

Bulletin

D-09-14-07

Date: September 22, 2014
Bulletin To: All Dealers and Tag & Title Services
Re: Title Transactions

It has recently been brought to our attention concerns related to the branch processing of dealer and title service work. In an effort to have fewer rejections, of title work presented please review your transactions prior to submitting to the Administration.

Below are ways to avoid the most common errors. Please be sure that:

- Forms are completed in their entirety
- All required signatures are in place
- Full name is provided
- Inspection certificate is submitted
- Power of attorneys are present
- Sale price and date of sale are included
- Full name of the insurance company is provided
- Copies of customer's license and business license are attached

When presenting a transaction for processing and it is flagged, the transaction will be processed as a title only instead of being rejected. This will apply to all flags, except for the following flags: Central Lien, Court Order, Director's Office, Investigation, Reported Deceased – DHMH, Stolen, and Title File.

Please use the interactive title and registration manual as a resource which is located on our website at <http://www.mva.maryland.gov/businesses/docs/Interactive-Title-and-Registration-Manual.pdf>. If paperwork is continuously submitted improperly, employees of the dealership or tag & title service may be required to attend a mandatory 3-hr training program at the Glen Burnie Office prior to the renewal of your business license.

When submitting your transactions please remember to place your email address and telephone number on the transmittal sheet so the branch office may contact you for assistance with a transaction, or to notify you when your work has been completed. If you have any questions or require additional information please contact us at mvablcsd@mva.maryland.gov. Thank you in advance for your cooperation.