



# Buyer Registration Checklist

## Foreign Licensed Business (Non-Mexican/Non-Canadian)

### FOR REGISTRATION WITH IAA, PLEASE SUBMIT THE FOLLOWING

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- Buyer Registration Form** — *Licensed Business*
- Business License** (must be automotive-related)
- Notarized English Translation of Business License** (if original is in a different language other than Spanish)
- Routed Export Agreement**
- Texas VTR-901 Export Only Form** (enables access to the Texas branches)
- Government Issued Photo ID with Signature**
- \$200 Registration Fee**

### ADDITIONAL STATE LICENSING REQUIREMENTS

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Alabama, Michigan, Utah, Nevada and Wisconsin require that you purchase specific licensing in order to purchase certain titles and/or have access to the salvage pools in their state.

### RESALE CERTIFICATES (FOR SALE TAX EXEMPTION)

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Resale Certificates for sale tax exemption can be completed at a later date. Please note, buyer is responsible for providing payment by due date and submitting needed resale certificate to be sales tax exempt. Resale forms are available on the Useful Documents and Forms tab on IAAI.com — Useful Documents & Forms (<https://www.iaai.com/help/UsefulDocuments>)

Please email or fax completed and signed forms, along with copies of listed required documents, to Customer Support.

**IAA Customer Support** | 701 Harger Road, Suite 201 | Oak Brook, IL 60523

**E-mail:** [cservice@iaai.com](mailto:cservice@iaai.com) | **Phone:** 877-937-4243 | **Fax:** 630-382-5628



# Buyer Registration Form

## Foreign Licensed Business

### BUYER INFORMATION

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This registration will allow you to bid at all facilities where you meet state licensing requirements.

#### GENERAL INFORMATION

Company Name: \_\_\_\_\_

Account Owner's First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business License Address (no P.O. Box)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

#### MAILING ADDRESS (if different than Business License Address)

Street Address or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

#### GOVERNMENT ISSUED PHOTO ID WITH SIGNATURE (photocopy required)

Number: \_\_\_\_\_ State or Country: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Photo ID and proof of residence is required in order for activation to be completed.** For proof of residence, IAA will consider a tax statement/bill, utility bill, or other official document verifying the applicant's name and address. IAA reserves the right to require an additional form of proof of residence, if warranted.

### AUCTION CENTER LOGIN I.D.

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Please provide an email address to receive a password to access the Auction Center and to bid online (either proxy or online).

Email Address: \_\_\_\_\_

### LICENSE

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License Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### GENERAL INFORMATION

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The undersigned registered buyer (**account owner**) has read and agrees to be bound by the policies, terms, conditions and information set forth in the IAA "Auction Rules" and the "Terms of Use" for the IAA website and acknowledges that compliance with same is a condition to remaining a buyer in good standing with Insurance Auto Auctions.

Signature of Account Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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# Routed Export Agreement

I, \_\_\_\_\_, (undersigned) hereby agree to the following conditions concerning the export of vehicles acquired from Insurance Auto Auctions, Inc. ("IAA") auction facilities. Unless expressly agreed to otherwise in writing with respect to a particular vehicle purchase, any and all export transactions involving such purchases shall be "routed export transactions," in which the undersigned is acting as the Foreign Principal Party in Interest ("FPPI"). As the FPPI, the undersigned will authorize a U.S. forwarding agent to facilitate the export of such vehicles from the United States and prepare and file any required Electronic Export Information ("EEI"). IAA shall release the vehicles purchased by the undersigned FPPI through the IAA auction facilities to the FPPI's U.S. Forwarding Agent in the United States.

The undersigned FPPI agrees that neither IAA nor the providers who sell vehicles through the IAA auction facilities will be the exporter under the Export Administration Regulations ("EAR") in such routed export transactions. The FPPI also acknowledges that vehicles purchased through the IAA auction facilities could, potentially, be subject to export licensing requirements. By signing this letter, the FPPI agrees to undertake, with respect to vehicles purchased through the IAA auction facilities, the following responsibilities: (1) to determine any applicable export license requirements; (2) to obtain any required export license and/or any other required export authorization; (3) to carry out any customs formalities for the export of the vehicles; and (4) to authorize the U.S. Forwarding Agent, who will be the exporter for EAR purposes, to act on behalf of the FPPI in connection with the exportation of such vehicles and to prepare and file the EEI and any required export license applications.

## ACKNOWLEDGED AND AGREED:

(TYPE FPPI NAME)

By: \_\_\_\_\_  
Print Name of Registered Owner \_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
IAA Buyer No. Country Date

Please have the registered owner of your company sign this letter to indicate the FPPI's acknowledgment of and agreement to the above terms, and return a signed copy of this agreement to the IAA contact below. Future releases of IAA vehicles purchased by the FPPI to the FPPI's U.S. Forwarding Agent are contingent upon receipt of this signed agreement.

Please email or fax completed and signed form to Customer Support.

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# BUYER'S CERTIFICATION OF EXPORT-ONLY SALE

DATE OF SALE \_\_\_\_\_

In accordance with Texas Transportation Code, §501.099, if you are not a resident of the United States, you may only purchase a nonrepairable or salvage motor vehicle from a salvage vehicle dealer or a governmental entity. The seller must obtain a legible copy of your photo identification, issued by the jurisdiction where you reside.

## SELLER INFORMATION (Salvage Vehicle Dealer or Governmental Entity)

Insurance Auto Auctions	
NAME OF SELLER	MAILING ADDRESS
1000 Dalton Lane, Austin TX 78742	
CITY, STATE, ZIP CODE	SALVAGE VEHICLE DEALER NUMBER (if applicable)

## BUYER INFORMATION #1

#3		#2
NAME OF PURCHASER	MAILING ADDRESS	COUNTRY
#4		
FORM OF IDENTIFICATION	IDENTIFICATION NUMBER	COUNTRY OF ISSUANCE

The following must be filled out by the account owner and returned to IAA before the next auction.

1. Name of business
2. Buyer number (if account is already registered)
3. Account owner's Name
4. Form of identification submitted to IAA (i.e.: driver license, passport, visa)
5. Account owner's signature
6. Printed name
7. Date

**I UNDERSTAND THAT ALL VEHICLES MUST BE EXPORTED AND MAY NOT RETURN TO THE UNITED STATES FOR ANY PURPOSE.**

I hereby certify that, in accordance with Texas Transportation Code, §501.099, Sale of Export-only Motor Vehicles, I will:

- remove the above described vehicles from the United States;
- not return these motor vehicles to any state of the United States as a motor vehicle titled or registered under its manufacturer's vehicle identification number; and
- not operate or permit the operation of the above listed vehicles on a public highway.

#5 \_\_\_\_\_ #6 \_\_\_\_\_ #7 \_\_\_\_\_  
SIGNATURE OF PURCHASER PRINTED NAME DATE

**WARNING:** Transportation Code, §501.155, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by imprisonment of not more than ten (10) or less than two (2) years. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.





# Additional State Licensing Requirements

## Licensed Business

### ADDITIONAL STATE LICENSING REQUIREMENTS

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With most IAA locations, you can purchase the majority of vehicles sold through that facility as long as you have a dealer, dismantler, salvage, junk, scrapper, rebuilder or related license. Of course, the laws that say which type of license can purchase which type of title, varies by state and sometimes, locality.

In addition, some states require that you purchase specific licensing from that state in order to purchase certain titles and/or have access to the salvage pools in that state. We understand this can be confusing, so here is a listing of these states (where IAA operates), their requirements and who to contact in that state to obtain the necessary licensing.

#### Alabama

LICENSE: Alabama Buyer Identification Card (BID Card)

HOW TO APPLY: Call Alabama Department of Revenue, Sales, Use, Business & Tax Division — Severance & License Section at 334-353-7827 or click on <http://www.ador.state.al.us/licenses/LIC-756-3.pdf>

WHO'S ELIGIBLE: Buyers and their agents who meet Alabama state requirements and wish to purchase Salvage title at any of our Alabama locations.

FEE: \$10 per card.

AVAILABLE TO NON-US BASED BUYERS: No

#### Michigan

LICENSE: Michigan SVA (Salvage Vehicle Agent) Card

HOW TO APPLY: Call Michigan Department of State at 888-767-6424

APPLIES TO: Buyers and their agents who meet Michigan state requirements and wish to purchase Salvage or Scrap title in our Michigan locations. Buyers must obtain the wall license and the photo ID card to be eligible to purchase these titles at the Michigan salvage pools.

FEE: \$50 for SVA ID Card; \$160 for wall certificate. After July 1, wall certificate is prorated at \$80. \$49.25 for fingerprinting for non-MI businesses; for in-state fingerprinting cost will vary by location.

\*The SVA photograph must be taken at an authorized Michigan licensing location. Fingerprinting must be done at a Michigan police station.

AVAILABLE TO NON-US BASED BUYERS: Yes

#### Nevada

LICENSE: Nevada Business Identification Card (Bid Card)

HOW TO APPLY: Click on <http://www.dmv.nv.gov/pdf/forms/obl252.pdf> or call the Nevada DMV at 775-684-4690

APPLIES TO: Nevada based businesses only that wish to purchase vehicles in

IAA's Nevada's locations. This license does not apply to non-Nevada based businesses.

FEE: Original and duplicate dealer and rebuilder ID cards, \$50; renewal, \$25. All wrecker ID cards, \$50.

AVAILABLE TO NON-US BASED BUYERS: No

#### Utah

LICENSE: Salvage Buyer Identification Card (BID Card)

HOW TO APPLY: Call Utah MVED (Motor Vehicle Enforcement Division) at 801-297-2600 or click on <http://mved.utah.gov/licenses/salvage-buyer>

APPLIES TO: Utah based businesses and their agents who meet Utah state requirements and wish to purchase Certificate of Sale, Dismantling Permit, Junk Permit and Salvage Title at our Utah locations.

FEE: \$203 for licensing year.

AVAILABLE TO NON-US BASED BUYERS: No

#### Wisconsin

LICENSE: Wisconsin MV Business Individual Credential with BID Endorsement.

HOW TO APPLY: Call Wisconsin DMV at 608-266-1425 or click on <http://www.dot.wisconsin.gov/business/dealers/forms/mv2651.pdf>

APPLIES TO: Buyers and their agents who meet Wisconsin state requirements and wish to purchase motor vehicles at any of our Wisconsin locations.

SPECIAL NOTATION:

- BID card is required for purchasing salvage vehicles from all buyers WI and out-of-state/out-of-country
- Endorsement card is required for purchasing of clear title vehicles from out-of-state/out-of-country buyers.

FEE: In-State—\$6, if dealer license expires less than one year; \$12 if dealer license expires over a year; Out-of-State/Out-of-Country—\$6.

AVAILABLE TO NON-US BASED BUYERS: Yes, as long as the buyer meets the Wisconsin state requirements

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