

Bulletin

September 25, 2007

D-09-07-01

BULLETIN TO: ALL DEALERS, TITLE SERVICES

FROM: Brenda Scheydt, Manager
Business Licensing and Consumer Services

1. MVA Flags
2. Email Address
3. Lost, Missing or Stolen Inventory
4. Dealership Reminders
5. Maryland Motor Carrier Handbook

1. MVA Flags

It has been brought to the attention of this Administration that temporary or permanent registration plates are being issued on vehicles in which the customer or vehicle has been flagged for administrative reasons or financial obligations. Please be reminded, it is the responsibility of all licensees to ensure that temporary or permanent registration plates are not issued to customers with flags on their MVA records.

2. Email Address

In order to expand the communication between Business Licensing and Consumer Services Division and our partners in Industry, we are requesting an email address from all customers we license. In the future, we will begin to use your email address for bulletins or notifications of new services to improve the speed and efficiency in which we contact you regarding current and future service options, website updates, surveys and Legislative changes. Please send an email to mvablesd@marylandmva.com and include your company name, contact name, telephone number and email address.

Email address: www.mvablesd@marylandmva.com

3. Lost, Missing or Stolen Inventory

All businesses participating in the Electronic Titling and Registration System (ERT) must report all lost, missing or stolen inventory to their vendor and Business Licensing and Consumer Services. If the inventory has been stolen, please contact your local Law Enforcement Agency to report the theft and include the Police Report Number in your notification to Business Licensing and ERT Vendor.

- A letter on your company's letterhead must be forwarded to the Manager of Business Licensing & Consumer Services at the Motor Vehicle Administration and your Electronic

Registration and Titling System (ERT) service provider (Vendor). Be sure to include the inventory listed by class of plate and year of sticker and the Police Report Incident Number if the inventory was stolen.

- If the inventory has been reported as stolen, you must retain a copy of the Police Report Incident with your records.
- A form is available on the MVA Website listed under Business Services/Forms titled "Missing, Lost & Stolen Inventory". Complete the form and mail it to:

Business Licensing and Consumer Services
6601 Ritchie Hwy
Room 146
Glen Burnie, Md. 21062

4. Dealership – Reminders

When it is found that an incorrect certificate of origin was submitted for a title transaction, the documents required for correction are:

- **Letter of explanation from dealership**
- **Incorrect Maryland Certificate of Title**
- **Incorrect Security Interest (SIF) [If applicable]**
- **New VR-5**
- **Correct Certificate of Origin**

When it is found that a switched title was submitted in error for a title transaction, the documents required for correction are:

- **Letter of explanation from dealership**
- **Incorrect Maryland Certificate of Title**
- **Incorrect Security Interest (SIF) [If applicable]**
- **Correct Title properly assigned**
- **Correct inspection Certificate**

Information may be submitted to the Motor Vehicle Administration, 6601 Ritchie Highway, N.E., Room 202, Glen Burnie MD 21062. You may contact the Correction Unit by calling 410 424-3126, or email your questions to Ms. Darlene Spencer at dspencer3@marylandmva.com

5. Maryland Motor Carrier Handbook

The Motor Vehicle Administration is requesting any dealership that sells tractors, trucks or truck/trailer combinations over 10,000 lbs. GVWR or GCWR to contact the State Highways Administration to obtain the Maryland Motor Carrier Handbook. The handbook is intended for commercial motor carrier drivers regarding various bus and truck regulations pertaining to commercial motor vehicle travel in Maryland.

State Highway Administration 410-582-5734 or 1-800-543-4564