

# Bulletin

**D-12-20-5**

**Date:** December 18, 2020

**Bulletin:** All Dealers and Tag and Title Agencies

**From:** Business Licensing and Driver Instructional Services

**Subject: Electronic Submission of paperwork during Temporary Statewide Suspension of In-person Branch Office Service**

In response to Governor Hogan's announcement and the existing state of emergency resulting from COVID-19, the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) will temporarily suspend in-person transactions at all branch offices statewide. This operational change, will be effective for 2 weeks, beginning Monday, December 21, 2020 with branches reopening on Monday January 4, 2021.

The MDOT MVA has recently implemented a process for Dealers and Tag & Title Services to electronically submit title and registration documents for processing via the eService portal. During this 2-week time period, please utilize this method to electronically upload your documents to your local MDOT MVA branch office. Please ensure funds are available on your business drawdown and you will receive an email notification via the eService Portal once transactions are processed and ready for pickup. Pick up times will be daily at each branch office from, 2:00p.m. – 4:00p.m.

Please note, only title documents that cannot be processed via the Electronic Registration and Titling (ERT) system should be upload to the eService Portal.

If you have questions or concerns, please contact MDOT MVA Business Licensing and Driver Instructional Services at 410-787-2952 or [bldisd@mva.maryland.gov](mailto:bldisd@mva.maryland.gov)