

VEHICLE DISPOSITION

1: All vehicles being turned in at 2221 Forster Street must provide upon return:

- Completed STD- 556 (Used Car Disposition Report)
- Current Registration Card
- Fuel Card
- Insurance Card
- License plate(s)
- Keys

*All turn-ins at 2221 Forster Street can be coordinated by calling the Commonwealth Garage at 717-787-4252 or 717-783-3088

2: All vehicles that need towed from a service vendor's location to the auction site:

- Complete the STD-556 and place a copy in the unit
- Remove the plates, fuel card, registration card, insurance card and send it with a copy of the STD-556 to BVM to:
 - 2221 Forster Street, Harrisburg Pa 17125
- Leave the keys with the vendor

* All tows from vendor locations can be coordinated with the Customer Service Division by calling 1-877-347-9966

* All personal belongings along with E-ZPass (if applicable) must be removed before the unit is towed

3: All vehicles NOT currently at a vendor's location that need towed to auction

- Complete the STD-556 and place a copy in the unit
- Remove the plates, fuel card, registration card, insurance card and send it with a copy of the STD-556 to BVM to:
 - 2221 Forster Street, Harrisburg Pa 17125
- Leave the keys with the location where the vehicle is located, to be given to the towing vendor upon arrival

*All tows from agency locations can be coordinated with Operations at 717-787-4252 or 717-783-3088

4: All units needing to be sold from its current location:

- Completed STD -556 placed in the unit
- Remove the plates, fuel card, registration card, insurance card and send it with two copies of the STD-556 to BVM to:
 - 2221 Forster Street, Harrisburg Pa 17125
- 4 JPEG format pictures must also be emailed to BVM's Administration Division at RA-bvmR&R@pa.gov
- Keys are to be given to towing vendor upon vehicle pick up

*All coordination for selling units from site should be done through the Administration Division (717- 783-3132) or Operations Division (717-783-3088)

Also note that all decals, radios, lights, personal belongings and E-ZPass transponders must be removed prior to the vehicle being sold. Each unit being turned in is required to have at least a ¼ tank of fuel in it.