

# Vehicle Wreckers Manual



April 2007

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*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.*

## IMPORTANT

Throughout this manual, “Hotlinks” to other web locations are in **RED**

To access the desired information “Click” in the **RED** area of the text.

EXAMPLE: **WAC 308-63-010**

## **Section 1**

# **References**

## **REFERENCE LIST**

Coordinator of Law Enforcement Inspections for the Washington State Patrol:

Washington State Patrol  
Equipment/Standards Review Section  
PO Box 42605  
Olympia, WA 98504-2635  
(360) 421-8932

Automotive Recyclers of Washington  
2911 East Lake Sammamish Parkway SE  
Sammamish, WA 98075  
(425) 557-2481

Lois Sadler, Executive Director  
lois@associationbiz.com

Automotive Recyclers Association  
3975 Fair Ridge Drive  
Suite 20 North  
Fairfax, VA 22033

Toll Free (888) 385-1005  
Tel (703) 385-1001

## **Dealer Services Offices**

Headquarters is located in Olympia with regional offices located throughout the state. Contact the nearest field office for assistance.

### **Western Region: Olympia / Headquarters**

2424 Bristol Court S.W.  
Olympia, WA 98502  
Phone (360)664-6475  
FAX (360) 586-0479

#### **Counties / Cities:**

Clallum, Jefferson, King (cities of Auburn, (Zip Codes 98002 and 98092), Black Diamond, Burien, Enumclaw, Kent, Maple Valley, Ravensdale, Renton, SeaTac and Vashon Island)), Kitsap, Lewis, Mason, Pierce and Thurston

### **Vancouver**

1301 N. E. 136th Avenue  
Vancouver, WA 98684  
Phone (360) 260-3769  
FAX (360) 260-6310

#### **Counties:**

Clark, Cowlitz, Grays Harbor, Pacific, Skamania and Wahkiakum

### **West Seattle**

8830 25th Avenue S.W.  
Seattle, WA 98106  
Phone (206) 764-4279  
FAX (206) 764-4146

#### **Counties:**

King

## **Greenwood**

320 North 85th  
Seattle, WA 98103  
Phone (206) 706-4260  
FAX (206) 764-4146

### **Counties**

King

## **North-Eastern Region: Spokane**

6517 North Lidgerwood  
Spokane, WA 99208  
Phone (509) 482-3886  
FAX (509) 482-3880

### **Counties / Cities:**

Asotin, Pend Oreille, Spokane, Stevens and Whitman  
Cities of Davenport, Harrington, Reardon, Ritzville and Sprague

## **Union Gap**

2727 Rudkin Road  
Union Gap, WA 98903  
Phone (509) 575-2777  
FAX (509) 454-7283

### **Counties / Cities**

Grant, Kittitas, Klickitat and Yakima  
Cities of George, Mattawa, Royal and Schwana

## **Coulee Dam**

300 Lincoln, Suite 2  
Coulee Dam, WA 99116  
Phone (509) 633-7031  
FAX (509) 633-0842

### **Counties / Cities**

Chelan, Douglas, Ferry, Grant (except cities of George, Mattawa, Royal and Schwana),  
Lincoln (except cities of Davenport, Harrington, Reardon and Sprague) and Okanogan

**Kennewick**

3311 West Clearwater, Ste. B142  
Kennewick, WA 99336  
Phone (509) 734-7138  
FAX (509) 734-7137

**Counties**

Adams (except city of Ritzville), Benton, Columbia, Franklin, Garfield, Grant (except cities of Ephrata, Quincy, Moses Lake and Soap Lake) and Walla Walla

**Mount Vernon**

1920 South 3rd Street  
Mount Vernon, WA 98273  
Phone (360) 416-7021  
FAX (360) 428-1339

**Counties / Cities**

Island, San Juan, Skagit and Whatcom  
Cities of Stanwood and Darrington

**Everett**

5313 Evergreen Way  
Everett, WA 98203  
Phone (425) 290-3255  
FAX (360) 570-4964

**County**

Snohomish (except cities of Stanwood and Darrington)

## **Section 2**

# **Glossary of Terms**

**Acquired** - Reference **WAC 308-63-010** (4)

Physical custody of a vehicle, with proof of ownership, per **WAC 308-63-080**.

**Acquisition of Vehicles and Vehicle Parts** - Reference **WAC 308-63-080**

Proof of ownership is required when obtaining vehicles and vehicle parts. The seller can provide the following as proof of ownership:

- (1) Certificate of Title, including salvage certificates, from states issuing a title.
- (2) Affidavit of Lost or Stolen Title, executed by the owner of record.
- (3) Insurance Company Bill of Sale, signed by the insurance company. The title of the person signing for the insurance company must be shown on the Bill of Sale, per **WAC 308-56A-460** (5).
- (4) Affidavit of Sale, is given to the purchaser of a vehicle. The affidavit states that the sale was conducted properly, per **46.55 RCW**.
- (5) Affidavit of Junk Vehicle, per **RCW 46.55.230**.
- (6) A Court Order.
- (7) Bill of Sale, as explained in **WAC 308-63-020**, for the following:
  - Vehicles from non-title jurisdictions
  - Vehicles with titles surrendered to a state after being declared a total loss
  - Vehicles to which titles are not issued
- (8) Bill of Sale for parts, as explained in **WAC 308-63-020**(2).

**Additional Place of Business** - Reference **WAC 308-63-070** (2)

Each additional place of business must comply with all state rules and regulations. In order to use the same license, any additional place of business must be within the same law enforcement jurisdiction, (county), and be registered with the department. Each wrecking or storage yard must comply with local zoning regulations. Duplicate wreckers' licenses will be issued for posting at each place of business.

**Application** - Reference **RCW 46.80.030** and **WAC 308-63-040**

- (1) Application for a motor vehicle wrecker's license or renewal must be made on a special form furnished by the department. On the application form it is important to identify the person, firm, partnership, association, or corporation under which business is to be conducted.

- (2) In addition, all people who have an interest in the business must be identified with their name and address. If the owner is a corporation, list the names and addresses of the officers.
- (3) An on-site inspection of the established place of business is required by the appropriate governmental authority before the license can be approved. Certifications can be made by the Chief of Police of any city or town having a population of over 5000 persons. In all other cases, certifications are made by a member of the Washington State Patrol or an authorized representative of the Department of Licensing. This also includes confirmation that the vehicle(s) is/are properly identified in accordance with **WAC 308-63-070** (5).

Each application should specify the number of vehicles owned, leased, rented, or otherwise operated for towing or transportation of vehicles or hulks. Vehicles should be identified by make, model, year, or other adequate description and identification number.

#### **Bill of Sale for Acquiring Vehicles - Reference **WAC 308-63-020** (1)**

The following information must be included in the bill of sale:

- (1) Name and address of the seller and the purchaser.
- (2) A description of the vehicle or part being sold. Include the make, model, and identification or serial number.
- (3) The date of sale and the purchase price of the vehicle.

Bills of Sale are acceptable, in lieu of title, in the following cases:

- (1) The vehicles are from non-title jurisdictions.
- (2) An insurance company or private owner has turned in the title to a vehicle previously destroyed.
- (3) The vehicle is the type to which a title is not issued.

#### **Bill of Sale for Parts Sold - Reference **WAC 308-63-100****

All motor vehicle parts sold by a wrecker must include a Bill of Sale. If the part being sold is identified as a major component part under **RCW 46.80.010** (5) and **WAC 308-63-070** (7), then the Bill of Sale must also identify the part fully, giving the make, model, year, and vehicle identification number or yard number of the vehicle from which the part was taken. In addition, an invoice or a Bill of Sale listing each vehicle or hulk by yard number is required when a wrecker sells vehicles or hulks to a scrap processor or to a hulk hauler. Keep copies of all invoices for inspection purposes.

**Bill of Sale for Vehicle Parts Acquired** - Reference **WAC 308-63-020** (2)

A bill of sale from the seller is needed for the vehicle part(s) obtained. Each bill of sale must describe the specific part and give the seller's full name and address, provide verification of the seller's identity, and the date of sale. If the part is a major component part, as defined in **RCW 46.80.010** (3) and **WAC 308-63-070** (7), the identification number of the vehicle it came from must be on the bill of sale. A copy of each bill of sale should be kept for three years.

**Bond** - Reference **RCW 46.80.070** and **RCW 46.80.100**

The state requires that a surety bond of \$1,000 be held by the state of Washington and executed by an authorized surety company. The proper form is included in the wrecker application provided by the Department of Licensing. Any person who has suffered a loss or damage by reason of fraud, carelessness, neglect, violation of the terms of this chapter, or misrepresentation on the part of the wrecking company or its representative(s), can initiate legal action against the wrecker in order to receive payment for the damage. However, the liability of the surety cannot exceed the amount of the bond.

If the bonding company cancels the wrecker's bond, the department will notify him/her of that fact by first class mail. The wrecker must reinstate the bond due for cancellation or obtain a new bond prior to the bond being canceled.

**Change of Address** - Reference **WAC 308-63-070** (2) and (3)

When there is a business move or an addition of a new location, the Department of Licensing must be notified immediately.

**Custody** - Reference **WAC 308-63-010** (5)

- (1) The possession of a vehicle in which there is equitable ownership but the ownership documents required in **WAC 308-63-080** have not been received.
- (2) A vehicle placed for safekeeping by a law enforcement officer or others.

**Department** - Reference **WAC 308-63-010** (1)

The Department of Licensing of the state of Washington.

**Destroy** - Reference **WAC 308-63-010** (3)

- (1) The dismantling, disassembling, or wrecking of a vehicle with the intent of never again operating the vehicle.
- (2) The sustaining of damage to a vehicle to the extent that the cost of repairing

it exceeds its fair market value immediately prior to the accident.

- (3) The cost of repairing the vehicle, plus its salvage value, exceeds or approximately equals the market value of the vehicle before it was wrecked.

**Director** - Reference **WAC 308-63-010** (2)

The Director of the Department of Licensing.

**Display of License Certificate** - Reference **WAC 308-63-070** (4)

The Certificate of License shall be in plain view, displayed openly and clearly, at each business address. During periodic inspections by law enforcement officers and authorized department representatives, the license certificate must be easily available for review.

**Expiration of Motor Vehicle Wrecker's License** - Reference **RCW 46.80.050** and **WAC 308-63-050**

The license for a vehicle wrecker expires twelve consecutive months from the date of issuance. License plates for vehicle wreckers will expire on the same day as the license.

**Fees** - Reference **RCW 46.80.040** and **RCW 46.80.050** and **RCW 46.80.060**

There is a \$25 initial application fee and a \$10 renewal fee. Failure to renew the license prior to its expiration will require the payment of the original license fee of \$25, instead of the \$10 renewal fee. The fee for special vehicle wrecker plates is \$6 for the original plates and \$3 for each additional set of plates bearing the same license number.

**Identification of Licensee's Vehicles** - Reference **WAC 308-63-070** (5)

All vehicles used by the auto wrecker for lifting or transporting vehicles or hulks on state highways must be so identified. Each side of the vehicle must have the following information: The licensee's name, the city where the business is located, and the current business telephone number. Each letter and numeral should be painted or permanently affixed on both sides of the vehicle. Each letter and numeral must be at least a half-inch stroke in width and at least three inches high.

**Identification of Vehicles in Yard** - Reference **RCW 46.80.080** (2)(h) and **WAC 308-63-090** (3)

A clearly visible and legible yard number must mark all vehicles in the wrecking yard. This number must match the number assigned to it in the records. If the marked vehicle part is sold, the number must be placed on another location on the vehicle.

**Inspection of Premises and Records** - Reference **RCW 46.80.150**

Periodic inspection of motor vehicle wreckers' records and licensed premises, takes place during the wrecker's normal business hours. In cities with a population over 5,000, the responsibility for inspection is the Chief of Police. In all other cases, the Washington State Patrol has jurisdiction. In addition, an authorized representative of the Department of Licensing may make inspections at any time. After the inspections are completed, the inspecting agent will furnish a Certificate of Inspection to the department.

**Major Component Parts** - Reference **RCW 46.80.010** (5) and **WAC 308-63-070** (7)

- (1) Engines and short blocks
- (2) Frame
- (3) Transmission and/or transfer case
- (4) Cab
- (5) Door
- (6) Front or rear differential
- (7) Front or rear clip
- (8) Quarter panel
- (9) Truck bed or box
- (10) Bucket Seat
- (11) Hood
- (12) Bumper
- (13) Fender
- (14) Airbag

**Obscure** - Reference **WAC 308-63-010** (6)

To screen the wrecker activity from public view.

**Place of Business Requirements** - Reference **RCW 46.80.130** and **WAC 308-63-030**  
and **WAC 308-63-070**

- (1) All activities of a motor vehicle wrecker must take place entirely within the established place of business. To obscure public view of the premises, a site-obscuring wall or fence at least eight feet high must be established. It should be painted or stained in natural colors to blend with the surroundings; any fence should be made of chain link with slats or other construction that will obscure the nature of the business.
- (2) A living hedge may be substituted for the wall or fence. It must be high enough and thick enough to conform to the law and screen public view of the premises.
- (3) The enclosures and barriers established must be kept in good repair. If any portion of a living hedge is dying, it must be replaced.

- (4) Enforcement personnel will consider the lay of the land (topography) when inspecting the premises for proper enclosure.
- (5) On the premises there must be a building where the owner works at regular intervals and where the books and records are kept available for inspection during normal business hours.
- (6) All wreckers must conform to local zoning regulations.

**Records To Be Kept** - Reference **RCW 46.80.080** and **WAC 308-63-090**

Books and records shall contain the following:

- (1) A record of each vehicle and each vehicle part, identifying the make, model, and year. For major component parts, identify the vehicle identification numbers and “yard number” assigned.
- (2) The date the vehicle or vehicle part was purchased and from whom.
- (3) The certificate of title number, if registered in a title state, or the registration number, if from a non-title state. You may also use the description of the document used in lieu of title, such as affidavits of sale or Bills of Sale for vehicles or vehicle parts.
- (4) For each vehicle or vehicle part, a record of the last state in which it was registered and the license number.
- (5) A record must be kept of the disposition of the major component parts — specifically, the name of the person purchasing the parts. If vehicles are sold to a scrap processor, then there must be an invoice or a Bill of Sale listing each vehicle by its yard number. A copy of the Bill of Sale or invoice must be kept by the wrecker for inspection for three years.
- (6) All record information must be recorded within two business days of the transaction. These records will be subject to inspection by representatives of the department and law enforcement officials during regular business hours.

**Removal and Destruction of License Plates** - Reference **WAC 308-63-070** (6)

All license plates must be removed from vehicles on which ownership documents have been received. This must be done within twenty-four hours after the vehicle is entered into the wrecking yard, except for those plates on vehicles in the segregated storage area. Those plates can be left on until the vehicle is entered into the wrecking yard. The plates for vehicles in the wrecking yard must be destroyed prior to submitting the monthly report.

### **Reports to the Department** - Reference **RCW 46.80.090** and **WAC 308-63-090** (2)

By the tenth of each month, on a report form provided by the department, each wrecker will identify all vehicles acquired during the previous month. Vehicles being held in the segregated storage area awaiting ownership documents, per **WAC 308-63-070** (8) are not reported. If no vehicles are received, this should be stated on the monthly report by writing "None." Properly endorsed certificates of title or other adequate evidence of ownership and registration certificates shall accompany each monthly report for vehicles acquired. The report should be made in duplicate, with the original to the department and the duplicate to the Wreckers' file.

### **Rebuilt Salvage Vehicle Branding** – Reference **WAC 308-63-090**

Effective June 13, 2002 vehicle wreckers must indicate (yes or no), in their monthly reports, whether a salvage vehicle six years old through twenty years old met the "market value threshold" immediately before it was damaged. If the vehicle met that threshold (\$6,790 for 2007) its title will be branded as "WA REBUILT" if rebuilt. If there is no threshold value reported the title will be branded. **Note:** The "market value threshold" is based on the federal Consumer Price Index for all Urban Consumers, compiled by the Bureau of Labor Statistics. It will be reviewed and adjusted annually. The index will be posted on the Department of Licensing's Internet website 'www.dol.wa.gov' or call (360) 902-3673 for assistance.

### **Segregated Storage Area** - Reference **WAC 308-63-070** (8)

Vehicles in custody and waiting approved ownership documentation, as provided under **WAC 308-63-080**, must be placed in a segregated storage area within the wrecking yard. Vehicles placed in this area cannot be dismantled nor have any parts removed. A physical barrier must be provided for this purpose. The barrier may be portable, but it must be well constructed. If the wrecker is both a dealer and a wrecker, this area may be used for storage of inoperable dealer cars or equipment (**WAC 308-63-110**); however, there can be no storage of vehicle parts.

### **Selling Used Vehicles** - Reference **WAC 308-63-110**

All vehicles acquired for sale under a Vehicle Dealer's License that are inoperable at the time of acquisition must be kept in the wrecking yard and separated from the operation by a continuous physical barrier. All vehicle dealers must comply with **RCW 46.70.101** (1)(b)(viii), which requires that dealer vehicles meet state and federal standards for construction and safety.

"Inoperable," as used in this section, means a vehicle that does not comply with requirements for use on public streets, with regard to brakes, tires, safety glass, and other safety equipment. A vehicle is not defined as "inoperable" just because it does not have a current registration.

**Special Plates** - Reference **RCW 46.80.060** and **WAC 308-63-060**

All wreckers who tow or transport vehicles or hulks on Washington state highways are required to have regular license plates and special wrecker plates on their vehicles. Wreckers' plates can be obtained for a fee of \$6, which includes \$1 for reflectorization under **RCW 46.16.237** for the first set and \$3, including reflectorization, for each additional set. Plates may be purchased for as many vehicles as reported on the application for licensure. If the wrecker purchases additional vehicles, he must inform the department and at the department's discretion, obtain additional plates for the vehicles.

Each vehicle must display both wrecker plates. If the vehicle being towed does not have valid license plates, the wrecker can split the plates, with one being displayed on the front of the towing vehicle and the other on the rear of the vehicle being towed.



**Suspension or Revocation of License** - Reference **RCW 46.80.110**

A wrecker's license may be denied, suspended, or revoked, or a civil fine of up to \$500 per violation may be assessed for the following reasons:

- (1) Committing any dishonest act or omission in the sale of a motor vehicle, trailer or motor vehicle part which has forced a consumer to suffer a loss or serious inconvenience.
- (2) Failure to obtain a title or other documentation before a vehicle or a major component part is acquired.
- (3) Willfully misrepresenting the physical condition of any motor or integral part of the motor vehicle.
- (4) Selling motor vehicles, trailers, or vehicle parts which are stolen or sold without the consent of the owner.
- (5) Handling a motor vehicle, trailer, or a vehicle part which has a missing or defaced manufacturer's identification number, unless approved by a law enforcement officer.

- (6) Committing forgery or misstating a material fact on any title, registration, or other documentation for a vehicle that has been reassembled from parts obtained from the disassembling of other vehicles.
- (7) Failing to comply with any of the provisions of the wrecker law or with the rules and regulations adopted by the department, relating to the registration and certification of titles of vehicles.
- (8) Obtaining a license through fraudulent or dishonest means.
- (9) A conviction, during the past ten years, of a crime which directly relates to the business of vehicle wrecker or the suffering of any judgment within the last five years in any civil action involving fraud, misrepresentation, or conversion.

“Conviction” means any of the following:

- o A final conviction in either a federal, state, or municipal court.
- o An unvacated forfeiture of bail or collateral deposited to secure a defendant’s appearance in court.
- o Payment of a fine, a plea of guilty, or a finding of guilty, regardless of whether the sentence is deferred or the penalty suspended.

**Variance** - Reference **WAC 308-63-070** (1)(e)

A variance (exception) to the sight-obscuring wall or fencing requirement of a wrecking yard must be granted in writing on a form provided by the department. (See the section on “Forms.”)

## **Section 3**

# **Forms**

Below are the links to the Washington State Wrecker Forms. To access “click” on the desired form number, in **RED** below.

FORM NUMBER	FORM NAME
<b>BLS-700-183</b>	Vehicle Transport / Disposal Addendum
<b>BLS-700-184</b>	Vehicle Transport / Disposal Branch Site Addendum
<b>BLS-700-186</b>	Listing of Vehicles Used to Conduct Business
<b>DLR-430-207</b>	Motor Vehicle Wrecker Bond
<b>DLR-430-215</b>	Application for Change of Name or Address
<b>DLR-430-225</b>	Wrecker Additional Location
<b>TD-420-538</b>	Wrecker Monthly Report

## **Section 4**

# **Washington Laws and Rules**

Below are the links to the Washington State Vehicle Wrecker laws and rules. To access them, just “click” on the desired Law (RCW) or Rule (WAC), in **RED** below.

- [RCW 46.12.005](#) Definitions
- [RCW 46.55](#) Towing and Impoundment
- [RCW 46.55.230](#) Junk Vehicle Disposition
- [RCW 46.80.010](#) Definitions
- [RCW 46.80.030](#) Application for License - Contents
- [RCW 46.80.040](#) Issuance of License - Fee
- [RCW 46.80.050](#) Expiration, Renewal - Fee
- [RCW 46.80.060](#) License Plates - Fee - Display
- [RCW 46.80.070](#) Bond
- [RCW 46.80.080](#) Records - Penalty
- [RCW 46.80.090](#) Reports to Department - Evidence of Ownership
- [RCW 46.80.100](#) Cancellation of Bond
- [RCW 46.80.110](#) License, Penalties, Civil Fines, Criminal Penalties
- [RCW 46.80.130](#) All Storage at Place of Business - Screening Required - Penalty
- [RCW 46.80.150](#) Inspection of Licensed Premises and Records
- [RCW 46.80.160](#) Municipal Compliance
- [RCW 46.80.170](#) Violations - Penalties
- [RCW 46.80.200](#) Wholesale Motor Vehicle Auction Dealers

<b>WAC 308-56A-460</b>	Destroyed or Wrecked Vehicle - Reporting - Rebuilt
<b>WAC 308-63-010</b>	Definitions - General
<b>WAC 308-63-020</b>	Definitions
<b>WAC 308-63-030</b>	Established Place of Business
<b>WAC 308-63-040</b>	Wreckers - Application for License
<b>WAC 308-63-050</b>	Expiration of Motor Vehicle Wreckers License
<b>WAC 308-63-060</b>	Vehicle Wrecker - Special Plates
<b>WAC 308-63-070</b>	Wreckers - General Procedures and Requirements
<b>WAC 308-63-080</b>	Vehicle Wrecker - Procedures for Acquiring Vehicles and Vehicle Parts
<b>WAC 308-63-090</b>	Vehicle Wrecker - Records and Procedures for Monthly Reports
<b>WAC 308-63-100</b>	Vehicle Wrecker - Must Furnish Bill of Sale for Parts
<b>WAC 308-63-110</b>	Vehicle Wrecker - Selling Used Vehicles
<b>WAC 308-63-120</b>	Statement of Change in Business Structure, Ownership Interest or Control
<b>WAC 308-63-130</b>	Termination of Business
<b>WAC 308-63-140</b>	Sale, Transfer or Other Disposition of Non-Corporate Licensee
<b>WAC 308-63-160</b>	Incorporation of Licensee While Licensed