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
How to Dismantle a Vehicle in MyMVD

- 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)
  - 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.

- 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
  o 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.
How to Dismantle a Vehicle in MyMVD

- **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.
How to Dismantle a Vehicle in MyMVD

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.