

State of Georgia  
Department of Revenue  
Motor Vehicle Division

**Notice to Vehicle Owner – Payment of a ‘Total Loss’ Claim**

The vehicle described below is now classified as a **salvage** vehicle. Since you are retaining the salvage vehicle, you must comply with the following: Please place your initials to the left of each requirement listed and sign in the designated space below.

Owner’s Initials	Requirements
_____	You <b>must</b> immediately remove the license plate from the vehicle; The vehicle: <ul style="list-style-type: none"> <li>▪ <b>Must</b> be rebuilt or restored;</li> <li>▪ <b>Must</b> pass a State Motor Vehicle Division Inspection; <b>and</b>.</li> <li>▪ <b>Must</b> have a new Georgia license plate issued and affixed to it <b>before</b> it can be driven.</li> </ul>
_____	You <b>must</b> provide your insurance company with the following <b>before</b> receiving payment in settlement of a ‘total loss’ claim; <ul style="list-style-type: none"> <li>▪ The vehicle’s original valid title, when available*</li> <li>▪ The vehicle’s license plate and registration certificate for submission by your insurance company to the State Motor Vehicle Division with an application for a <b>Salvage</b> title in your name. You <b>cannot</b> sell this vehicle until you have obtained a <b>salvage</b> title in your name.</li> <li>▪ A properly completed and signed <a href="#">Application for a Salvage Title, Form MV-1S</a>. Except for your signature and your initials, this application must be typed, electronically completed and printed, or printed legibly by hand in blue or black ink in your full legal name and signed. If jointly owned, each owner’s full legal name, driver’s license number and signature is required. For reference purposes only, the name of the state or country that issued the driver’s license should be recorded in the space provided.</li> </ul>

\*Please refer to the instructions on the reverse side of this form for information pertaining to vehicles ten (10) model years old and older.

After you obtain a **Salvage** title and decide to rebuild or restore this vehicle or have someone rebuild or restore it for you, you **must** also comply with the following: **Note:** Anyone purchasing a **salvage** vehicle with the intent on rebuilding or restoring it, must be licensed with this state’s State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers.

Owner’s Initials	Requirements
_____	You <b>must</b> obtain photographs of the vehicle in its wrecked or damaged condition. These photographs must accompany your application for a <b>Rebuilt title</b> .
_____	You <b>must</b> retain and submit parts bills of sale for all parts used to restore the vehicle showing the re-builder or you, the vehicle owner, as the purchaser
_____	You <b>must</b> apply for a <b>Rebuilt title</b> and an inspection by the State Motor Vehicle Division’s Inspection Section once the vehicle has been restored or rebuilt but <b>before</b> the vehicle is painted. You must submit a check or money order for the total fees due payable to the Department of Revenue. The title fee is \$18 and the inspection fee is \$100. For detailed instructions for applying for a <b>Rebuilt title</b> and an inspection, please refer to the reverse side of this form. An inspection fee (\$100) is required <u>each</u> time this vehicle is inspected.

**Vehicle Information**

Year Model & Make of Vehicle:	Vehicle Identification Number:	Title Number & State of Issue:
Tag Number & State of Issue:	Estimated Cost of Repairs:	Date of Settlement:

**Owner’s Certification – Please Read Before Signing**

This is to certify that the insurance agent named below has advised me of my responsibilities regarding the **salvage** vehicle described above. I understand that this vehicle **cannot** be driven until it has been restored or rebuilt, passed a State Motor Vehicle Division Inspection, **and** has a new Georgia license plate issued and affixed to it. I also understand that the vehicle’s title when issued will be branded as follows: If the vehicle’s restoration to a safe operable condition required the replacement of one (1) or more major component parts, the new title when issued will be branded **‘Rebuilt’**.

Owners’ Printed Names:	Owners’ Signatures:	Date:
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Owners’ Street Address including city, state & zip:

**Insurance Company’s Certification**

This is to certify that to the best of my ability, the requirements outlined above have been explained to the vehicle owners:

Insurance Company’s & their Authorized Agent’s Printed Name:	Insurance Agent’s Signature:
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Insurance Company’s Street Address including city, state & zip:

**cc:** Owner, Insurance Company & **ATTN: Salvage Section**, DOR/Motor Vehicle Division, Post Office Box 740384, Atlanta, GA 30374-0384  
**Important:** Please make sure this form reflects the correct vehicle data, i.e. VIN, year model and make, and all applicable spaces have been completed. The vehicle owner must initial, date and sign this completed form in the spaces provided.

**ANY CORRECTION OR ALTERATION WILL VOID THIS FORM.**

**Notice:** Georgia law requires the license plate to be removed from this vehicle immediately and submitted to this Department's Motor Vehicle Division once the vehicle is classified as a **salvage** vehicle\*.

### Instructions for Applying for a Salvage Title - Owner Retains Vehicle in Settlement of a Total Loss Claim

The **insurance company** should submit the following to: **ATTN: Salvage Section**, DOR/Motor Vehicle Division, P.O. Box 740384, ATLANTA, GA 30374-0384, to apply for a **salvage** title in the vehicle owners' names:

1. A properly completed [Application for a Salvage Title, Form MV-1S](#). This application must be typed, electronically completed and printed or printed legibly by-hand in blue or black ink in the vehicle owners' full legal names and signed. If jointly owned, each owner's full legal name, driver's license number and signature is required. An individual's full legal name is their complete name as it is recorded on their valid driver's license. All applicable spaces on this form must be completed without alterations. Check the appropriate block on this form indicating the type of application, original or replacement. Most tag and title forms can be electronically completed and printed for signing and submission from the Department's web site, [www.dor.ga.gov](http://www.dor.ga.gov).
2. The original valid Georgia title, when available, manufacturer's certificate of origin, or out-of-state title, issued in the applicants' names or properly assigned to the applicants.
3. A properly completed [Lien or Security Interest Release, Form T-4](#), for each **satisfied** lien or security interest when **not** released in the space provided on the title. Visit the Department's web site, [www.dor.ga.gov](http://www.dor.ga.gov) to see when a lien or security interest release is not required.
4. A properly completed Notice to Owner – Payment of a Total Loss Claim, Form T-56, signed and initialed by the vehicle owners and signed by the insurance company's authorized agent.
5. A check or money order made payable to the Department of Revenue for the total fees due, \$18.00 title fee plus any title penalties that may be due. When applying for a replacement **salvage** title because the original Georgia title is lost or unavailable, check the 'replacement title' block on the title application and pay only an \$8.00 replacement title fee.
6. The vehicle's license plate\*, license plate registration certificate (a/k/a tag receipt) and a completed [Report of and/or Surrender of Georgia License Plate, Form T-158](#); **or** submit a completed Form T-158 signed by an authorized Motor Vehicle Division's agent certifying that the license plate has been submitted to a County Tag Office or to the Department's Motor Vehicle Division; **or** Form T-158 with proof of certified/registered mailing, i.e. green returned receipt card signed by a State Motor Vehicle Division's authorized agent.

\*This procedure does **not** apply to out-of-state or special license plates, i.e. prestige, National Guard, handicapped, etc. The vehicle owner **must** remove the license plate from the vehicle. A Georgia special license plate may be transferred to another vehicle the vehicle owner purchases or acquires or to this vehicle, **after** it has been rebuilt or restored **and** has passed a State Motor Vehicle Division inspection.

For vehicles ten (10) model years old or older, the insurance company must submit the vehicle's license plate, the owner's certificate of registration (a/k/a tag receipt), a completed Notice To Owner-Payment of A 'Total Loss' Claim, Form T-56, and a completed [Report of and/or Surrender of Georgia License Plate, Form T-158](#), to the State Motor Vehicle Division. The vehicle owners must apply and obtain a **salvage** title in their names within thirty (30) days of the insurance settlement. Most motor vehicle tag and title forms can be electronically completed and printed from this department's web site, [www.dor.ga.gov](http://www.dor.ga.gov), for printing, signing and submission by mail or in-person.

After you obtain a **salvage** title in your name and you decide to sell or dispose of this vehicle in its damaged/salvaged condition, you should assign the **salvage** title to the purchaser. **Important:** Anyone purchasing a **salvage** vehicle with the intent of rebuilding/restoring it **must** be licensed with the Georgia State Board of Registration of Used Motor Vehicle Dealers and Used Motor Vehicle Parts Dealers.

### Procedures for Applying for a Rebuilt Title & a State Motor Vehicle Division (MVD) Inspection

**Important:** After the vehicle has been rebuilt or restored **but before** it is painted, you must apply for a **Rebuilt** title and an inspection by this Department's Inspection Section of the Motor Vehicle Division (MVD):

After you obtain a **salvage** title and rebuild or restore the vehicle or have someone rebuild or restore the vehicle for you, you must apply for a **Rebuilt** title and a Motor Vehicle Division inspection. To apply for a **Rebuilt** title and an inspection, the following documents and fees should be submitted together to one of the privately owned and state-approved inspection stations or to this Department's Salvage Section at the following address: **ATTN: Salvage Section**, DOR/Motor Vehicle Division, P. O. Box 740384, ATLANTA, GA 30374-0384: Visit our web site, [www.dor.ga.gov](http://www.dor.ga.gov), for the address and telephone numbers of the state-approved inspections stations.

1. One (1) or more photographs of the motor vehicle in its salvage condition must be submitted.
2. A completed [Title/Tag Application, Form MV-1](#). This application should be typed, electronically completed and printed or printed legibly by-hand in blue or black ink in the vehicle owners' full legal names and signed by the vehicle owners. An individual's full legal name is his/her complete name as it appears on his/her valid driver's license. If jointly owned, each owner's full legal name, valid driver's license number and signature is required. For reference purposes only, the name of the state or country issuing the driver's license should be shown in the spaces provided. For individual owners, please enter each owner's valid driver's license number in the spaces provided. Please do **not** use an Application for an Original or Replacement 'Salvage' Title, Form MV-1S, to apply for a **Rebuilt** title.
3. The original **salvage** title issued in the vehicle owners' names.
4. A completed [Request for Inspection of a Rebuilt Motor Vehicle, Form T-22R](#).
5. A completed [Labor and Parts Certification, Form T-129](#), signed with the signature notarized. The notary public must sign, affix his/her notary seal or stamp and record the date his/her notary commission expires in the spaces provided for this information on this form.
6. Bills of sale showing the vehicle owners or the re-builder as the purchaser listing each part used in repairing or restoring the vehicle. These bills of sale must indicate whether the part was purchased 'new' or 'used'. The stock number or part number must be shown along with the part name, when the part is purchased 'new'. When the part is purchased 'used', the serial number of the vehicle the part was taken from must be shown. Each part's bill of sale must be signed with the seller's full signature, not their initials. The title for the vehicle the parts were taken from must be on file with this Department or submitted at the time of application. If the title for the part's vehicle was submitted to another state, you must obtain and submit a signed letterhead statement certifying that the title is on file with their office.
7. A certified check or money order should be submitted in the amount of \$118.00 made payable to the Department of Revenue for the \$18.00 title fee and the \$100.00 inspection fee. When applying at a state-approved inspection station, your check or money order should be made payable to the Department of Revenue. The inspection stations charge a fee for the use of their facilities. Please **do not** include the inspection station's fee in your check or money order for the fees due the state, \$18.00 title fee and \$100.00 inspection fee. Contact the applicable inspection station for their fee, the days and hours they are open for inspections, acceptable method of payment, i.e. certified check, money order, cash, etc.

**Important:** This vehicle **must** pass an inspection by this Department's Inspection Section of the Motor Vehicle Division before a title or a license plate will be issued. An inspection fee (\$100) is required each time the vehicle is inspection.

When applying for a **Rebuilt** title, the Motor Vehicle Division's Inspection Section will be notified once the required fees and documents, properly completed, are received. An inspector will call your contact person at the telephone numbers listed on your [Request for Inspection of a Rebuilt Motor Vehicle, Form T-22R](#), to schedule an appointment for the inspection of the vehicle during business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding state holidays. If the vehicle passes their inspection and the vehicle is eligible for a Georgia title, the inspector will authorize the issuance of a Georgia title. If the vehicle's restoration to a safe operative condition required the replacement of one (1) or more major component parts, the title when issued will reflect the Brand '**Rebuilt**'.