicles can only be acquired by a certified dismantler.

When the business acquires a vehicle under the dealer certificate, the dealer may sell the whole vehicle to the public, to another certified vehicle dealer, or to other types of businesses.

When the business has acquired a vehicle under the dismantler certificate, the dismantler can only sell the whole vehicle to another certified dismantler. The dismantler cannot transfer or sell the vehicle, even to their own dealer business, or to anyone other than another certified dismantler.

Notations on the Vehicle Record (Indicators)

DMV adds an "In Dismantler Stock" indicator to the vehicle record upon receipt of the Dismantler's Notice, Form 735-270, and the ownership document. DMV enters the dismantler's identification number in the message field. Customers who order a vehicle record will see an "In Dismantler Stock" notation.

Dismantler records

In addition to keeping a copy of the Form 735-270, the dismantler must comply with the record keeping requirements of [ORS 822.135](#) and [ORS 822.137 \(2\) \(a\)](#).

Dismantler record keeping requirements

Dismantlers must maintain records at the dismantler's business location for three years for each motor vehicle or major component part from the date of its acquisition.

"Acquisition" means having physical possession of a motor vehicle together with possession of the vehicle's ownership record.

Records must be maintained in a manner that allows for timely retrieval of any record requested by DMV or a police officer for inspection. The original, or an exact copy of the records, may be maintained in hard copy or electronically.

Records must include the following for motor vehicles:

- If last titled in Oregon, the Oregon title number; or, if the title is not available, a copy of the vehicle ownership document
- If last titled in another jurisdiction, a copy of the out-of-state title or ownership document
- If available, the registration plate number and the name of the jurisdiction where the vehicle was last registered
- The vehicle year, make, and model
- The VIN
- The date the vehicle was acquired
- The stock or yard number assigned to the vehicle by the dismantler
- If sold to another dismantler, the name and address of the purchasing dismantler, and the date of sale.

Records must include the following for all major component parts:

- A description of the physical characteristics of the part
- A certificate of sale (bill of sale) from the person whom the dismantler acquired the major component part from
- The stock or yard number assigned to the part by the dismantler
- The VIN of the motor vehicle from which the part came.

In addition to the above, records for the sale of catalytic converters must contain transaction documents regarding the sale or disposal including:

- The transaction date
- Sale price (dollar amount)
- Signatures of buyer and seller

Definition of major component part

Includes significant parts of a motor vehicle such as:

- | | | |
|------------------------|-----------------------|------------------|
| • Air bags | • Doors | • Hoods |
| • Bumpers | • Engines | • Quarter panels |
| • Cabs | • Fenders | • Short blocks |
| • Catalytic converters | • Frames | • Transfer cases |
| • Differentials | • Front or rear clips | |
| • Transmissions | • Truck beds or boxes | |

Mobile Motor Vehicle Crushers

A “Mobile Motor Vehicle Crusher” is defined as a machine that compacts or flattens a motor vehicle into a crushed motor vehicle and is designed to be transported on a highway.

Operators of Mobile Motor Vehicle Crushers must:

- Hold a current, valid dismantler certificate.
- Conspicuously display on the mobile crusher, the name of the dismantler's business as listed on the dismantler certificate, and the dismantler certificate number.
- Comply with all the applicable statutes and rules regulating dismantlers at each location where the mobile crusher is used.
 - If used at another certified dismantler's location, the dismantler who holds the certificate for the location is responsible for complying with all statutes and rules regarding dismantlers.
 - If used at a temporary location for 15 consecutive business days or less, the dismantler is exempt from obtaining a supplemental dismantler certificate for the temporary location.

Removal and storage of airbags

Dismantlers must deploy or remove airbags containing sodium azide before a vehicle is crushed or dismantled. Airbags containing sodium azide must be properly stored or deployed within seven days of removal. Properly stored means the airbag is assigned a stock number and placed in inventory for sale. Airbags should be stored in a safe location and in such a manner to prevent accidental discharge.

Stolen major component parts and vehicles

Dismantlers are subject to criminal and civil penalties for selling, buying, receiving, concealing, possessing, or disposing of a motor vehicle or part having a missing, defaced, altered or concealed VIN. Criminal and civil penalties may also be assessed for knowingly possessing, selling or disposing of stolen motor vehicles or parts.

Under certain circumstances, dismantlers are allowed to acquire a motor vehicle with missing VIN plates/stickers. If this situation is encountered, clarification of whether the dismantler can acquire it should be obtained from a DMV Dismantler Compliance Specialist before acquisition.

Applicable Statutes and Administrative Rules

Oregon Revised Statutes – Chapter 822 (ORS 822)

- 822.100 - Conducting a motor vehicle dismantling business without a certificate; penalties
- 822.105 Exemption from certificate requirement
- 822.110 Dismantler certificate; refusal to issue; duplicate certificate
- 822.115 Application contents
- 822.120 Bond or letter of credit requirements; action against certificate holder and surety.
- 822.125 Privileges granted by certificate; supplemental certificate; duration; renewal; identification cards; rules
- 822.130 Inspection of books, records, inventory and premises
- 822.133 Requirements of dismantler operating motor vehicle dismantling business
- 822.135 Improperly conducting motor vehicle dismantling business; penalty

- 822.137 Dismantler conduct resulting in civil penalty; rules
- 822.140 Local government approval requirements
- 822.145 Imposition of sanctions; rules
- 822.150 Failure to return revoked, canceled or suspended certificate or identification card; penalty

Oregon Administrative Rules (OAR) – 735-152 Dismantlers

- 735-152-0000 through 735-152-0090

Contact Information

Compliance and Investigations

If you have questions about the information in this chapter, or about your obligations as a certified Oregon dismantler, reach out to:

Dismantler Compliance Specialist: Andy Kapileo
Phone: 503-510-3843
Email: Andy.p.KAPILEO@odot.oregon.gov

Compliance and Investigations Team Lead: Kelly Garcia
Phone: 541-774-6391
Email: Kelly.GARCIA@odot.oregon.gov

Dismantler Community

Industry information is also available from other websites including:

Northwest Auto Trades Association: www.aboutnata.net

The Automotive Recyclers Association: www.a-r-a.org