



**TENNESSEE DEPARTMENT OF REVENUE**  
**Insurance Company Form Without Endorsed Title**

RVF-16038 (8-20)

**PURPOSE:** Tenn. Code Ann. § 55-3-209 allows the issuance of salvage certificates to insurance companies, salvage pool operators, and automotive dismantlers and recyclers if they are unable to obtain the endorsed title from the vehicle owner within 30 days of the owner accepting the loss settlement.

**INSTRUCTIONS:** Please complete the form in its entirety and review the information provided below. Please mail completed application to: Vehicle Services Division, 500 Deaderick Street, Nashville, TN 37242. For questions, please call 615-741-3101 or submit an online ticket via "Revenue Help" at [www.tn.gov/revenue](http://www.tn.gov/revenue).

616-This form must be complete only when endorsed title has not been received within 30 days after settlement.

617-Must include the completed Application for Salvage Title or Non-Repairable Vehicle Certificate

618-First mailing must be a minimum of 30 days after settlement date.

**A. VEHICLE INFORMATION**

Vehicle Identification Number (VIN): 2GNALBEK7E6318204  
Year: 2014 Make: Chevrolet Model: Equinox LT  
Insurance Company, Salvage Pool, or Dismantler/Recycler Name: Watauga Mutual Insurance Company  
Claim Number: TN-4471902 Tennessee Business License: 0041-8827  
Phone Number: (423) 555-0108 Mailing Address: PO Box 2214, Johnson City, TN 37605

**B. SETTLEMENT INFORMATION**

The settlement for the vehicle listed below was completed on: 04/02/2026  
Owner(s) did not supply certificate of title within 30 days of settlement. Attached is proof of the two attempts to contact the owner(s) and the application for salvage title or non-repairable vehicle certificate.

Registered Owner(s): Kelsey N. Prewitt  
Mailing Address: 512 Buffalo Valley Rd, Erwin, TN 37650

The first mailing was sent on: 05/05/2026 The second mailing was sent on: 05/26/2026

Lienholder: None (If no lienholder, write "none")

Mailing Address: \_\_\_\_\_

The first mailing was sent on: \_\_\_\_\_ The second mailing was sent on: \_\_\_\_\_

**C. CERTIFICATION STATEMENT:**

I hereby certify and affirm that all provisions of Tenn. Code Ann. § 55-3-209 have been complied with, and make this form for the purpose of satisfying the Tennessee Department of Revenue that a Salvage Title or Non-Repairable Certificate for the described vehicle should be issued in the name of the insurance company, salvage pool, or automotive dismantler and recycler listed above upon the facts stated herein. I also hereby release, discharge and agree to hold harmless the Tennessee Department of Revenue from any and all liability to anyone whomsoever which may arise by reason of any contest of the validity of this vehicle transfer. I declare under penalty of perjury that the foregoing is true and correct.

Signature of Owner/Representative/Power of Attorney: Verlon K. Aldridge Date: 06/03/2026

# How to fill out RVF-16038 — Insurance Company Form Without Endorsed Title

sellmycarhub.com

</forms/tennessee/rvf16038-insurance-company-form-without-endorsed-title/>

Tennessee · written against RVF-16038 (8-20), issued under Tenn. Code Ann. 55-3-209

Not yours, and worth understanding for exactly that reason. When an insurer pays a total loss and the owner never sends the title back, this is how the insurer gets a salvage certificate anyway - thirty days after settlement, with proof of two attempts to reach the owner. If you have settled a claim and put the paperwork in a drawer, this is the form that moves without you.

**This sheet is not the form.** Download the blank RVF-16038 from the Tennessee Department of Revenue at <https://www.tn.gov/content/dam/tn/revenue/documents/forms/titlereg/RVF-16038.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

## Every line, in the order you meet it

|   |     |                                                |                                                                                                                                                                                                                                                                                                                                   |
|---|-----|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU | <b>The three conditions at the top</b>         | Thirty days since settlement with no endorsed title, the salvage application enclosed, and a first mailing no earlier than thirty days after settlement. <b>Watch out:</b> For an owner, this is the timetable. Posting the endorsed title inside the window is what keeps you in the transaction.                                |
| 2 | YOU | <b>Block A, the vehicle and the company</b>    | Vehicle identification number, year, make, model, the company name, claim number, Tennessee business licence, phone and mailing address. <b>Watch out:</b> The claim number is the handle. If you are querying one of these, quote it rather than the vehicle identification number.                                              |
| 3 | YOU | <b>Block B, the settlement and the letters</b> | The settlement date, the registered owner's name and mailing address, and the dates of the two mailings. <b>Watch out:</b> Check the address they used. It comes from the Department's record, which is why an address change filed years ago and never updated is the quiet cause of a lot of this.                              |
| 4 | YOU | <b>The lienholder block</b>                    | Name, mailing address and two more mailing dates, or the word none. <b>Watch out:</b> Where a lender is named, they get the same two letters. The Department's own FAQ says it will release the lien if the documentation is complete.                                                                                            |
| 5 | YOU | <b>The certification</b>                       | Compliance with the statute, a hold-harmless of the Department, and a declaration under penalty of perjury, then a signature and date. <b>Watch out:</b> The hold-harmless clause is worth noticing: it anticipates a contest of the validity of the transfer, which tells you the Department knows these are sometimes disputed. |

### What gets this one rejected

- A first mailing sent inside thirty days of settlement. The third printed condition sets the floor and the form is checked against it.
- Only one mailing. The statement in block B says proof of the two attempts is attached.
- No salvage application with it. The second condition says the completed application for salvage title or non-repairable vehicle certificate must be included.
- Proof of posting rather than proof of delivery. The FAQ answer names what is wanted: time of delivery, full delivery address, and the name and signature of the person who accepted the mail.
- A blank lienholder line. The printed instruction is to write none where there is no lienholder.

☒ Amber is what you write   ☐ Grey is a block somebody else completes   The filled-in example is at the start of this sheet.

Read off RVF-16038 (8-20) and the Tennessee Department of Revenue's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com