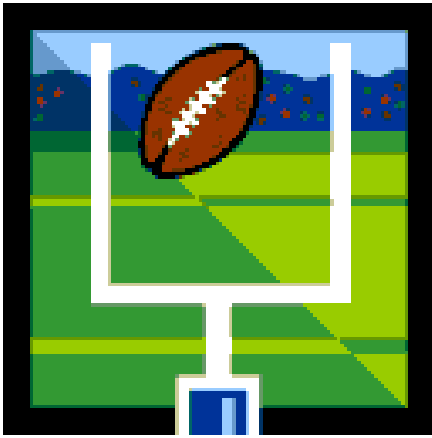


**Welcome to the
Maryland Motor Vehicle
Administration Electronic
Registration and Titling Training**

**The MVA shall provide
exemplary driver and
vehicle services that
promote mobility and safety
while enhancing process
and product security**

- MVA Mission Statement



Goals:



- ▶ The purpose of this training is to provide you with information and guidance to help you better understand what is required to Title and Register vehicles in Maryland.



Objectives:

- ▶ We want you to do business the right way
- ▶ Be in compliance with Maryland Vehicle Laws
- ▶ Provide great service to your customers
- ▶ And of course, we are here to help

Topics

- ▶ Available Resources
- ▶ Contact information for MVA
- ▶ Maryland Vehicle Laws related to Titling and Registering vehicles
- ▶ Transaction Processing

Before we begin, we have a few housekeeping items....





Please silence or put all cell phones on vibrate



Restrooms are just outside the door

Questions & Answers

We encourage and will provide time for questions after each session has ended

15 MIN BREAK

Available Resources

<http://www.mva.maryland.gov/>



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more



HOME

LOCATIONS

DRIVERS

VEHICLES

BUSINESSES

SAFETY

ONLINE SERVICES

Top Activities

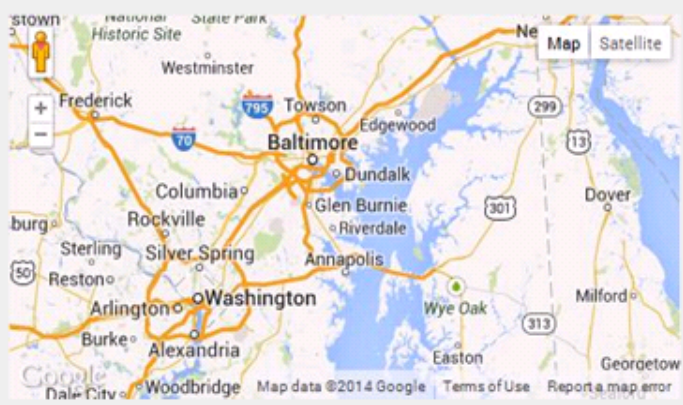
- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [Schedule An Appointment](#)

APPLYING FOR A DRIVER'S LICENSE?

GET THE TOOLS TO HELP YOU PASS THE TEST

How Do I?

Service Centers Near Me

 Go!

Announcements



Effective 1/1/2014 – New Process to get Driver's License or ID Card

Effective 1/1/2014, the MVA will implement a new process for immigrants getting a driver's license or ID card.

Effective 2/1/2014 – Drivers Knowledge Test

Only individuals testing for the first time will be permitted to take the driver knowledge test on a Saturday.

New Tax Credit for Electric and Plug in Hybrid Electric Vehicles

You may be eligible for a one-time excise tax credit, up to \$1000.00, when you purchase a qualifying plug-in electric vehicle.

Waiver of IRP Requirements

Effective 11/01/2013, Maryland will authorize a temporary waiver of IRP registration due to Hurricane Sandy.

[More >>](#)



infoMVA



Forms



Law Enforcement



Mobile



Video



Smart, Green and Growing

Top Activities

- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [Schedule An Appointment](#)

infoMVA

infoMVA gives you the information you need to complete your MVA related business. It uses questions and answers to clearly describe what you need to do. Links are also provided for any forms you may need.

The links below are provided to get you started. They link to the actual transactions you are searching for to complete your business with the MVA. More transactions will be added to the website, so please check back with us often.

BUSINESS SERVICES

- [Automotive Dismantlers, Recyclers and Scrap Processors](#)
- [Bonding Requirements and Fines](#)
- [Dealers and Salesmen](#)
- [Driver Education Schools and Instructors](#)
- [Interchangeable Tags for Businesses Not Licensed by the MVA](#)
- [Manufacturers and Distributors](#)
- [Tag and Title Service Providers](#)

DRIVER SERVICES

- [Driver Wellness and Safety](#)
- [Driver Licensing](#)
- [Motorcycle Safety Program](#)
- [Citations, Revocations and Suspensions](#)

COMPLAINTS AND INVESTIGATIONS

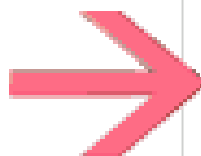
- [Driver Instruction - Filing a Complaint](#)
- [Identity Theft](#)
- [Service of Process](#)

VEHICLE SERVICES

- [Disability Parking](#)
- [Miscellaneous](#)
- [Registering A Vehicle](#)
- [Tinting A Vehicle](#)

SALE OF MVA INFORMATION

VEHICLE INSPECTIONS



Top Activities

- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [Schedule An Appointment](#)

Titling A Vehicle

A vehicle's title establishes who owns the vehicle. Each time the owner changes, a new title must be issued. Currently, the Maryland MVA prints a two-part, paper title. The first part, the Maryland Certificate of Title, is mailed to the owner. The second part, the Security Interest Filing (SIF), is printed only when a lien has been filed against the title; it is mailed to the lien holder. The documents included in this section describe the many different titling scenarios that can occur.

Please note that having a title for your vehicle does not permit you to drive it on public roads; you must also register it. The two transactions are usually handled together. Please check the infoMVA registration section for further information.

Common Titling Processes

- [New Vehicle Purchased from a Dealer](#)
- [Out-of-State Vehicle Moved to MD by Owner](#)
- [Out-of-State Vehicle Returned to MD by Owner](#)
- [Used Vehicle Purchased from a Dealer](#)
- [Used Vehicle Purchased from a Non-Dealer](#)

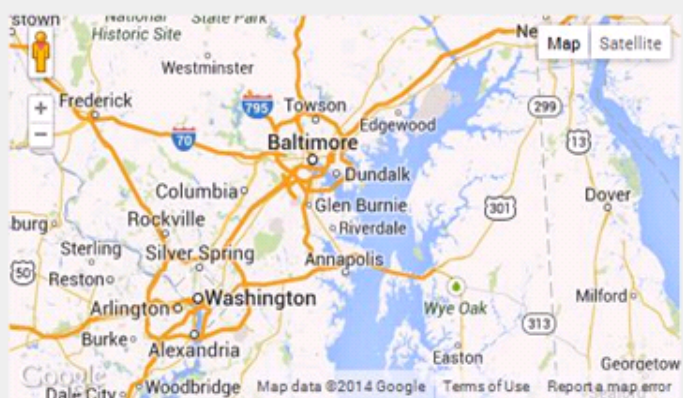
Unusual Titling Processes

- [ATV's Off Road Motorcycles and Snowmobiles](#)
- [Buses & Motor Coaches](#)
- [Corporation or Partnership Vehicle](#)
- [Court Order Affecting Ownership](#)
- [Dealer Resale Title](#)
- [Deceased Owner](#)
- [Exempt Tax Credit for Plug-in Vehicles](#)
- [Gift to a Family Member](#)
- [Gray Market or Overseas Vehicles](#)
- [Homemade, Two-Stage, or Reconstructed Vehicle](#)
- [Limited Speed Vehicles](#)
- [Low Speed Vehicle](#)
- [Mobile Home and Special Mobile Equipment \(SME\)](#)
- [Off Road Vehicles \(ORV\) - Mopeds, Motor Scooters, ATV's, Snowmobiles, and Off-Road Motorcycles](#)
- [Personal Bankruptcy - Sale to New Owner](#)
- [Placing a Vehicle into a Trust](#)
- [Repossessed Vehicle](#)



How Do I?

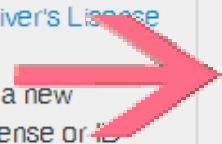
Service Centers Near Me

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[More >>](#)



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[Forms](#)



[Law Enforcement](#)



[Mobile](#)



[Video](#)




[Smart, Green and Growing](#)

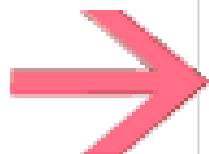
Top Activities

[Renew Vehicle Registration of Renew License](#) 
[Check Wait Time At Local Service Center](#)
[Schedule An Appointment](#) 








MVA Forms

The following most commonly requested forms are available for downloading from our web site. These forms are stored in Adobe Acrobat PDF format. Adobe Acrobat Reader will allow you to view and print the PDF files. You can download a FREE copy of [Adobe Acrobat Reader](#)  from the Adobe Web Site.

[Business Services Forms](#) | [Commercial Driver Licensing Forms](#) | [Driver Licensing Forms](#)
[Driver Record Forms](#) | [Insurance Compliance Forms](#) | [Miscellaneous Forms](#)
[Motorcycle Safety Forms](#) | [Vehicle Registration Forms](#) | [Formularios en Español](#)



Vehicle Registration Forms

-  [1/2 and 3/4 Ton Truck Owner's Weight Certification \(Form #VR-142A\)](#) is used when an owner of a 1/2 or 3/4 ton truck requests to carry a gross vehicle weight of 10,000 pounds (instead of 7,000 lbs). 1/2 ton trucks must be modified to carry the increased weight and 3/4 ton trucks must have a shipping weight of the chassis and body of more than 1,500 pounds or rated by the manufacturer at a gross vehicle weight in excess of 7,000 pounds. This form can be brought to any full service MVA office.
-  [Address Certification for U.S. Government Employees \(Form #VR-102\)](#) can be used by U.S. Government Employees to certify their address when out-of-state. This form can be filled out and brought in person to your local full service MVA office or mailed to the Motor Vehicle Administration, 6601 Ritchie Hwy., Glen Burnie, MD 21062, Attn: Title Correspondence.
-  [Affidavit of Lawful Possession for Transfer of a Vehicle to an Automotive Dismantler and Recycler or Scrap Processor \(Form #VR-454\)](#) is used to certify, under oath, that a title is not available for a vehicle that is being transferred to an A D & R or Scrap Processor for purposes of dismantling, destroying or scrapping.
-  [Affidavit of Ownership for Transfer of a Vehicle to an Automotive Dismantler and Recycler or Scrap Processor \(Form #VR-453\)](#) is used by a vehicle owner, or their agent, to certify, under oath that a title is not available when transferring the vehicle to an AD&R or Scrap Processor for dismantling, destroying or scrapping.
-  [Affidavit Manufactured Home Converted to Real Property \(Form #VR-451\)](#) is to be used when a manufactured home is being converted to real property.
-  [Affidavit Manufactured Home Severed From Real Property \(Form #VR-452\)](#) is to be used to certify under oath a manufactured home has been severed from real property.
-  [Affidavit of Ownership - Moped, Motor Scooter & Off Road Vehicle \(Form #VR-450\)](#) document is used by an applicant who does not have a title or certificate of origin for their moped, motor scooter or off road vehicle. The form takes the place of the



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



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- HOME
- LOCATIONS
- DRIVERS
- VE
- BUSINESSES**
- SAFETY
- ONLINE SERVICES



- Bulletins
- Consumer Tips to Purchasing A Vehicle
- Electronic Registration and Titling (ERT)
- Dealers
- Dealer Seminars



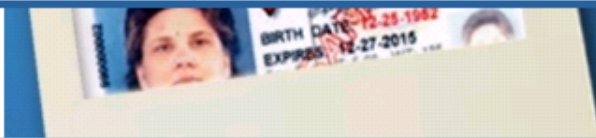
eFR-19 Insurance Agent Login



Salvage Certificate

Business Services

- Interactive Title & Registration Manual
- More
- Licensed Maryland Tag & Title Services



Will be mailed to the customer and no longer issued directly over the counter

Dealers **6**Documents **5**Services **7**Others **3**

Bulletins

Please [subscribe](#) to receive the Dealer Bulletins via email.

Dealer Bulletins

- Sept. 27, 2013 - Temporary Plate Reminder
- July 24, 2013 - Vehicle Sales Contracts
- June 13, 2013 - Reminder: New Temporary Plates
- May 14, 2013 - Disclosure of Former Vehicle Use
- May 13, 2013 - Legislation 2013 Bulletin
- May 2, 2013 - Disclosure of Former Vehicle Use
- Mar. 12, 2013 - Plug in Electric Vehicle Tax Credit
- Dec. 21, 2012 - MVA Alert: Branch Office Walk-In Procedures
- Oct. 15, 2012 - Processing Fee Reminder
- Sep. 27, 2012 - Mopeds and Motor Scooters Decal Reminder
- Sep. 18, 2012 - Moped and Motor Scooter Decals
- Aug. 28, 2012 - Changes to Walk-In Transactions
- June 28, 2012 - Bulletins by Email
- June 22, 2012 - VA Dealers Excise Tax Collection
- June 21, 2012 - Dealer Disclosures
- June 20, 2012 - Title Service Requirements
- May 29, 2012 - Legislation 2012 That Impacts Dealers
- May 9, 2012 - Buying Services
- Feb. 29, 2012 - Tag Return Collection Center
- Jan. 4, 2012 - Processing Fee

[Bulletin Archives](#)

Dealers 6

Documents 5

Services 7

Others 3

Subscribe to MVA Dealer Bulletins

If you would like to receive MVA Dealer Bulletins via e-mail from the Maryland Motor Vehicle Administration (MVA), please enter the requested information below. The MVA will not share your information and will only use it to send you important MVA Dealer Bulletins.

Mailing List Subscription

Please complete the form below to sign up for this mailing list. To update or cancel current subscriptions, use the link below.

[Update/Cancel Subscriptions](#)

Subscribe to Email List:

Dealer Bulletins

Email Address:

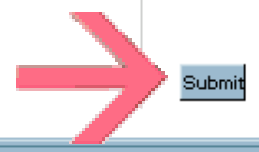
Dealership or Company Name:

Contact Person:

Job Title or Capacity:

Telephone Number:

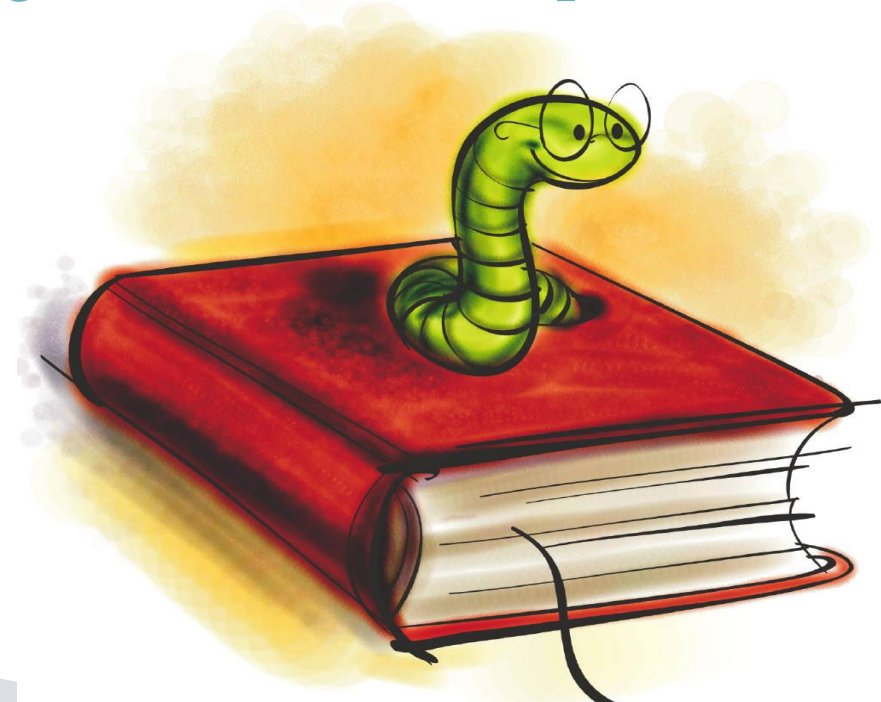
Dealer Number:

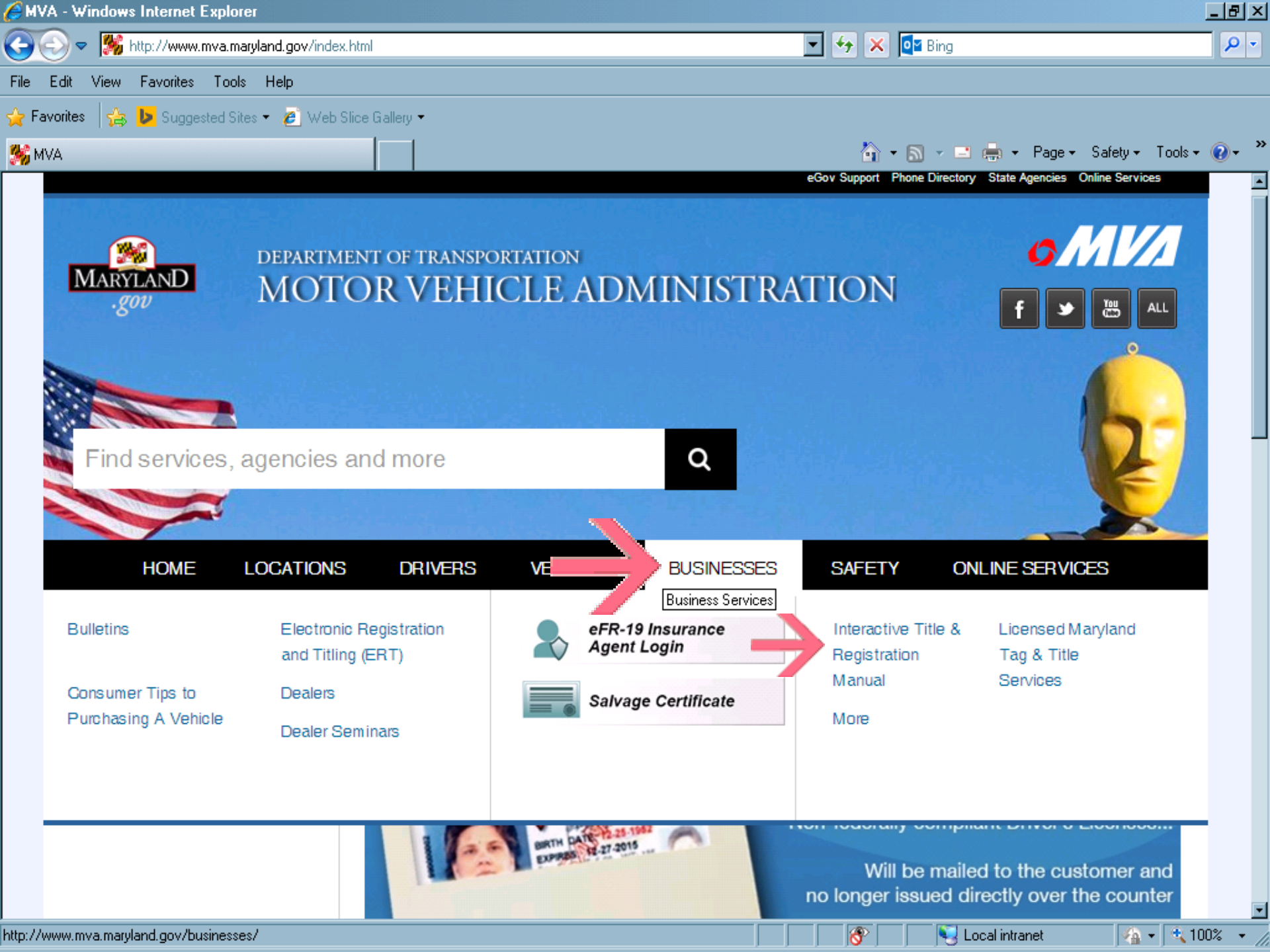


Interactive Titling and Registration Manual

Available on MVA's website

- ▶ <http://www.mva.maryland.gov/businesses/docs/Interactive-Title-and-Registration-Manual.pdf>





DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more

- HOME
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- BUSINESSES**
- SAFETY
- ONLINE SERVICES

Business Services



eFR-19 Insurance Agent Login



Salvage Certificate

Bulletins

Electronic Registration and Titling (ERT)

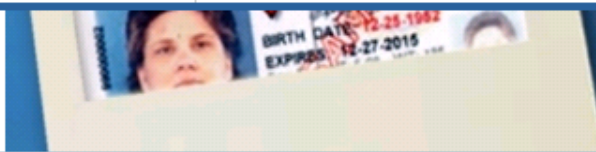
Consumer Tips to Purchasing A Vehicle

Dealers

Dealer Seminars

Interactive Title & Registration Manual
More

Licensed Maryland Tag & Title Services



Will be mailed to the customer and no longer issued directly over the counter



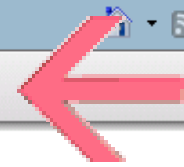
INTERACTIVE TITLE AND REGISTRATION MANUAL

FOR DEALER'S / TITLE SERVICES / VEHICLE PROGRAMS

The Motor Vehicle Administration is pleased to provide online guidance to dealers and title services. This manual is intended to assist you with the proper completion of your transactions, increase accuracy and reduce rejections of work. The information provided will increase the efficiency of processing work, which leads to greater customer service and satisfaction.

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Understanding EXEMPTIONS FROM EXCISE TAX is another important area to know in calculating the proper amount of tax due. Most of the excise tax exemptions that may apply to dealer sales are in section (a). For your reference section (b) and (c) has also been included even though in most cases, they do not relate to dealer transactions; these sections will be helpful to licensed title services who assist customer with non-dealer transactions. Maryland's law for excise tax exemption is provided for you below:

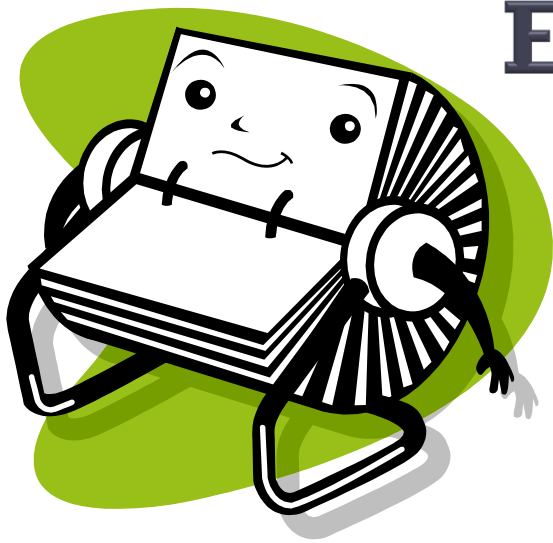
MARYLAND VEHICLE LAW §13-810

Excise tax exemptions – Certain vehicles are exempt from the excise tax imposed. These excise tax exemptions are found under article §13-810 Exemptions of the Maryland Vehicle Law, which is as follows:

(a) Exempt vehicles generally. — On issuance in this State of an original or subsequent certificate of title for a vehicle, the vehicle is exempt from the excise tax imposed by this part, if it is:

- (1) A mobile home over 35 feet long.
- (2) A vehicle owned by the United States and used in the investigation of any violation of suspected violation of the law of the United States.
- (3) A vehicle owned by this State or a political subdivision of this State.
- (4) A fire engine or other Fire Department emergency apparatus, including any vehicle operated by or in connection with any Fire Department.
- (5) by a nonprofit rescue squad.
- (6) A vehicle owned and operated by the Civil Air Patrol.
- (7) An ambulance, rescue or other vehicle owned and operated for the benefit of the public A vehicle owned and held for the use of the public by a unit of a national veteran's organization.
- (8) A vehicle owned and operated by a Maryland chapter of the American Red Cross.
- (9) A vehicle acquired by an insurance company as a result of a comprehensive or collision claim.
- (10) A vehicle registered in a jurisdiction the laws of which do not require titling and acquired for resale by a licensed dealer.
- (11) A vehicle that is involuntarily transferred to a licensed dealer and for which a certificate of title is not available.
- (12) A school bus owned by a religious organization or a private school which is exempt from federal income tax under 501 c (3) of the Internal Revenue Code.
- (13) A privately owned bus used only for operating the transportation system of any political subdivision in this State, if the bus is used for the transportation of the public on regular schedules and between fixed terminals.
- (14) A vehicle otherwise exempt from the excise tax by any other applicable law.
- (15) A vehicle which is used regularly for the transportation of individuals with disabilities and owned by a nonprofit organization providing direct care services to individuals with disabilities which is licensed by the Department of Health and Mental Hygiene and is wholly or partially funded by the State.
- (16) A mobile hearing and vision-screening vehicle owned and operated for the benefit of the public by a nonprofit civic organization.
- (17) A Class F tractor or truck tractor, however a farm tractor is taxable.
- (18) A Class P charter bus or a Class P for hire bus.
- (19) A salvage vehicle acquired by a licensed dealer that has been restored by the licensed dealer and that has been inspected under 13-507 (a) (i) of this title.
- (20) A vehicle acquired for resale by a licensed dealer if the dealer reassignment sections contained on the certificate of title are exhausted.
- (21) A Class M motor home or Class G travel trailer that is transferred or retitled in the dealership's name under 15-305 (d) (2) of this article.
- (22) A special purpose vehicle owned by a coal company if the vehicle is used:
 - (i) For transportation of workers, coal, or equipment used in the coal production process; and
 - (ii) Exclusively in or on coal mining property.
- (23) A vehicle which is used exclusively in the transportation of disabled or elderly persons, owned by a nonprofit organization, and in which the Maryland Transit Administration retains a security interest.

ERT REPRESENTATIVES



▶ Fax Numbers: 410-424-3629/410-768-7070

▶ Supervisor: Ranae Johnson rjohnson3@mva.maryland.gov

▶ (A, B) J. Stewart jstewart4@mva.maryland.gov

▶ (L, R) L. Green ltyler@mva.maryland.gov

▶ (C,U, V, Y) D. Marsch dmarsch@mva.maryland.gov

▶ (D,F, M) B. Wiland bwiland@mva.maryland.gov

▶ (G, H, I) V. Jenkins vjenkins@mva.maryland.gov

▶ (J,O,Q) S. Hines shines@mva.maryland.gov

▶ (S,T,W) D. Bernhardt dyarbrough@mva.maryland.gov

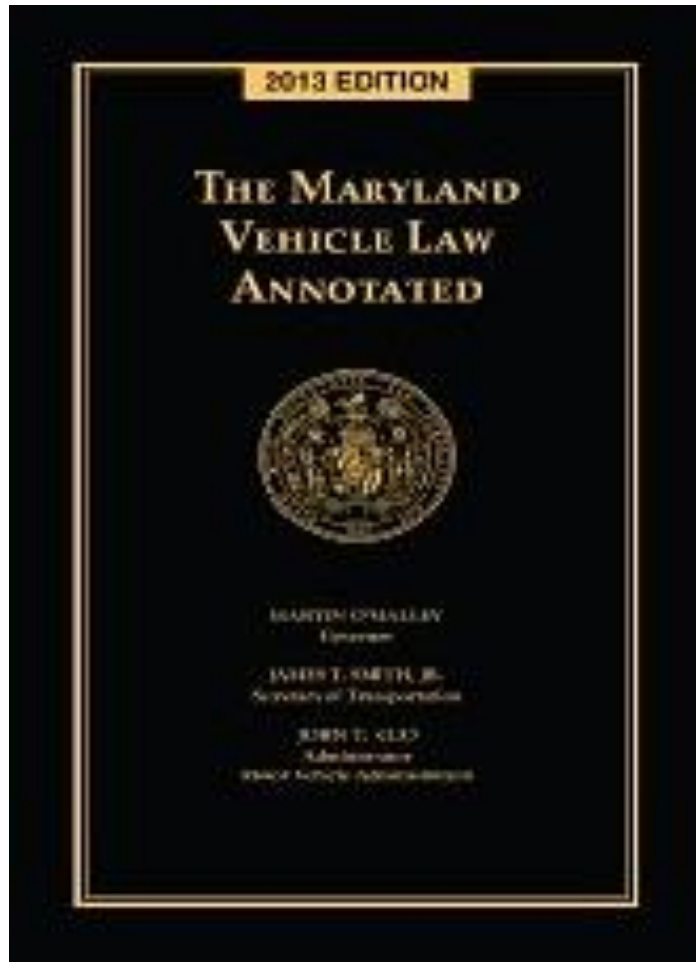
▶ (E, P) K. Owens kowens@mva.maryland.gov

▶ (K, N, X, Z) N. Ipalook nipalook@mva.maryland.gov



Title 13—Governs the vehicle laws of Certificate title and registration of vehicle

HOW TO OBTAIN A MARYLAND VEHICLE LAW BOOK

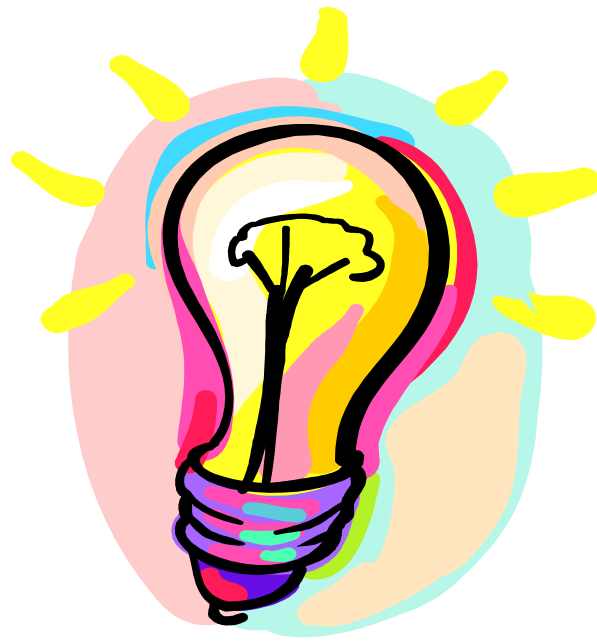


▶ You may:

- Order the law book online from the LexisNexis Bookstore at <http://bookstore.lexis.com/bookstore/catalog/>
- Call the bookstore at 1-800-562-1197

Note that much of the information contained in the law book is also available online through [Maryland Manual On-Line](#), a website operated by the State of Maryland. On the opening page of the website, click on **Code of Maryland (laws)**.

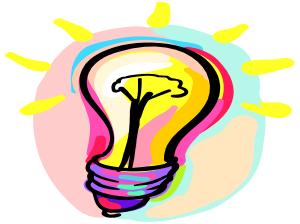
WHAT ERT DEALERS “CAN” DO & “CAN’T” DO





What transactions “Can” ERT dealers process electronically?

- ▶ New title and tags (T1)
- ▶ New title and transfer of tags (T2)
- ▶ New title and transfer with renewal of tags (T3)
- ▶ New title only (T5)
- ▶ Title for ATV's-Need to use Class D, enter NR in the inspection field and enter AT for body style.
- ▶ New tag registration (NR)
- ▶ Standard renewal (SR)
- ▶ Replacement tag renewal (RT)
- ▶ Substitute tags (ST)
- ▶ Duplicate registration (DU)
- ▶ Duplicate title, Form VR-018 (DT) (Transmit only)
- ▶ Duplicate title, Form VR-003 (Transmit only)
- ▶ Administrative Flag fee (AF)
- ▶ Can utilize mailing address, mail address shows on title
- ▶ Soundex issuance with proper documents must fax Driver License, ID card, Military ID from this country with Driver License to MVA ERT Unit (otherwise transaction needs to be submitted to the MVA Branch Office)
- ▶ Tag return



What transactions “Cannot” be processed by ERT Dealers

- ▶ **No salvage transactions**
- ▶ No branding of titles (can only brand for *CAL LEV* and odometer A, B or C) A TITLE REQUIRING ANY OTHER BRAND “**MUST**” BE TAKEN TO THE MVA FOR PROCESSING.
- ▶ No VIN plate assignment
- ▶ No new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
- ▶ No taxi (class B), no limousine (class Q), no ambulance/funeral (class C)
- ▶ No state and local government (not new or transfer)
- ▶ No law enforcement
- ▶ No tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
- ▶ No tax exempt –individual transferring to intervivos trust
- ▶ No excise tax credit for new residents
- ▶ No out of country- (gray market vehicles)
- ▶ No registration correction (RC)
- ▶ No transfer tags (TT) after it’s been titled
- ▶ No transfer with renewal (TR) after it’s been titled

DEALER'S DUPLICATE TITLE

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062



VR-003 (01-13)

Application for Dealer's Duplicate Certificate of Ownership

(Fee - \$20.00)

Please print information in ink

Instructions to Dealer: Please use this form only when the original certificate of ownership has not been delivered to the dealership and/or the registered owner of the vehicle has not obtained a duplicate title if the original has been lost, destroyed, altered, mutilated, or misassigned.

This application will not be accepted if submitted within 10 days of the transaction. Attach to this application copies of the vehicle buyer's order, identifying the vehicle as a trade-in, and the odometer mileage statement signed by the currently registered owner of the vehicle. The duplicate title will be mailed to the dealership and will indicate current mileage. **A COPY OF THE OWNER(S) VALID DRIVER'S LICENSE OR STATE ISSUED I.D.(S) IS REQUIRED.**

Registered Owner: A copy of this application will be mailed to you. When you receive it, please check it carefully. If any information is incorrect or has been altered, please contact the MVA's Licensing and Consumer Services Division at (410) 768-7421.

Check reason: Lost Destroyed Altered Mutilated Misassigned Returned to State (must attach the previous state's title)
Other _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

_____ (no tenths) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. **Warning- Odometer Discrepancy**

Original Amount of Lien (if no lien write "none" or if lien is satisfied, please attach the lien release) _____ Date of Lien _____ Kind of Lien _____

Name of Secured Party (Bank, Finance Company, etc.) _____

Address of Secured Party _____

Current Maryland Title Number _____ Tag Number _____ Make _____ Year _____ Vehicle Identification Number _____

Applicant's First Name _____ Middle _____ Last _____ Co-Applicant's First Name _____ Middle _____ Last _____

Applicant's Driver's License Number _____ Date of Birth _____ Co-Applicant's Driver's License Number _____ Date of Birth _____

Applicant's Street Address _____ City _____ County _____ State _____ Zip Code _____

I/we certify, under penalty of perjury, that the statements made are true and correct, to the best of my/our knowledge, information and belief.

This _____ day of _____ (year) _____.

Owner's Signature _____ Co-Owner's Signature _____

(Must be signed personally by the owner; if joint ownership, signature of each party must appear; if the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.)

Checks or money orders for the application fee, are to be made payable to the MVA. Please include on check: imprinted name and address, driver's license number, and home and/or work phone number. Send application with fee to: Motor Vehicle Administration, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

Name of Dealership duplicate title is to be mailed to _____ Address _____

Printed Name of Dealer's Authorized Agent _____ Signature _____

For MVA use only

Record examined and issuance approved by: _____ OK to issue and show lien OK to issue without lien (identification provided)

Type of Identification provided: _____

Method of Payment: C CK CC CV

White Copy - MVA

Canary Copy - Customer

Print Copy - Dealer Licensing

For more information, please call: 410-768-7000 (to speak with a customer service representative).
TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.MVA.Maryland.gov

➤ Use this form only

when:

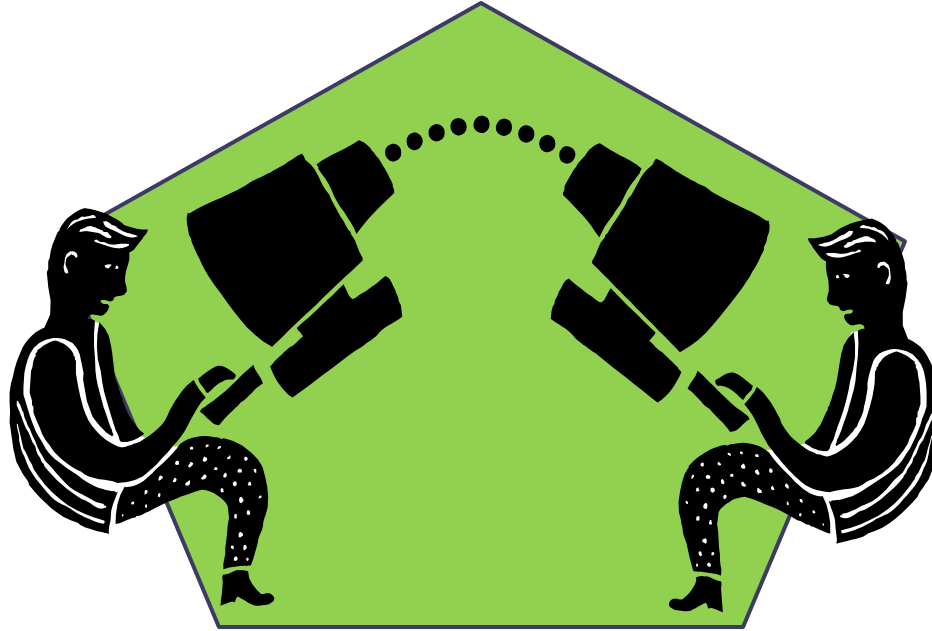
- Owner(s) traded a vehicle in and has not provided a MD title

➤ Attach to this

application copies of:

- Vehicle Buyer's Order
- Odometer Mileage Statement
- Owner(s) Valid Driver's License or State I.D.(s)

ERT NETWORK PROCESSES



- ▶ We are always looking into adding new processes and as they become available, your vendor will notify you electronically.

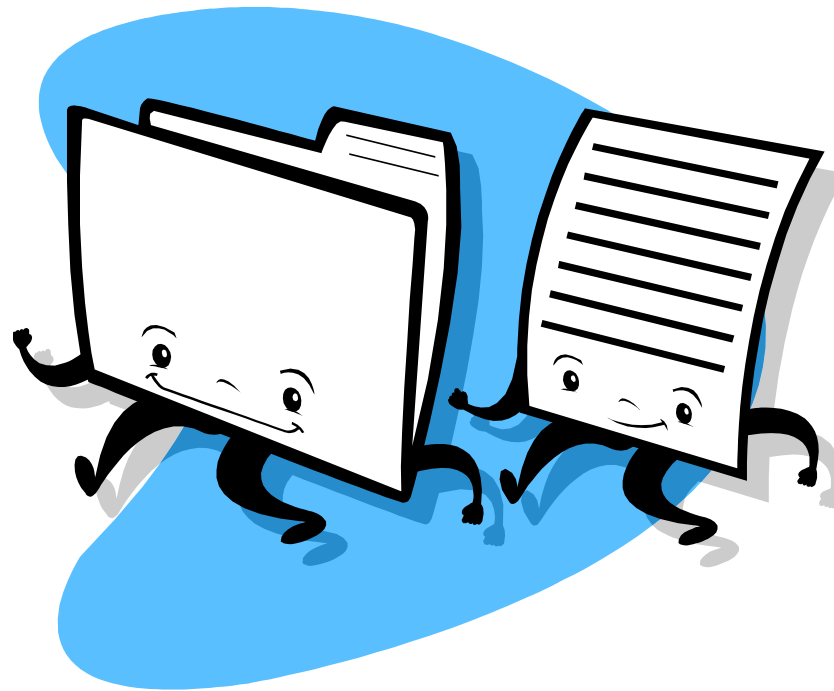
ERT SYSTEM STOPS

- ▶ In some instances, the ERT System will have stops when registering vehicles.
- ▶ Some Stops won't allow:
 - Transferring Plates & Transferring Plates with Renewal when there is a presence of a flag(s) - This is where the transaction can be given New Registration Plates.
 - Issuance of New Plates when there is an Insurance Compliance (ICD) Flag. - This is where the transaction can be processed as Title Only.



Insurance fines may be paid by IVR at (410) 768-7431 once the penalty has been accessed.

What is Required for Basic Titling Transactions



New Vehicle Purchased From A Dealer

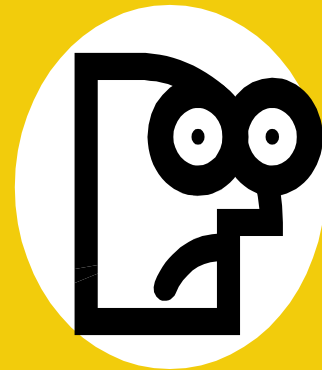
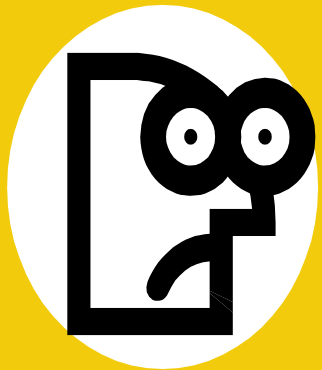
- ▶ **Complete the Maryland Application for Certificate of Title, (VR-005), and submit the following:**
 - **Certificate of Origin properly assigned**
 - **Dealer Reassignment if required**
 - **Original Dealer's Bill of Sale**
 - **Odometer Disclosure Statement**
 - **Customer's Insurance Coverage (on VR-005)**
 - **Registration Card if transferring tags \$10.00 fee**
 - **Taxes**
 - **Title Fee of \$100.00 except for short-term rental \$50.00, motor scooters and moped \$20.00**
 - **Lien Filing Fee of \$20.00 for each lien recorded**



Used Vehicle Purchased From A Dealer

- ▶ Complete the Maryland Application for Certificate of Title, (VR-005), and submit the following:
 - Certificate of Title properly assigned
 - Dealer Reassignments if required
 - Original Dealer's Bill of Sale
 - Maryland Safety Inspection Certificate
 - Lien Release if required
 - Odometer Disclosure Statement
 - Customer's Insurance Coverage (on VR-005)
 - Registration Card if transferring tags \$10.00 fee
 - Taxes
 - Title Fee of \$100.00 except for short-term rental \$50.00, motor scooters and moped \$20.00
 - Lien Filing Fee of \$20.00 for each lien recorded





It's QUESTION TIME !!

Question Review



1. What does the acronym ERT stand for?
Electronic Registration and Titling
2. Name one of the available resources.
MVA Website, Info MVA, Forms, Bulletins, Interactive Titling and Registration Manual, and ERT Contacts
3. What can be found in the Interactive Title and Registration Manual?
How to process Basic Titling Transactions, Proper Assembly of Records, Forms, Excise Tax, and etc...
4. How can you receive updates on Maryland Legislative and MVA process changes? Who can receive those updates?
Every employee can and should subscribe to receive the bulletins electronically
5. How is a dealership assigned to an ERT Representative?
By the first letter of their dealership's name

6 Sections

1. Applicant Information

2. Vehicle Information

3. Lien Information

4. Tax Information

5. Registration & Insurance Information

6. Odometer Statement & Certification



APPLICATION FOR CERTIFICATE OF TITLE

APPLICANT'S FIRST NAME MIDDLE LAST CO-APPLICANT'S FIRST NAME MIDDLE LAST

APPLICANT'S SOURCE/MARYLAND DRIVER LICENSE NO. DATE OF BIRTH CO-APPLICANT'S SOURCE/MARYLAND DRIVER LICENSE NO. # DATE OF BIRTH

APPLICANT'S STREET ADDRESS CITY OR TOWN COUNTY STATE ZIP CODE

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? JOINT TENANTS TENANTS BY ENTIRETIES

VEHICLE DESCRIPTION

NEW VEHICLE MODEL YEAR MAKE OF VEHICLE MODEL NO. VEHICLE IDENTIFICATION NUMBER

USED VEHICLE MODEL YEAR MAKE OF VEHICLE BODY STYLE TYPE OF FUEL # OF CYLINDERS MOTOR CARRIER # UNIT #

TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE

TRUCK TRUCK TRACTOR BUS MOTORCYCLE TRAILER (SPECIFY LENGTH) G.V.W. G.C.W. AXLES SEATS ENGINE NO. ENGINE SIZE (C.I.) G.V.W. TYPE OF TRAILER

If this vehicle is subject to any liens or encumbrances, complete the following section(s): Attach form VP-217 for additional Lien Filings. LIEN FILING FEE \$20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE WORD "NONE" BELOW

AMOUNT OF LIEN KIND OF LIEN (IF OTHER) DATE OF LIEN NAME OF SECURED PARTY

STREET ADDRESS OF SECURED PARTY CITY OR TOWN STATE ZIP CODE

PURCHASE INFORMATION FOR TAX PURPOSES - SEE INFORMATION ON REVERSE SIDE

IF VEHICLE RECENTLY PURCHASED MARYLAND DEALER'S CERTIFICATION MARYLAND DEALERS ONLY

MD. EXCISE I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for the vehicle. Date of Delivery

TAX 0% OF \$ FULL PURCHASE PRICE DEALER'S NUMBER N.U. NAME OF DEALERSHIP SIGNATURE OF DEALER DATE

ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)

Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. Check here for active duty military. We have been resident(s) in Maryland for approximately _____ and paid _____ % tax (if no tax paid write "NONE")

WE last titled/registered this vehicle in _____

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

We do hereby make application for: New Registration Plates Transfer of Registration Plates. Is your motor vehicle now suspended or revoked in this or any other State? Yes No

Is this vehicle to be operated for short term rental? Yes No If transferring plates, complete below:

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____ Address _____ Name of Insurance Co. _____ Policy or Binder No. _____ Agent or broker _____ Class of Tax checked _____

Federal and State law require that you state the mileage in connection with this vehicle. Failure to complete or giving a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (NO TENTHS) 1. The mileage is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

We certify that we have compared the manufacturer's vehicle identification number on the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 15,000 lbs. by signing this application, I am certifying knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I am certifying under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I am further certifying under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information, and belief.

Signature of Applicant _____ Printed Name of Applicant _____

Signature of Co-Applicant _____ Printed Name of Co-Applicant _____

Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____

Signature of Co-Signer _____ Relationship _____

Souder _____ Date of Birth _____

Applicant Information

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (06-13)

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan	MIDDLE NMN	LAST Doe	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. D-000-435-044-002			CO-APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. / FEIN #		
DATE OF BIRTH 01 01 68 MONTH DAY YEAR			DATE OF BIRTH MONTH DAY YEAR		
APPLICANT'S STREET ADDRESS 123 Main St. PO Box 4567			CO-APPLICANT'S STREET ADDRESS		
CITY OR TOWN Annapolis			CITY OR TOWN		
COUNTY AA	STATE MD	ZIP CODE 21401	EMAIL ADDRESS jdoe@yahoo.com		

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan	MIDDLE J. NMN	LAST Doe	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. D-000-435-044-002			CO-APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. / <u>FEIN #</u>		DATE OF BIRTH
DATE OF BIRTH 01 01 68 MONTH DAY YEAR					MONTH DAY YEAR
APPLICANT'S STREET ADDRESS 123 Main St. <u>Po Box 4567</u>			CO-APPLICANT'S STREET ADDRESS		
CITY OR TOWN Annapolis			CITY OR TOWN		
COUNTY AA	STATE MD	ZIP CODE 21401	EMAIL ADDRESS jdoe@yahoo.com		
IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES					

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____
Address _____
Name of Insurance Co. _____ Policy or Binder No. _____
Agent or broker _____ Class of Tags desired _____

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING _____ (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

We certify that we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs., by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant _____ Printed Name of Applicant _____
Signature of Co-Applicant _____ Printed Name of Co-Applicant _____
Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____
Signature of Co-Signer _____ Relationship _____
Soundex _____ Date of Birth _____

For more information, please call: 410-768-7000 (to speak with a customer agent).
TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.MVA.Maryland.gov

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Vehicle Information

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (06-13)

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan			MIDDLE NMN			LAST Doe			CO-APPLICANT'S FIRST NAME			MIDDLE			LAST											
APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. D-000-435-044-002						DATE OF BIRTH 01 01 88 MONTH DAY YEAR			CO-APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. / FEIN #						DATE OF BIRTH MONTH DAY YEAR											
APPLICANT'S STREET ADDRESS 123 Main St. PO Box 4567									CITY OR TOWN Annapolis						CO-APPLICANT'S STREET ADDRESS						CITY OR TOWN					
COUNTY AA		STATE MD		ZIP CODE 21401		EMAIL ADDRESS jdoo@yahoo.com						COUNTY		STATE		ZIP CODE		EMAIL ADDRESS								

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? JOINT TENANTS TENANTS BY ENTIRETIES

VEHICLE DESCRIPTION									
<input checked="" type="checkbox"/> NEW VEHICLE	MODEL YEAR	MAKE OF VEHICLE	MODEL NO.	BODY STYLE	VEHICLE IDENTIFICATION NUMBER				
<input type="checkbox"/> USED VEHICLE	2008	Toyota	Camry	4s	4T1BE46K78U566651				
<input type="checkbox"/> TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE		MODEL YEAR	MAKE OF VEHICLE	TYPE OF FUEL	# OF CYLINDERS		MOTOR CARRIER #		UNIT #
<input type="checkbox"/> TRUCK	<input type="checkbox"/> TRUCK TRACTOR	<input type="checkbox"/> BUS		<input type="checkbox"/> MOTORCYCLE		<input type="checkbox"/> TRAILER (SPECIFY LENGTH)			
G.V.W.	G.C.W.	AXLES	SEATS	ENGINE NO.	ENGINE SIZE (C.C.)		G.V.W.	TYPE OF TRAILER	

VEHICLE DESCRIPTION

<input checked="" type="checkbox"/> NEW VEHICLE	MODEL YEAR	MAKE OF VEHICLE	MODEL NO.	BODY STYLE	VEHICLE IDENTIFICATION NUMBER				
<input type="checkbox"/> USED VEHICLE	2014	Toyota	Camry	4S	4T1BE46K78U566651				
<input type="checkbox"/> TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE		MODEL YEAR	MAKE OF VEHICLE	TYPE OF FUEL	# OF CYLINDERS		MOTOR CARRIER #		UNIT #
<input type="checkbox"/> TRUCK	<input type="checkbox"/> TRUCK TRACTOR	<input type="checkbox"/> BUS		<input type="checkbox"/> MOTORCYCLE		<input type="checkbox"/> TRAILER (SPECIFY LENGTH)			
G.V.W.	G.C.W.	AXLES	SEATS	ENGINE NO.	ENGINE SIZE (C.C.)		G.V.W.	TYPE OF TRAILER	

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____
Address _____
Name of Insurance Co. _____ Policy or Binder No. _____
Agent or broker _____ Class of Tags desired _____

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
ODOMETER READING _____ (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

We certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/we further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant _____ Printed Name of Applicant _____
Signature of Co-Applicant _____ Printed Name of Co-Applicant _____
Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____
Signature of Co-Signer _____ Relationship _____
Soundex _____ Date of Birth _____

For more information, please call: 410-788-7000 (to speak with a customer agent).
TTY for the hearing impaired: 1-800-492-4575. Visit our website at: www.MVA.Maryland.gov

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Lien Information

APPLICATION FOR CERTIFICATE OF TITLE																							
READ INSTRUCTIONS ON REVERSE SIDE																							
APPLICANT'S FIRST NAME Jonathan			MIDDLE NMN			LAST Doe			CO-APPLICANT'S FIRST NAME			MIDDLE			LAST								
APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. D-000-435-044-002						DATE OF BIRTH 01 01 68 MONTH DAY YEAR			CO-APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. / FEIN #						DATE OF BIRTH MONTH DAY YEAR								
APPLICANT'S STREET ADDRESS 123 Main St. PO Box 4567						CITY OR TOWN Annapolis						CO-APPLICANT'S STREET ADDRESS						CITY OR TOWN					
COUNTY AA		STATE MD		ZIP CODE 21401		EMAIL ADDRESS jdjoe@yahoo.com						COUNTY		STATE		ZIP CODE		EMAIL ADDRESS					
IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES																							
VEHICLE DESCRIPTION																							
<input checked="" type="checkbox"/> NEW VEHICLE		MODEL YEAR 2008		MAKE OF VEHICLE Toyota		MODEL NO. Camry		BODY STYLE 4s		VEHICLE IDENTIFICATION NUMBER 4T1BE46K78U566651													
<input type="checkbox"/> USED VEHICLE				MODEL YEAR		MAKE OF VEHICLE		TYPE OF FUEL		# OF CYLINDERS		MOTOR CARRIER #		UNIT #									
<input type="checkbox"/> TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE				MODEL YEAR		MAKE OF VEHICLE		TYPE OF FUEL		# OF CYLINDERS		MOTOR CARRIER #		UNIT #									
<input type="checkbox"/> TRUCK G.V.W.		<input type="checkbox"/> TRUCK TRACTOR G.C.W.		AXLES		<input type="checkbox"/> BUS SEATS		<input type="checkbox"/> MOTORCYCLE ENGINE NO.		ENGINE SIZE (C.C.)		<input type="checkbox"/> TRAILER (SPECIFY LENGTH) G.V.W.		TYPE OF TRAILER									
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE \$20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.																							
NAME OF SECURED PARTY SECU OF MD				STREET ADDRESS OF SECURED PARTY 971 Corporate Blvd				KIND OF LIEN (DESCRIBE) Security Agreement		DATE OF LIEN 01/01/14													
CITY OR TOWN Linthicum				STATE MD		ZIP CODE 21090		AMOUNT OF LIEN \$18,995.00		ACCOUNT NUMBER 97465852001													
IF VEHICLE RECENTLY PURCHASED				MARYLAND DEALER'S CERTIFICATION				DEALERS ONLY															
MD. EXCISE				I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery				CERTIFIED SELLING PRICE TRADE-IN ALLOWANCE															

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings.

LIEN FILING FEE \$20.00 for each Lien filed. **IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.**

NAME OF SECURED PARTY SECU of MD		STREET ADDRESS OF SECURED PARTY 971 Corporate Boulevard			KIND OF LIEN (DESCRIBE) Security Agreement		DATE OF LIEN 01/01/14	
CITY OR TOWN Linthicum		STATE MD	ZIP CODE 21090	AMOUNT OF LIEN \$18,995.00		ACCOUNT NUMBER 97465852001		

ODOMETER READING _____ (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs., by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/we further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant _____ Printed Name of Applicant _____
Signature of Co-Applicant _____ Printed Name of Co-Applicant _____
Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____
Signature of Co-Signer _____ Relationship _____
Soundex _____ Date of Birth _____



Tax Information

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan	MIDDLE NMN	LAST Doe	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO.	DATE OF BIRTH M1 Y1 P2	CO-APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. / FEIN #	DATE OF BIRTH		

PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE

IF VEHICLE RECENTLY PURCHASED	MARYLAND DEALER'S CERTIFICATION	DEALERS ONLY
MD. EXCISE TAX 6% OF \$23,995.00 FULL PURCHASE PRICE ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery _____ DEALER'S NUMBER _____ NAME OF DEALER(S) _____ SIGNATURE OF DEALER _____ DATE _____	CERTIFIED SELLING PRICE TRADE-IN ALLOWANCE TAXABLE PRICE GROSS TAX CREDIT COLLECTED GROSS OF _____ ALLOW. NET TAX ADMITTED
VIN OF TRADE-IN 2T5412J541DF46542 STATE MD		
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately _____ I/we last registered this vehicle in _____ and paid _____ % tax (if no tax paid, write "NONE") <input type="checkbox"/> Check here if active duty military.		

Taxable Selling Price

- Manufacturer's rebates are taxable and should be included in the taxable selling price
- Dealer processing fee and/or document fee is taxable and should be included in the taxable selling price
- Should be clearly identified and not included as a lump sum on the buyer's order and sales invoice

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Registration & Insurance Information

APPLICATION FOR CERTIFICATE OF TITLE														
READ INSTRUCTIONS ON REVERSE SIDE														
APPLICANT'S FIRST NAME Jonathan			MIDDLE NMN			LAST Doe			CO-APPLICANT'S FIRST NAME MIDDLE LAST					
APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. D-000-435-044-002					DATE OF BIRTH 01 01 88 MONTH DAY YEAR		CO-APPLICANT'S SOUNDIX/MARYLAND DRIVER'S LICENSE NO. / FEIN #			DATE OF BIRTH MONTH DAY YEAR				
APPLICANT'S STREET ADDRESS 123 Main St. PO Box 4567					CITY OR TOWN Annapolis					CO-APPLICANT'S STREET ADDRESS CITY OR TOWN				
COUNTY AA	STATE MD	ZIP CODE 21401	EMAIL ADDRESS jdoo@yahoo.com			COUNTY	STATE	ZIP CODE	EMAIL ADDRESS					
IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES														
VEHICLE DESCRIPTION														
<input checked="" type="checkbox"/> NEW VEHICLE	MODEL YEAR 2008	MAKE OF VEHICLE Toyota	MODEL NO. Camry	BODY STYLE 4s	VEHICLE IDENTIFICATION NUMBER 4T1BE46K78U566651									
<input type="checkbox"/> USED VEHICLE														
<input type="checkbox"/> TWO STAGE VEHICLE <small>CHIC STATE MAKE & YEAR</small>	MODEL YEAR	MAKE OF VEHICLE	TYPE OF FUEL	# OF CYLINDERS	MOTOR CARRIER #	UNIT #								

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: New Tags Transfer of Tags Title Only Is your motor vehicle now suspended or revoked in this or any other state? Yes No Is this vehicle to be operated for short term rental? Yes No If transferring plates, complete below:

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____

Address _____

Name of Insurance Co. **Progressive American Insurance Co.** Policy or Binder No. **12345678-1**

Agent or broker **AAA Mid-Atlantic** Class of Tags desired **A**

other state? Yes No Is this vehicle to be operated for short term rental? Yes No If transferring plates, complete below:

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold,

traded or otherwise transferred to: Name _____

Insurance Code

•The ERT System requires a four-digit numeric code.

Witness (my/our name(s) and date(s) this _____ day of _____ year _____

Signature of Co-Signer _____ Relationship _____
Soundex _____ Date of Birth _____

Odometer Statement & Certification

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan			MIDDLE Alexander			LAST Doe			CO-APPLICANT'S FIRST NAME			MIDDLE			LAST		
APPLICANT'S BOARD/UNAPPLICANT DRIVER'S LICENSE NO. D-000-135-644-002						DATE OF BIRTH 01 01 1988 MONTH DAY YEAR			CO-APPLICANT'S BOARD/UNAPPLICANT DRIVER'S LICENSE NO. / PERM #						DATE OF BIRTH MONTH DAY YEAR		
APPLICANT'S STREET ADDRESS 123 Main St. P.O. Box 4567						CITY OR TOWN Annapolis			CO-APPLICANT'S STREET ADDRESS						CITY OR TOWN		
COUNTY AA		STATE MD		ZIP CODE 21401		EMAIL ADDRESS			COUNTY		STATE		ZIP CODE		EMAIL ADDRESS		
IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES																	
VEHICLE DESCRIPTION																	
YEAR		MODEL		YEAR		MAKE OF VEHICLE		MODEL/REG.		BODY STYLE		VEHICLE IDENTIFICATION NUMBER					

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING 10 (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant Jonathan Doe Printed Name of Applicant Jonathan Doe

Signature of Co-Applicant _____ Printed Name of Co-Applicant _____

Witness my/our Hand(s) and Seal(s) this 14th day of January year 2014

Signature of Co-Signer  _____ Relationship _____

Soundex _____ Date of Birth _____

Agent or broker AAA Mid-Atlantic Class of tags desired A

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits.
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

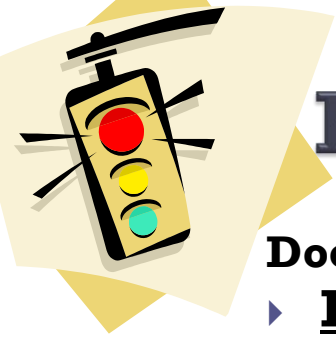
Signature of Applicant _____ Printed Name of Applicant _____

Signature of Co-Applicant _____ Printed Name of Co-Applicant _____

Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____

Signature of Co-Signer _____ Relationship _____

Soundex _____ Date of Birth _____



Requesting Soundex From ERT Unit

Documents Required:

- ▶ **Legible** copy of the individual's out of state driver's license. The ERT Unit can only accept driver's license for the United States and its Territories (Out of Country driver's license and passport must be walked into MVA Full Service Branch Office)
- ▶ Copy of the completed VR-005 with the customer's full legal name (i.e. full first, middle, and last name), date of birth, Maryland address, vehicle information, and signed and dated by the customer
- ▶ Documents can be faxed to the ERT Unit at **(410) 424-3629** or **(410) 768-7070** and it must contain a coversheet including the sender's name and telephone number. Depending on the number of requests, it could take 48 to 72 hours to receive your soundex number.
- ▶ The ERT Unit will contact you when the soundex has been issued

Z97 Soundex

- ▶ **Cannot** be used for individuals
- ▶ Is Issued for companies only
- ▶ A valid FEIN number must be recorded on the Application for Certificate of Title (VR-005)
- ▶ **Cannot** be requested through the ERT Unit
- ▶ Your Vendor will provide a Z97 Soundex when requested.



Lien Recording



- ▶ The ERT System requires a four-digit numeric code that is assigned by the MVA to each **individual** lien holder.

•0531

Bank of America

P.O. Box 2969

Springfield, IL 62708

•0581

Bank of America

2600 W. Big Beaver Rd

Troy, MI 48084

•1235

Bank of America

9000 Southside Blvd

Jacksonville, FL 32256

- ▶ Please contact your vendor for access to the Lien Code Manual.
- ▶ If a lien code does not exist, it must be requested by the lien holder.
- ▶ Second and additional lien holders are recorded by attaching a Security Interest Filing Statement (Form VR-217) and will not receive a Notice of Security Interest Filing
- ▶ A \$20.00 lien fee is charged for each lien recorded.

Requesting Lien Code

- ▶ **Not** for personal loans
- ▶ The lien holders may request a lien code by mail or fax to (410) 768-7594 Attention Lien Department.
- ▶ The request must be in writing on company letterhead and must include a signature and date.
- ▶ Once the lien code has been added, an updated lien code manual will be sent to your vendor.

Excise Tax

- ▶ Retail Purchase Price
- ▶ Shipping or Freight Charges
- ▶ After Manufacture Items Included With The Vehicle At Time of Purchase
- ▶ Manufacturer Rebates
- ▶ Full Amount Charged for Processing Fee by Dealer
- ▶ Documentation Fee
- ▶ Dealer Discounts or Rebates
- ▶ Extended Warranties
- ▶ Mechanical Repair Contracts
- ▶ Federal Excise Tax
- ▶ Electronic Registration Fee
- ▶ Trade-in Allowance
- ▶ Equipment installed to accommodate a disabled person

Taxable Items

Non-Taxable Items



Maryland Safety Inspection Options for Out of State Dealers

- Out of State Dealers can:
 - Provide the inspection for the customer and register the vehicle.
 - Have the customer provide you with the inspection and register the vehicle.
 - Process the transaction as title only. **Note:** If this option is selected, it will be the customer's responsibility to have the vehicle inspected at an authorized safety inspection station in Maryland and registered.



Vehicle Class & Weights





A



M

GVW by Shipping Weight

Up to 3700 = -3700

3701 and over = +3700

EPO



GVW

1/2 - 3/4 ton: minimum 7,000

1/2 - 3/4 ton: maximum 10,000

(SP in the exception field) and provide a completed weight certification (Form VR-142A)

GVW By Customer Request

1 ton or more: 10,000 - 80,000

by increments of 1,000

1/2 and 3/4 Ton Truck Owner's Weight Certification

See reverse side

Year	Make	Body Style	Class	Odometer	MD Title Number	Vehicle Identification Number
Owner must select Gross Vehicle Weight					Owner must select Gross Combination Weight	
Owner's Driver's License Number					Co-Owner's Driver's License Number	
Owner's Name					Co-Owner's Name	

I certify that the above vehicle has a gross vehicle weight rating (GVWR) by the manufacturer in excess of 7,000 pounds.

This application requires the signature of the owner(s)

- If jointly owned, all owners' signatures are required.
- If the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.
- If the owner is a trust, the trustee must sign and state their capacity.

Signature of Owner	Signature of Co-Owner
-----------------------	--------------------------

D



GVW
00N/A

Note: Motorcycles not manufactured for use on the road will “NOT” be issued registration plates. “NR” will be entered in the inspection field.

Motorcycle Equipment Certification

Year	Make	Model	Vehicle Identification Number	Engine No.
------	------	-------	-------------------------------	------------

I certify that the vehicle described herein meets the equipment and safety standards applicable to motorcycles under Federal Law and for titling and registration in the State of Maryland as set forth in the Maryland Vehicle Laws and the applicable Rules and Regulations of the Motor Vehicle Administration. I further certify that, as long as the title is in my name, I will not modify or cause to be modified, the exhaust system of the above described motorcycle, in accordance with Maryland Vehicle Law, Section 22-609, unless said motorcycle is used exclusively for participation in organized, licensed, off-the-road contests, in which case I will return my registration plate for cancellation.

Warning

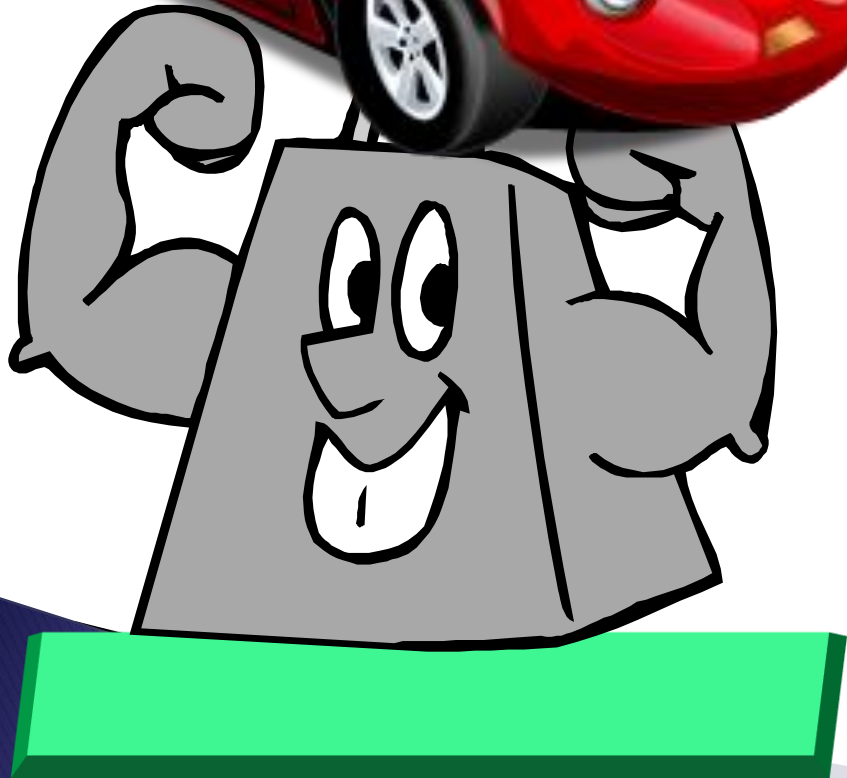
A person may not operate a motorcycle that has a rating of 1.5 brake horsepower or less, or a capacity of less than 70 cubic centimeters piston displacement on a roadway where the posted maximum speed limit is more than 50 miles per hour, or on any expressway or other controlled access highway.

Dealer Name		Signature of Dealer Representative		Date		Dealer No.	
Street			City		County		State Zip Code
Name of Owner				Name of Co-Owner			
Signature of Owner			Date		Signature of Co-Owner		Date
Owner's Soundex				Co-Owner's Soundex			
Owner's Street Address				Co-Owner's Street Address			
City		County	State	Zip Code	City		County State Zip Code

DEFINING WEIGHT



2786

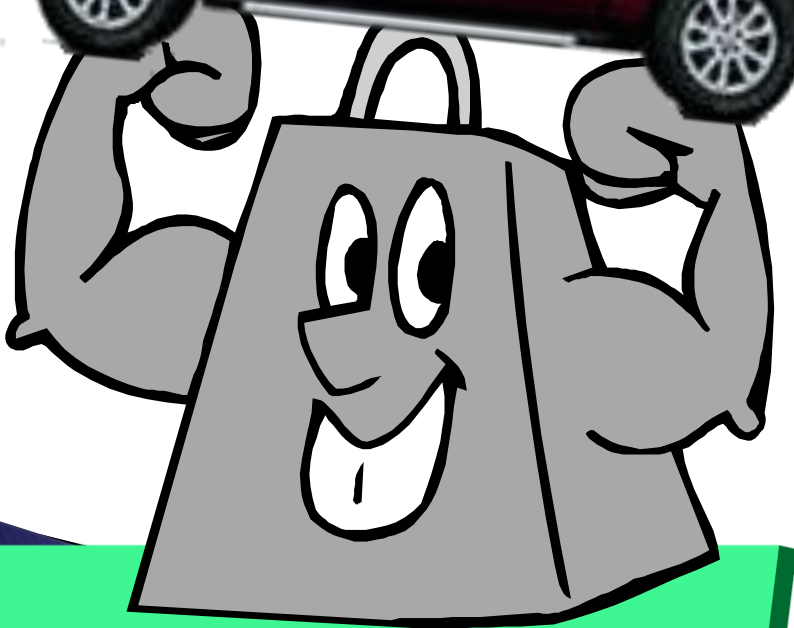


GVW = -3700

DEFINING WEIGHT

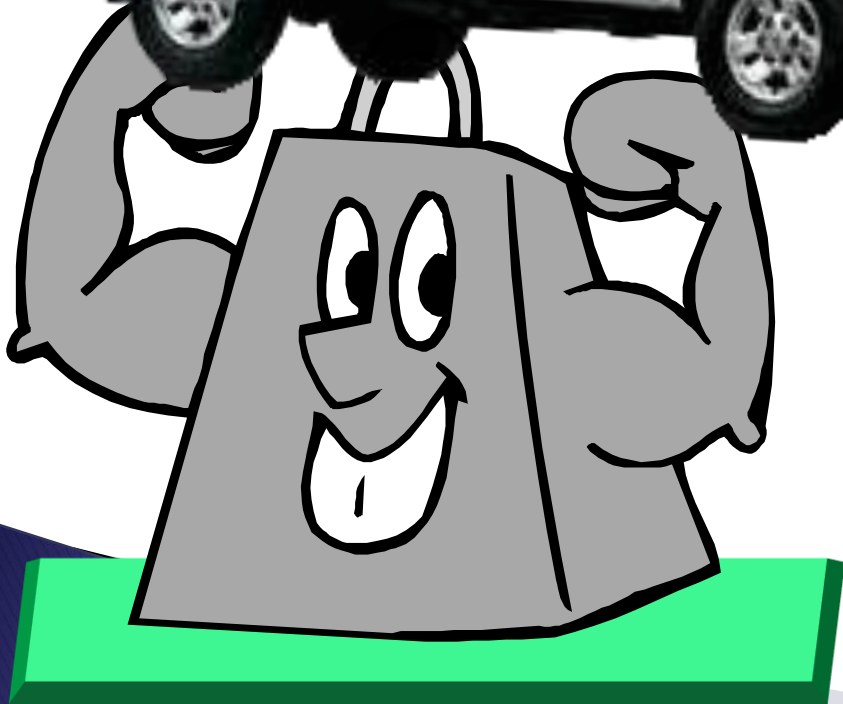
2439

GVW = 7000



DEFINING WEIGHT

3851



GVW = +3700

DEFINING WEIGHT



$$GVW = 00N/A$$

SUBMITTING TITLE WORK TO THE MVA





PROPER ASSEMBLY OF TITLE RECORD



*BUNDLE REPORT SHOULD BE ON TOP OF ALL THE TITLE RECORDS IN THAT BUNDLE REPORT.

*ALL TITLE RECORDS SHOULD BE LISTED IN ORDER AS SEEN IN THAT BUNDLE REPORT.

EACH TITLE RECORD SHOULD BE AS FOLLOWS:

FROM TOP TO BOTTOM (FIRST TO LAST)

- ▶ Maryland MVA Title/Reg Receipt
- Registration card (IF TRANSFERRING TAGS)
- Application for Certificate of Title (VR-005)
- Certificate of Origin, Title, or other acceptable ownership document
- Lien Release-Notice of Security Interest Filing
- Dealer Reassignment(s)
- Dealer's Bill of Sale
- Miscellaneous MVA Forms
- Odometer Mileage Statements
- Maryland Safety Inspection Certificate
- Vehicle Emission Report (IF SUBMITTED)

**EACH TITLE RECORD SHOULD BE SEPARATED.
DO NOT USE AN EXCESSIVE NUMBER OF STAPLES.
DO NOT USE HIGHLIGHTERS.
DO NOT FOLD FORMS.**

Special Note For ERT Dealer Work



- ▶ **SUBMISSION – Any work processed through the ERT dealer networks must be “transmitted” within 30 days of the date of delivery.**
- ▶ Bundles, containing title and registration records, need to be submitted to the MVA immediately after transmission by hand delivering them to counter 104 in the Glen Burnie headquarters building of the MVA; or mailed to the MVA at the following address:

Maryland Motor Vehicle Administration
6601 Ritchie Highway NE
ERT Unit, Room 104
Glen Burnie, MD 21062

ERT Dealer Accountability

All Dealers:

- ▶ **Must have a perpetual log, ledger, or record.**
- ▶ **Must properly document all voided inventory.**
- ▶ **Must account for all stickers, tags, and other sensitive items at all times.**
- ▶ **Must limit access to the secured inventory only to necessary employees**
- ▶ **Must have their employees who have access to the ERT System use their own ID and Password.**
- ▶ **Must report stolen stickers and/or tags to the Maryland MVA Business Licensing Department, the ERT Unit and to your local law enforcement jurisdiction.**

Record Retention

- ▶ Maryland Vehicle Law 15-105 requires licensees to retain records for 5 years after the transaction to which it applies. **Note:** The administration recommends that you retain records for at least 5 years or longer (if your state requires a longer period of time).
- ▶ During business hours, the records of the licensee shall be open to inspection by the Maryland MVA investigators, auditors, and any law enforcement while discharging his official duties.





Notifications Your Dealership May Receive From the MVA



**Maryland Motor
Vehicle Administration**
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

1-800-950-1MVA (1682)
CUSTOMER SERVICE CENTER

1-800-492-4575
TTY

www.marylandmva.com
WEB SITE

February 5, 2014

RE: LATE TITLING REPORT FOR : 4th Quarter, 2013

Dear

Pursuant to Maryland Vehicle Law, Section § 15-315(b); As to any person licensed under this subtitle, instead of or in addition to revocation, suspension, or refusal to renew a license under this section; this Administration may order the licensee to pay a fine not exceeding \$1,000 for each violation of this subtitle. Dealers licensed in Maryland are assessed fines based on \$15.00 on the first day of lateness and \$1.00 for each additional day late for each violation of Maryland Vehicle Law § 15-315-(a) (4), based on MVA Policy Dealer Fine/Sanction Guidelines: Late Submission: Title Transactions.

Between October 2013 through December 2013, your dealership submitted to the Motor Vehicle Administration, 25 title transactions which exceeded the thirty (30) day requirement of Motor Vehicle Law, Section § 13-113 (e)(2)(i)(ii) and (e)(4) and § 15-314(g). This information was obtained from Dealer Lateness Reports.

As a result of the above mentioned report; **if you were a licensed** Maryland Dealer you would be ordered to pay a fine of \$1,108.00 for violation of the following:

Maryland Vehicle Law, Section §15-315-(a) (4)25 Counts

TO WIT: The person has failed to comply with any of the provisions of the Maryland Vehicle Law relating to the registration of vehicles certificates of title and the sale of vehicles.



Maryland Motor
Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

1-800-950-1MVA (1682)
CUSTOMER SERVICE CENTER

1-800-492-4575 TTY
www.marylandmva.com
WEB SITE

RE:

Dear :

During a routine examination of the paperwork submitted to this Administration for the Electronic Registration and Titling Program, it was discovered that paperwork for the above referenced transaction was not received.

The privilege to participate in the program depends upon all documentation being submitted upon completion of the transaction. Failure to comply with this regulation may result in administrative action against your dealership.

Please submit the required documentation within 5 days from the above date to:

Motor Vehicle Administration
Attn: ERT Unit, Room 104
6601 Ritchie Hwy NE
Glen Burnie MD 21062

If you have any questions, please contact me at NIPALOOK@MVA.MARYLAND.GOV or 4107877833.

Sincerely,

A handwritten signature in cursive script that reads 'Nuyaagiq Ipalook'. The signature is written in black ink on a white background.

Nuyaagiq Ipalook
Business Licensing and Consumer Services

ERT-001

Top 10 Problems with ERT Transactions

- 1. Typing errors associated with vehicle information, especially the VIN Numbers, plate number, customer's soundex number, and lien information**
- 2. Mileage recorded incorrect or does not match the Maryland Safety Inspection**
- 3. No Maryland Safety Inspection Certificate (if applicable)**
- 4. Not sending bundle reports after the transaction is finalized**
- 5. Paperwork is not in proper order with Maryland MVA Title/Reg Receipt attached.**
- 6. No ownership document or lien release.**
- 7. Not having signatures of all parties (Sellers & Buyers) on all forms, especially on the VR-005, Ownership Document and Dealer Reassignments.**
- 8. Not collecting proper fees**
- 9. Not transmitting the data and funds in a timely manner.**
- 10. Transaction is voided and inventory is not collected from customer nor returned to MVA. The customer is not notified of the cancellation of the transaction.**



Exercise #1

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) **Jonathan Doe**

Address of Buyer(s) **123 Main St. Po Box 4567 Annapolis AA Maryland 21401**

STREET ADDRESS CITY OR TOWN COUNTY STATE ZIP CODE

SIGNATURE OF BUYER(S) *Jonathan Doe* SIGNATURE OF CO-BUYER(S)

PRINTED NAME OF BUYER(S) **Jonathan Doe** PRINTED NAME OF CO-BUYER(S)

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

1. The mileage stated is in excess of its mechanical limits.

2. The odometer reading is not the actual mileage.

ODOMETER READING **15,000** (no tenths) WARNING - ODOMETER DISCREPANCY

SIGNATURE OF AUTHORIZED AGENT *Sarai Simpson agt* DEALER'S NO. **U9999** DATE OF DELIVERY **01/14/14**

PRINTED NAME OF AUTHORIZED AGENT **Sarai Simpson agt**

PRINTED NAME OF DEALERSHIP **XYZ Car Auto Sales of Delaware**

VIN OF TRADE-IN STATE COLL. FEE 1.2% OF GROSS OR \$24 MAX. FEE ALLOW.

IF NOT SUBJECT TO A LIEN, INDICATE "NONE" AMOUNT OF LIEN DATE OF LIEN NET TAX REMITTED

NAME OF SECURED PARTY ADDRESS OF SECURED PARTY

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME Jonathan			MIDDLE J. INMAN only			LAST Doe			CO-APPLICANT'S FIRST NAME			MIDDLE			LAST																				
APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. D-975-405-990-002						DATE OF BIRTH 01 01 98 MONTH DAY YEAR			CO-APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO. / FEIN #						DATE OF BIRTH MONTH DAY YEAR																				
APPLICANT'S STREET ADDRESS 123 Main St. Po Box 4567 Annapolis									CITY OR TOWN									CO-APPLICANT'S STREET ADDRESS									CITY OR TOWN								
COUNTY AA			STATE MD			ZIP CODE 29903			EMAIL ADDRESS jdoe@yahoo.com						COUNTY			STATE			ZIP CODE			EMAIL ADDRESS											

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? JOINT TENANTS TENANTS BY ENTIRETIES

Exercise #1

MARYLAND CERTIFICATE OF TITLE
DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.

C000000

VEHICLE IDENTIFICATION NO. 4T1BE46K78U566651	YEAR 2008	MAKE TOYT	BODY STYLE 4S	CLASS A	ODOMETER 000009	BRAND A	TITLE NUMBER 9999999
EXCEPT.	GR. VEH. WT. -3700	GR. COMB. WT. 00N/A	FEE (TAGS) \$50.50	INSPECTION DATE N/A	DATE ISSUED 01/01/08		
OWNER'S SOUNDEX / DRIVER LICENSE NO. Z-975-999-999-999				CO-OWNER'S SOUNDEX / DRIVER LICENSE NO.			

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)
ABC123 AUTO SALES LLC
1111 1ST ST
GLEN BURNIE, MD 21061

ODOMETER CODES
A. Actual Mileage
B. Exceeds Mechanical Limits
C. Not Actual Mileage

SAMPLE

VEHICLE DESCRIPTION

<input checked="" type="checkbox"/> NEW VEHICLE	MODEL YEAR 2008	MAKE OF VEHICLE Toyota	MODEL NO. Camry	BODY STYLE 4S	VEHICLE IDENTIFICATION NUMBER 4T1BE46K78U566651			
<input checked="" type="checkbox"/> USED VEHICLE	TWO-STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE		MODEL YEAR	MAKE OF VEHICLE	TYPE OF FUEL	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
<input type="checkbox"/> TRUCK	<input type="checkbox"/> TRUCK TRACTOR	<input type="checkbox"/> BUS	<input type="checkbox"/> MOTORCYCLE		<input type="checkbox"/> TRAILER (SPECIFY LENGTH)			
G.V.W.	G.C.W.	AXLES	SEATS	ENGINE NO.	ENGINE SIZE (C.C.)	G.V.W.	TYPE OF TRAILER	

Exercise #2

I hereby certify that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) **Jonathan Doe**

Address of Buyer(s) **123 Main St. Po Box 4567 Annapolis AA Maryland 21401**

STREET ADDRESS CITY OR TOWN COUNTY STATE ZIP CODE

SIGNATURE OF BUYER(S) *Jonathan Doe* SIGNATURE OF CO-BUYER(S) _____

PRINTED NAME OF BUYER(S) **Jonathan Doe** PRINTED NAME OF CO-BUYER(S) _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

1. The mileage stated is in excess of its mechanical limits.

2. The odometer reading is not the actual mileage.

ODOMETER READING **15,000** (no tenths) WARNING - ODOMETER DISCREPANCY

DATE OF DELIVERY **01/14/14**

SIGNATURE OF AUTHORIZED AGENT *Sarai Simpson agt* DEALER'S NO. **U9999**

PRINTED NAME OF AUTHORIZED AGENT **Sarai Simpson agt**

PRINTED NAME OF DEALERSHIP **XYZ Car Auto Sales of Delaware**

VIN OF TRADE-IN	STATE	CERTIFIED SELLING PRICE
IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	TRADE IN ALLOWANCE
NONE		TAXABLE PRICE
NAME OF SECURED PARTY	ADDRESS OF SECURED PARTY	GROSS TAX COLLECTED
		COLL. FEE 1.2% OF GROSS OR \$24 MAX. FEE ALLOW.
		NET TAX REMITTED

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-517 for additional Lien Filings.

LIEN FILING FEE \$20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.

NAME OF SECURED PARTY SE NONE	STREET ADDRESS OF SECURED PARTY 971 Corporate Boulevard	KIND OF LIEN (DESCRIBE) Security Agreement	DATE OF LIEN 01/01/14
CITY OR TOWN Linthicum	STATE MD	ZIP CODE 21090	AMOUNT OF LIEN \$18,995.00
		ACCOUNT NUMBER 97465852001	

Exercise #3

STOCK NO.
GB1220
123502



PURCHASER'S FULL NAME **Jonathan Doe David Davidson** SALESPERSON
FIRST MIDDLE LAST DATE

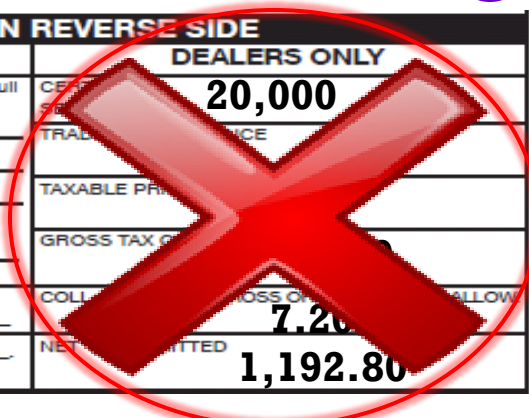
PURCHASER'S FULL NAME _____ EMAIL _____
 ADDRESS **123 Main St. Po Box 4567** RES. PHONE **(410) 999-9999**

ADDRESS **Annapolis, Maryland 21401** BUS. PHONE _____
 PLEASE ENTER MY ORDER FOR THE FOLLOWING VEHICLE: CELL PHONE _____

YEAR 2008	MAKE Toyot	MODEL Camry	BODY TYPE 4s	COLOR blk	TRIM _____	NEW <input type="checkbox"/>	USED <input checked="" type="checkbox"/>	DEMO <input type="checkbox"/>	PREVIOUS RENTAL <input type="checkbox"/>
MVI OR SERIAL NO. _____						MILEAGE 15,000	TO BE DELIVERED ON OR ABOUT _____		
PRICE OF VEHICLE _____						PRICE OF VEHICLE			20,000 00
SUB TOTAL _____						DEALER PROCESSING CHARGE			450 00
TITLE FEE 23.00						APPLICABLE TAXES			1,227 00
CVR FEE 10.50						TAG AND LICENSE FEES			20,450 00
TAG FEE 15.00						TOTAL VEHICLE PRICE			20,450 00
LICENSE FEE 104.00									
TIRE TAX _____									

PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE

IF VEHICLE RECENTLY PURCHASED	MARYLAND DEALER'S CERTIFICATION	DEALERS ONLY
MD. EXCISE TAX 6% OF \$ 20,000 <small>FULL PURCHASE PRICE</small> ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery _____ DEALER'S NUMBER N U NAME OF DEALERSHIP _____ SIGNATURE OF DEALER _____ DATE _____	CEFF 20,000 TRAD _____ TAXABLE PR _____ GROSS TAX _____ COLL _____ NET 1,192.80
VIN OF TRADE-IN _____ STATE _____		LOSS OF _____ ALLOW _____
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately _____ I/we last registered this vehicle in _____ and paid _____% tax (if no tax paid, write "NONE") <input type="checkbox"/> Check here if active duty military.		



Exercise #4

INSURANCE IDENTIFICATION CARD - **DELAWARE**

Jonathan Doe
Platinum Membership
Valued Customer Since 2010



Policy Number: **5425641554** NAIC Number **0321**
Effective Date: **01/14/2014** Expiration Date: **07/14/2014**
Insurer: Progressive Specialty Insurance Co 1-800-876-5581
PO Box 6807 Cleveland, OH 44101

Named Insured(s):
Jonathan Doe

Year	Make	Model	VIN
08	Toyota	Camry	4T1BE46K78U566651

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: New Tags Transfer of Tags Title Only Is your motor vehicle now suspended or revoked in this or any other state? Yes No Is this vehicle to be operated for short term rental? Yes No If transferring plates, complete below:

TAG NO. _____ and STICKER NO. _____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name _____

Address _____
Name of Insurance Co. **Progressive Specialty Insurance Co** Policy or Binder No. **5425641554**
Agent or broker **AAA Mid-Atlantic** Class of Tags desired **A**

Exercise #5

ODOMETER DISCLOSURE STATEMENT

GB1220 [Barcode]

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, **XYZ Car Auto Sales of Delaware** state that the odometer now

reads **15,000** (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
- (2) I hereby certify that the odometer reading is NOT the actual mileage **WARNING - ODOMETER DISCREPANCY.**

MAKE **Toyota**

MODEL **Camry** BODY TYPE **4S**

VEHICLE IDENTIFICATION NUMBER **4T1BE46K78U566651**

YEAR **2008**

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING **15,000** (NO TENTHS) 1. The mileage stated is in excess of its mechanical limits. 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY.**

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/we further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

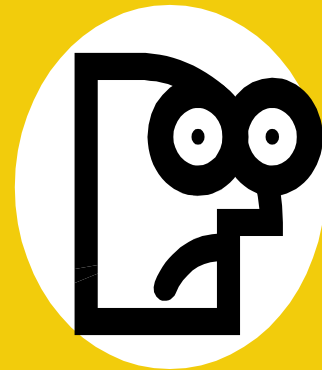
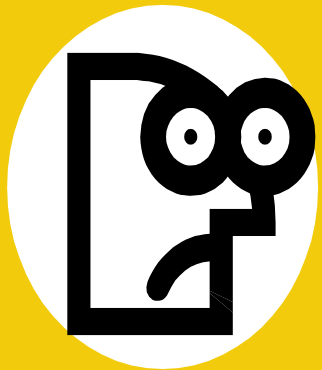
Signature of Applicant **Jonathan Doe** Printed Name of Applicant **Jonathan Doe**

Signature of Co-Applicant _____ Printed Name of Co-Applicant _____

Witness my/our Hand(s) and Seal(s) this **14th** day of **January** year **2014**

Signature of Co-Signer **Dorinda Sue Smith Doe** Relationship **Matrilineate**

Soundex **D-000-998-998-999** Date of Birth **10/10/1989**



It's QUESTION TIME !!

Question Review



1. Is a Maryland license required to title a vehicle?
No, only a Maryland soundex number is required
2. What is needed if a CO has a mileage of 7,511?
A Maryland Safety Inspection Certificate is needed
3. The full purchase price consist of the retail price, shipping charges, after manufacture items, and manufacturer rebates. What is missing?
The Full Amount Charged for Processing Fee and Documentation Fee
4. How long does MVA require out of state dealerships to retain title records?
MVA recommends the dealerships to retain records for 5 yrs
5. What type of notifications can your dealership receive from the MVA?
Late Titling Letters and ERT Workflow Letters

We Are Here



For You!

Congratulations!
You are Ready!

