

## RECONSTRUCTED VEHICLE INSPECTION SCHEDULE

### Beckley DMV

107 Pinecrest Drive  
10:00 am-1:00 pm  
2nd & 4th Fri. of the Month

### Charleston DMV

5707 MacCorkle Avenue, SE  
9:30 am-1:00 pm  
2nd & 4th Mon. of the Month

### Clarksburg DMV

153 West Main Street  
9:30 am-3:00 pm 2nd & 4th Thurs.  
9:30 am-2:30 pm 2nd & 4th Fri.  
of the Month

### Elkins DMV

1029 North Randolph Avenue  
9:30 am-12:00 pm  
2nd & 4th Tues. of the Month

### Huntington DOH

US Route 60  
(1/4 mile East of Barboursville)  
9:30 am-3:00 pm 2nd & 4th  
Wed. and Thurs. of the Month

### Lewisburg DMV

148 Maplewood Avenue  
10:00 am-12:00 pm  
2nd & 4th Wed. of the Month

### Martinsburg DMV

38 Severna Parkway  
10:30 am-2:30 pm  
2nd & 4th Tues. of the Month

### Morgantown DMV

1525 Decker's Creek Blvd.  
10:30 am-2:30 pm  
2nd & 4th Mon. of the Month

### Moundsville DMV

400 Teletech Drive, Suite 100  
10:30 am-2:00 pm  
2nd Tues. of the Month

### Parkersburg DMV

601 Lubeck Avenue  
10:00 am-2:00 pm  
2nd & 4th Thurs. of the Month

### Princeton DMV

198 Davis Street  
10:00 am-1:00 pm  
2nd & 4th Thurs. of the Month

### Summersville DMV

2 Armory Way  
12:00 pm -2:00 pm  
1st & 3rd Tues. of the Month

### Weirton DMV

100 Municipal Plaza, Suite 100  
10:30 am-2:00 pm  
4th Tues. of the Month

### Williamson DMV

225 East 3rd Avenue  
10:00 am-12:00 pm  
2nd & 4th Wed. of the Month



### - THESE INSPECTION TIMES ARE SUBJECT TO CHANGE -

Inspection schedule times and dates are subject to change around holidays. If an inspection day falls on or near a holiday, call Dealer Services to ensure that inspections will be taking place as scheduled.

## WHAT YOU NEED TO KNOW BEFORE YOU BEGIN...

- 1.) A vehicle **cannot** be reconstructed if it has been defined or branded as **junk** or **non-repairable**.
- 2.) If you want to title an out-of-state salvage vehicle in West Virginia, you must first exchange the out-of-state vehicle title by completing a Salvage Certificate Application (DMV-SV-1).
- 3.) A vehicle with a salvage title cannot be registered on any public highway until it has been inspected and retitled as a reconstructed vehicle.
- 4.) A vehicle branded with a salvage title cannot be operated on a public highway unless a one-trip-permit is issued by the WV State Police for the purpose of driving it to the inspection. **Note:** A licensed WV Dealer may use their 'Demonstration' tag to transport a vehicle.
- 5.) Airbags on salvage vehicles must be intact or replaced to manufacturers specifications to be eligible for a reconstructed Certificate of Title.
- 6.) Make copies of all salvage and reconstructed vehicle records, receipts, and photos and retain them for at least three years.
- 7.) For any questions concerning the completion of a salvage title or any other related documents, please contact the Salvage Unit at (304) 926-3971.

### QUESTIONS?

#### Contact:

Dealer Services  
PO Box 17100  
Charleston, WV 25317

1 (800)642-9066  
1 (304)926-0705  
dmv.wv.gov



## THE TITLING PROCESS FOR Salvage Vehicles & Reconstructed Vehicles



## APPLYING FOR A SALVAGE CERTIFICATE OF TITLE

If you already have a WV salvage Certificate of Title you may proceed to the next section: *Applying for a Reconstructed Certificate of Title.*

You must apply for a WV salvage *Certificate of Title*, before you begin the process of reconstructing a salvage vehicle.

- 1 To apply for a WV salvage Certificate of Title, you will need to gather the items below:**
  - A.) The vehicle's title/Certificate of Title with all required information completed, assigned to, or in the name of, the person(s) submitting the title*
  - B.) A properly completed Salvage Certificate Application (DMV-SV-1)*
  - C.) The Odometer disclosure information recorded on the back of the Certificate of Title or an Odometer Certification (DMV-TM-1) for nonconforming titles (Vehicles over ten years old are exempt from this requirement)*
  - D.) A \$22.50 fee to process the application*
- 2 Make copies of all salvage titles and related applications as outlined above, then submit them to DMV.**

*Do not* submit a *Bill of Sale* with a salvage title application. The owner(s) of a vehicle with a WV salvage *Certificate of Title* are responsible for making sure the proper section (*Assignment or Reassignment by Dealer Only*) is properly completed and signed by the seller.
- 3 If your request is approved by DMV you will receive a WV salvage Certificate of Title and can proceed with reconstructing the vehicle.**

## APPLYING FOR A RECONSTRUCTED CERTIFICATE OF TITLE

Once you've obtained a WV salvage *Certificate of Title*, you may begin the vehicle reconstruction process.

- 1 Take "before" photographs of the vehicle from the front, rear, and both sides. Retain the photos with all other reconstruction records for at least three years.**
- 2 As you are reconstructing the vehicle, keep all related receipts for parts, equipment, materials, and labor expenses. These must be made available to the DMV reconstructed vehicle inspector in step four.**

*If major component parts from another vehicle are used, the VIN of that vehicle must be provided. Major components include: front clip assembly related parts; fenders; grill; hood; bumper; engine; transmission; rear clip assembly related parts; quarter panels; floor panels; and two or more doors.*
- 3 After reconstructing the vehicle, it must pass the state safety inspection.**

*You may haul the vehicle to any official inspection station licensed by the WV State Police, or obtain a one-trip-permit from the WV State Police if you wish to drive the vehicle to the state safety inspection. If passed, the inspector will issue the inspection decal (good for 12 months) and complete and certify the Certificate of Inspection (DMV-202-TR).*
- 4 Next, the vehicle must be examined by a WV DMV reconstructed vehicle inspector.**
  - A.) You may wish to call ahead to ensure the reconstructed vehicle inspection station you plan to visit is open. The inspection schedule on the reverse side of this brochure will give you locations, as well as dates and times that inspections typically take place.*



- B.) Vehicles with salvage titles may only be driven to an inspection station if a one-trip-permit has been obtained from the WV State Police. Otherwise, the reconstructed vehicle must be towed or hauled to the reconstructed vehicle inspection.*
- C.) Present the inspector with all "before" photographs taken of the vehicle and the WV salvage Certificate of Title.*

- 5 Once a rebuilt vehicle and all pertinent records have been approved by the WV DMV reconstructed vehicle inspector, the owner(s) must apply for a reconstructed Certificate of Title.**

To obtain a reconstructed *Certificate of Title*, you must submit the following to DMV:

  - A.) A properly assigned WV salvage Certificate of Title with the odometer disclosure completed*
  - B.) The original Reconstructed Vehicle Examination (DMV-SV-3), completed by the owner(s) and signed by the DMV reconstructed vehicle inspector*
  - C.) The Certificate of Inspection (DMV-202-TR) by the inspector*
  - D.) A \$35.00 inspection fee, plus any other applicable fees*