

D-01-18-01

Date: January 31, 2018
Bulletin: All Tag and Title
From: Business Licensing and Consumer Services
RE: Change in Tag and Title Processes

The MDOT-MVA will be making changes to the Tag and Title procedure to offer a streamlined process, and a quicker response time.

The below changes will be effective February 1, 2018.

1. All Tag and Title applications will now be accepted via email. The address to email applications to is: mvablsd@mva.maryland.gov. If you do not have access to email, you may continue to fax all applications to (410) 768-7602.
2. Businesses with more than one location may now list all their locations using the attached addendum to the Tag and Title business application. This allows title service agents to work at the locations listed, *provided the locations have the same business name and same FEIN number.*
3. Title service agents can now be authorized to use ERT using the MVA license ID photo receipt instead of waiting for the actual photo card. Once the title service agent takes the photo for the license ID, email the receipt and a copy of a photo ID to mvablsd@mva.maryland.gov for normal processing.
4. Tag and Title businesses are no longer required to send in with their bundle reports for registration renewals copies of driver's licenses and signed registration renewal forms.

If you have any questions or concerns, please contact us at (410) 787-2950 or email at mvablsd@mva.maryland.gov.

Multiple Locations Addendum

This addendum will allow title service agents to work in multiple locations within the same company.
Each location must share the same business name and FEIN number.
 If more space is required, you may attach additional pages to the application

1ST LOCATION		7TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	
2ND LOCATION		8TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	
3RD LOCATION		9TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	
4TH LOCATION		10TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	
5TH LOCATION		11TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	
6TH LOCATION		12TH LOCATION	
Business Name		Business Name	
FEIN Number		FEIN Number	
Address		Address	