

D-12-20-3

**Date:** December 14, 2020  
**Bulletin:** All Dealers and Title Services Agents  
**From:** Business Licensing and Driver Instructional Services  
**Subject:** **How to Submit Electronic Registration and Title (ERT) Paperwork**

The Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) will continue to allow electronic registration and title paperwork to be delivered to counter 202 in the Glen Burnie headquarters building of the MVA; or mailed to the MVA at the following address:

Maryland Department of Transportation Motor Vehicle Administration  
6601 Ritchie Highway, NE  
ERT Mail Unit, Room 202  
Glen Burnie, MD 21062

Please adhere to the below when sending in your records:

Do not send in bundle reports;

Do not send in work for another office with registration/title records;

Do not send in checks with the ERT records;

Each record must have a receipt attached, receipt must have the title number and vin number on it;

All records should be secured with a staple; do use an excessive number of staples, please do not use heavy duty staples; Please ensure the proper documents are with the right record

Paperwork for each ERT records should be arrange in the following order.

\*\* From Top To Bottom \*\*

- Maryland MVA Title/ Registration Receipt
- Registration Card (if tag transferred)
- Application for Certificate of Title (VR-005)
- Ownership Document
- Lien Release – Notice of Security Interest Filing
- Dealer Reassignment
- Bill of Sale/Gift Form
- Miscellaneous MVA Forms
- Odometer Disclosure Statements (VR-197)
- Maryland Safety Inspection Certificate (if applicable)

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