



**MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
DRIVER AND VEHICLE SERVICES DIVISION  
445 MINNESOTA ST.  
ST. PAUL, MN 55101**

**DECLARATION OF RECONSTRUCTION/SPECIAL ASSEMBLY**

It is against Federal and State laws to tamper with or remove a vehicle identification number (VIN) plate or label. Destruction, removal, alteration, covering or defacement of the original vehicle identification number may be cause for the Department to refuse to title or register your vehicle. Reconstructed and specially assembled vehicles are subject to a motor vehicle inspection.

**Side A - Cars/Trucks/Pickups**

This declaration must accompany the application to title your reconstructed or specially assembled vehicle. Original titles, manufacturer's certificates of origin and/or receipts for all major parts used in the reconstruction must accompany this declaration. Please refer to the Guide for Reconstructed Vehicles for minimum proof of ownership requirements.

**Current License Plate Number:**

**Current Title Number:**

Part	Part Number/VIN of Parts Vehicle	Obtained From
Body Cab		
Frame Chassis		
Doors		
Fender		
Bumper		
Quarter Panel		
Front End Assembly		
Rear Clip		
Engine		
Transmission		
Hood		
Roof		

**Other Changes:** Describe fully any other changes such as cutting down the body or frame, changes of springs, wheels, axles, etc.

The person who made the repairs must sign this form.

**Important:** *Minnesota Statute 168A.30 provides that falsifying information on any required document shall be guilty of a felony.*

This serves as written confirmation to the Department of Public Safety that the vehicle to be titled meets the requirements of M.S. Chapter 169 for vehicles in its class regarding safety and acceptability to operate on public roads and highways.

\_\_\_\_\_  
Repair Shop Name/Phone

\_\_\_\_\_  
Owner's Name

X  
\_\_\_\_\_  
Assembler's/Rebuilder's Signature

**Side B- Motorcycles**

This declaration must accompany the application to title your reconstructed or specially assembled motorcycle. Original titles, manufacturer's certificates of origin and/or receipts for all major parts used in the construction must accompany this declaration. Please refer to the Guide For Reconstructed Vehicles for minimum proof of ownership requirements. If you are doing a reconstruction that would require the removal of a vehicle identification number (VIN), such as cutting the neck piece for a custom rake, you must contact the Inspection Unit at (651) 282-2173 before beginning the reconstruction.

**Current License Plate Number:**

**Current Title Number:**

Part	Part Number/VIN of Parts Vehicle	Obtained From
<b>Frame</b>		
<b>Engine</b> <b>Engine Cases</b> <i>Note: If the engine was not purchased as a complete assembly, receipts for motor parts and cases required.</i>		
<b>Transmission</b> <i>Note: If the transmission was not purchased as a complete assembly, receipts for transmission parts and cases are required.</i>		
<b>Fork Assembly</b>		
<b>Front Wheel Assembly</b>		
<b>Rear Wheel Assembly</b>		

**Other Changes:** Describe fully any other changes such as cutting down the body or frame, changes of springs, wheels, axles, etc.

The person who made the repairs must sign this form.

**Important:** Minnesota Statute 168A.30 provides that falsifying information on any required document shall be guilty of a felony.

This serves as written confirmation to the Department of Public Safety that the vehicle to be titled meets the requirements of M.S. Chapter 169 for vehicles in its class regarding safety and acceptability to operate on public roads and highways.

\_\_\_\_\_  
Repair Shop Name/Phone

\_\_\_\_\_  
Owner's Name

**X**  
\_\_\_\_\_  
Assembler's/Rebuilder's Signature



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## **GUIDE FOR RECONSTRUCTED AND SPECIALLY ASSEMBLED VEHICLES**

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Vehicles that have been reconstructed, or specially assembled, are subject to a motor vehicle inspection. Vehicle identification numbers **must** be left on all parts. If an identification number appears to have been tampered with or has been removed, a title may not be issued.

If you are doing a reconstruction that would require the removal of a vehicle identification number (such as cutting the neck piece on a motorcycle for a custom rake), you must contact the Inspection Unit **before** beginning the reconstruction. They will provide you with additional assistance.

### **Required Application Documents:**

- **Completed Application to Title and/or Register a Motor Vehicle (PS2000)**
- **Completed Declaration of Reconstruction (PS2015).** Please be specific about the alterations or reconstruction done to the vehicle.
- **Proof of ownership** for all major parts used in the reconstruction.  
*Please note: If minimum proof of ownership for each cab, body or frame of a car or truck; or for the frame or major components of a motorcycle cannot be provided, the vehicle is subject to bonding. A statement of facts and an affidavit of protection must accompany the application for title (See back of this form for minimum ownership requirements).*
- If the vehicle was inspected prior to making application, an inspection report marked "passed" and signed by the inspector who conducted the inspection, must also be submitted.

**Additional information or documents may be requested after application is reviewed by central office.**

### **Contacts:**

For additional information regarding title applications, forms, registration and fees, contact Driver and Vehicle Services Division's *Public Information Center (651) 297-2126*

For information regarding vehicle inspections contact:

*Motor Vehicle Inspections Unit at (651) 282-2173  
or via email at [dvs.motor.vehicles@state.mn.us](mailto:dvs.motor.vehicles@state.mn.us)*

## Minimum Proof of Ownership Requirements

Parts	Document Required
<ul style="list-style-type: none"> <li>• Used Truck Cab</li> <li>• Used Car Body</li> <li>• Front Clip, if the clip includes public identification number</li> <li>• Used motorcycle frame</li> </ul>	A Certificate of Title
<ul style="list-style-type: none"> <li>• Used Car/Truck Frame</li> <li>• Used motorcycle engine</li> </ul>	A copy of the title (Acceptable only when accompanied by bills of sales, which identify the vehicle)
<ul style="list-style-type: none"> <li>• Kit Car</li> <li>• New Aftermarket motorcycle frame</li> <li>• New Aftermarket motorcycle motor or motor cases</li> </ul>	Manufacturers Certificate of Origin
<ul style="list-style-type: none"> <li>• Used Car/Truck Frame</li> <li>• Used Car or Truck Body/Cab, if purchased from a Minnesota licensed parts dealer. A copy of the dealers junk report may also be required.</li> </ul>	<p>Original Letterhead Receipts (Receipts must include vehicle identification number of parts vehicle)</p> <p><b>Note:</b> Dealers/Rebuilders cannot submit shop receipts from their inventory when the application for title is in the name of the dealer/assembler or rebuilder. They must provide a source receipt from the party from which the part was obtained.</p>
<ul style="list-style-type: none"> <li>• <b>For Car/Truck</b> Door, Fender, Quarter Panel, Bumper, Engine (call Inspection Unit for collector vehicles), Transmission, Rear Clip, Front Clip (If the clip includes public identification number, a title is required.), other miscellaneous parts.</li> <li>• <b>For Motorcycle</b> Transmission Assembly, Engine Assembly, Front Fork Assembly and Handle Bars, Front Wheel Assembly, Rear Wheel Assembly, Seat, Gas Tank, Fenders and Wiring Harness.</li> </ul>	<p>Original Letterhead Receipts (Vehicle Identification Number not required)</p> <p><b>Note:</b> Dealers/Assemblers/Rebuilders cannot submit shop receipts from their inventory when the application for title is in the name of the dealer, assembler or rebuilder. They must provide a source receipt from the party from which the part was obtained.</p>
<ul style="list-style-type: none"> <li>• Replacement Cab, or Frame, purchased directly from manufacturer. In such situations, the invoice is from the manufacturer to dealer. We would also require a receipt from the dealer to retail customer.</li> </ul>	Original Factory Invoice

**Please Note:** Additional information or documents may be requested after application is reviewed by central office. Under M.S. 168A.07, the department may require that the applicant obtain a surety bond to protect the State against any possible claim of ownership when minimum proof of ownership cannot be provided.

# Schedule of Vehicle Inspections

Revised April 2018

\*\*\*As of August 1, 2017 the Royalton Inspection site has moved to a new location at 3051 36th Ave. SE, St. Cloud, MN 56304\*\*\*

**INSPECTIONS ARE DONE BY APPOINTMENT**

Inspections may be done without an appointment during the hours listed under Inspection Day & Time, based on the inspectors' availability.

**INSPECTION SITES MAY BE IN DIFFERENT LOCATIONS THAN CONTACT SITES LISTED BELOW.**

You must bring all supporting documents with you at the time of the inspection.

**THIS IS NOT A SAFETY INSPECTION**

**METRO AREA**

*St. Paul, 222 Starkey Street	Monday through Friday, 8:30 a.m.-12 p.m. & 12:30 p.m.-4 p.m.	(651) 282-2173
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**GREATER MINNESOTA**

Exam Station Contact Site	Inspection Day & Time	Contact Day & Time	Phone
Austin, 430 10th St. NE	2nd & 4th Wed. 8 a.m.-12 p.m.	Mon., Tues., Wed. 8 a.m.-4:30 p.m.	(507) 434-2675
Bemidji, 111 Second St. Union Square	2nd Tues. 8 a.m.-2:30 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(218) 308-2940
Detroit Lakes, 1000 Hwy 10 W	2nd & 4th Tues. 8 a.m.-11 a.m.	Mon. & Tues. 8 a.m.-4:30 p.m. Wed., Thurs., Fri. 8 a.m.-12p.m. & 1-4:30 p.m.	(218) 846-8270
Duluth, 4602 Grand Ave. Ste 990	1st & 3rd Wed. 8:30 a.m.-3:30 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(218) 216-0834
Faribault, 1105 W. Division St.	2nd Tues. 8 a.m.-12 p.m.	Mon.-Thu. 8 a.m.-4:30 p.m.	(507) 332-7985
Grand Rapids, 1121 4th Ave. SE	1st & 3rd Tues. 8:30 a.m.-11 a.m.	Mon., Tues., Wed. 10 a.m.-12 p.m.	(218) 327-4586
*Long Prairie, 17792 US 71	1st & 3rd Mon. 8:30 a.m.- 12 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(651) 282-2173
Mankato, 2161 Bassett Drive	2nd & 4th Mon. 8:30 a.m.-4 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(507) 344-2799
Marshall, 601D North Hwy 59	2nd & 4th Tues. 12 p.m.-4 p.m.	Tues. 8 a.m.-12 p.m. & 12:30-4:30 p.m.	(507) 537-7024
*St. Cloud, 3051 36th Ave. SE,	Tue. 8:30 a.m.-4 p.m. Wed. 8 a.m.-12 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(651) 282-2173
Thief River Falls, 244 125th Ave. NE	4th Mon. 8 a.m.-11 a.m.	Mon. 8 a.m.-12 p.m. & 12:30-4:30 p.m.	(218) 681-0966
Virginia, MNDOT Bldg., 101 Hoover Rd.	2nd Mon. 12:30 p.m.-4 p.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(218) 748-2457
Willmar, 1601 E Hwy 12	Mon. 8 a.m.-11 a.m.	Mon.-Fri. 8 a.m.-4:30 p.m.	(320) 231-1735
Worthington, 315 10th St.	2nd Wed. 8:30 a.m.-2:30 p.m.	Tues. 8 a.m.-12 p.m. & 12:30-4:30 p.m.	(507) 376-6551

**☎ Telephone answered only during days and times listed under Contact Day & Time.**

\*Appointments are scheduled through Driver and Vehicle Services Public Information Center in St. Paul: (651) 282-2173