

D-03-20-4

Date: March 27, 2020
Bulletin: All Dealers and Title Services
From: Business Licensing and Driver Instructional Services
Subject: **UPDATE:** Available Services

In response to the COVID-19 Pandemic, the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) has closed all branch offices statewide until further notice in order to ensure the health and safety of customers and employees.

However, to support our licensees, **Business Licensing and Driver Instructional Services will continue to provide services for critical functions.**

All Dealers and Tag & Title Agencies will be able to drop off work at the Glen Burnie Branch Office on Monday and Wednesday. The following transactions will be accepted:

- Drop off times will be Monday and Wednesday from 9am-2pm
- Each Business entity will be able to drop off a maximum 20 pieces of work per day
- Public Specials: T1-T5 that cannot be processed via the ERT System
 - MD Salvage/Rebuilt titles that have been stamped off with MD State Police Inspection
 - New to State with Excise Tax Calculation
 - New to MD Hold Title w/Excise Tax Credit Calculation
- All worked will be dropped off and picked up at the security desk
- Any individual entering the building will have to be screened by security daily
- Business Entities will be called for all completed work that is available for pickup
- All completed work will be available for pickup on Friday between 9 a.m.-2 p.m.
- Bundle Reports (completed work processed via ERT) can also be dropped off during these times as well
- There will be a separate box for any bulk tag returns (please ensure a transmittal sheet is included)

To request a Soundex, please email ertsoundex@mdot.maryland.gov or fax your request to 410-424-3629. Please be sure to send a copy of the completed Application for Maryland Title (form VR-005) signed by the customer with a copy of the customer's out-of-state driver's license. Soundex requests will be processed weekly on Tuesday and Thursday.

Again, Governor Hogan [has ordered an extension of all driver's and business licenses, identification cards, permits, registrations](#) with expiration dates beginning March 12 until the end of the state of emergency. **As a result, they will not expire until 30 days after the state of emergency has been lifted.**

If you have questions or concern regarding this bulletin, please contact Business Licensing and Driver Instructional Services at 410-787-2950 or mvablcsd@mva.maryland.gov