



Title Service Seminar Fall 2015



**The Maryland Motor Vehicle
Administration**
Committed to Safety, Service and *You*

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

MVA Mission Statement

Agenda

- **Legislation 2015**
- **Inspection**
- **Electronic Lien Service (ELS)**
- **Avoid – Rejections & Letters**
- **What We Want You To Know**
- **Best Practices**
- **Auditing**
- **Investigation**
- **Question & Answers**



Legislation 2015



Single Registration Plates Class L (Historic) & Class N (Street Rod) vehicles HB 524



- This Bill requires the Motor Vehicle Administration to issue a single plate on Class L (Historic) & Class N (Street Rod) vehicles manufactured 50 years and older. A new tag scheme has been developed for the single plates as follows:
 - Class L (Historic) – is the letter L and four (4) numeric and one (1) alpha (L0000A).
 - Class N (Street Rod) – is the letter N and four (4) numeric and one (1) alpha (N0000A).

The single plate must be displayed on the rear of the vehicle except for Truck Tractors which will display the plate on the front of the vehicle.

- Note: The MVA will continue to issue single registration plates to Class D, (Motorcycle), Class F (Tractor), Class G (Trailer)
- Any customer who currently has the two (2) tags on their Class L or Class N registered vehicles may continue using these tags. However if the customer chooses to request the single registration plate, they will pay the \$20.00 substitute tag fee.

Effective October 1, 2015

Individuals with Disabilities / Licensed Physical Therapist HB 201/SB 124



- This bill authorizes a physical therapist to certify to the existence of permanent disabilities for applicants of disability plates, disability parking placards, as well as temporary disabilities for temporary parking placards. In addition, the State Board of Physical Therapy Examiners is responsible for the development and maintenance of a database system that the MVA can interface with to verify licensure.
- The following forms have been updated to accommodate the change:
 - Application for Maryland Parking Placards/License Plates for Individuals with a Disability, Form VR-210
 - Guide for Maryland Motorists with Disabilities, Form VR-138

Effective October 1, 2015

Commercial Motor Vehicles – Denial, Cancellation, Suspension, or Revocation of Registration HB 1229



- **This bill authorizes the Motor Vehicle Administration (MVA) to deny, cancel, suspend, or revoke a commercial motor vehicle registration if the motor carrier of the vehicle is subject to an out of service order defined in 16-812(I)(1) of Maryland Vehicle Law; Federal Operating Authority Sanctions; or the United States Department of Transportation (USDOT) determines the motor carrier is/has attempted to operate a motor carrier under a new or affiliated identity to avoid compliance with a USDOT order, statutory/regulatory requirement, paying a civil penalty, responding to an enforcement action, being connected with a negative compliance history.**

Electronic Inspection Report

MARYLAND VEHICLE INSPECTION REPORT

| | | | |
|------------------|-----------------|--------------------------------|----------|
| Inspection Date: | Result: | Vehicle: | Class: |
| Performed By: | Inspector: | Vehicle Identification Number: | Mileage: |
| | Station Number: | Customer Name: | Cert. #: |
| | | Address: | |



➤ Certificate number starts with "E".

➤ Customer and vehicle information

➤ Mileage and Inspection Date will automatically update the MVA mainframe.

| ROAD TEST | P | F | R | BRAKES | P | F | R | MIRRORS | P | F | R | DRIVER'S SEAT | P | F | R |
|----------------------------|---|---|---|-------------------------------------|---|---|---|-------------------------|---|---|---|------------------------------------|---|---|---|
| Alignment Test Drive: | | | | Hydraulic System: | | | | Interior: | | | | Driver's Seat: | | | |
| Service Brake Performance: | | | | Drums/Discs: | | | | Exterior: | | | | Comments: | | | |
| Comments: | | | | Linings/Pads: | | | | Comments: | | | | | | | |
| | | | | Mechanical Linkage: | | | | | | | | | | | |
| | | | | Booster System: | | | | | | | | | | | |
| | | | | Parking Brake: | | | | | | | | | | | |
| STEERING | P | F | R | FENDERS | P | F | R | SAFETY BELTS | P | F | R | MOTOR MOUNTS | P | F | R |
| Steering Wheel: | | | | Left Front: | | | | Safety Belts: | | | | Engine Mounts: | | | |
| Column: | | | | Right Front: | | | | Comments: | | | | Comments: | | | |
| Steering Coupling: | | | | Left Rear: | | | | | | | | | | | |
| Lash: | | | | Right Rear: | | | | | | | | | | | |
| Travel: | | | | Comments: | | | | | | | | | | | |
| Linkage: | | | | WIPERS | P | F | R | UNIVERSAL AND CV JOINTS | P | F | R | EMISSIONS | P | F | R |
| Rack and Pinion: | | | | Arms/Blades: | | | | Universal: | | | | Catalytic Converter: | | | |
| Steering Box: | | | | Park Position: | | | | Controls: | | | | Fuel Filler: | | | |
| Power Steering: | | | | Comments: | | | | Constant Velocity: | | | | Positive Crankcase: | | | |
| Comments: | | | | FUEL SYSTEM | P | F | R | Comments: | | | | Air Injection: | | | |
| | | | | Tank: | | | | | | | | Gas Recirculation: | | | |
| | | | | Cap: | | | | | | | | Evaporative Emissions: | | | |
| | | | | Tubing: | | | | | | | | Comments: | | | |
| | | | | Piping: | | | | | | | | | | | |
| | | | | Accelerator/Choke/Throttle: | | | | | | | | | | | |
| | | | | Comments: | | | | | | | | | | | |
| ALIGNMENT | P | F | R | LIGHTING | P | F | R | HOOD AND DOORS | P | F | R | ADDITIONAL COMMENTS | | | |
| Rear Wheel Alignment: | | | | Turn Signals & Self Cancel: | | | | Hood/Catches: | | | | | | | |
| Comments: | | | | Back Up: | | | | Door Handles/Latches: | | | | | | | |
| | | | | Hazard: | | | | Comments: | | | | | | | |
| | | | | Brake Warning: | | | | | | | | | | | |
| | | | | Indicator Lamps: | | | | | | | | | | | |
| | | | | Stop: | | | | | | | | | | | |
| | | | | Tail: | | | | | | | | | | | |
| | | | | Park: | | | | | | | | | | | |
| | | | | Side Marker: | | | | | | | | | | | |
| | | | | Reflectors: | | | | | | | | | | | |
| | | | | Tag: | | | | | | | | | | | |
| | | | | Dash: | | | | | | | | | | | |
| | | | | Clearance: | | | | | | | | | | | |
| | | | | ID Lamp: | | | | | | | | | | | |
| | | | | Headlamps: | | | | | | | | | | | |
| | | | | Adjusters: | | | | | | | | | | | |
| | | | | Fog/AUX Height/Aim: | | | | | | | | | | | |
| | | | | Comments: | | | | | | | | | | | |
| EXHAUST SYSTEM | P | F | R | ELECTRICAL SYSTEM | P | F | R | SPEEDOMETER/ODOMETER | P | F | R | GEAR SHIFT | P | F | R |
| Muffler: | | | | Horn: | | | | Speedometer: | | | | Auto. Trans. Gear Shift Indicator: | | | |
| Any Piping: | | | | Switches/Wiring: | | | | Odometer: | | | | Comments: | | | |
| Manifold: | | | | Auto. Trans. Neut. Safety Switches: | | | | Comments: | | | | | | | |
| Comments: | | | | Battery: | | | | | | | | | | | |
| | | | | Connections: | | | | | | | | | | | |
| | | | | Comments: | | | | | | | | | | | |
| BUMPERS | P | F | R | WHEELS AND TIRES | P | F | R | Comments: | | | | | | | |
| Front: | | | | Left Front: | | | | | | | | | | | |
| Rear: | | | | Right Front: | | | | | | | | | | | |
| Comments: | | | | Left Rear: | | | | | | | | | | | |
| | | | | Right Rear: | | | | | | | | | | | |
| | | | | Comments: | | | | | | | | | | | |

MD State Police E-Inspection Search



MARYLAND

DEPARTMENT OF
MARYLAND STATE POLICE

e-Inspection Search & Station Locator

Find An e-Inspection

[« Back](#)


Search e-Inspections

Enter the full or the last 7 digits of Vehicle Identification Number (VIN).

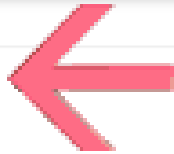
Please note: only inspections conducted in the last year, and for vehicles that have passed, will be displayed.



Vehicle VIN:

 Search

1 e-Inspection(s) Found



[Copy](#) [Excel](#) [PDF](#) [Print](#)

| VIN | Inspection Date | Odometer | Result |
|-----|-----------------|----------|--------|
| | | | |

[← Previous](#) 1 [Next →](#) **9**



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more



HOME

LOCATIONS

DRIVERS

VEHICLES

BUSINESSES

COMMUNITY

ONLINE SERVICES

Bulletins

Electronic Lien Services

Dealers

Electronic Registration and Titling (ERT)

Consumer Tips to Purchasing A Vehicle

Dealer Seminars



Insurance Contact Registry



eFR-19 Insurance Agent Login



Salvage Certificate

Interactive Title & Registration Manual
More

Licensed Maryland Tag & Title Services

- FIRST driver / learner / moped / license or ID, Card? Schedule An Appointment
- Schedule a Test/Retest
- What to Bring to the MVA for a Driver's License or ID Card
- Lo que debe traer a la MVA para una Licencia de Conducir or Tarjeta de Identificación
- Test Yourself! Sample Driver's Test

GET THE TOOLS TO HELP YOU PASS THE TEST

CLICK HERE TO:

- Download the MD Practice Driving Test App
- Take the Knowledge Test Tutorial
- Read the Maryland Driver Manual

Prepare to Pass the First Time!

Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System

This form is to be used by financial institutions and other lien holders to enroll in the Maryland Motor Vehicle Administration's (MVA) Electronic Lien System (ELS), or to modify an ELS account with MVA. This form is also used to request a lien code.

A ACTION REQUESTED – To Be Completed By Financial Institution/Lien holder

This application is for (check appropriate box/boxes):

- Lien code assignment (Complete section B)
- Enrollment in ELS Program – (Complete sections B and C)
- Change of Vendor/Service Provider – (Complete sections B and C)
- Removal from ELS Program – (Complete sections B and C)
- Change of Financial Institution/Lien holder Name – (Complete section B)
- Change of Financial Institution Address – (Complete section B)

B LIEN HOLDER INFORMATION – To Be Completed By Financial Institution/Lien holder

| | | | |
|---|-------------------|--------------|---|
| Name of Financial Institution/Lien holder | | FEIN | ABA Number |
| Address | | City or Town | State |
| | | Zip Code | LIEN CODE (if already assigned) |
| Name of Authorized Representative: (please print) | | Capacity: | Signature of Authorized Representative below: |
| Email Address: | Telephone Number: | Date: | MVA USE ONLY |
| | | | Lien code assigned _____ Date _____ |
| Name of ELS Vendor/Service Provider: | | | Signature _____ |
| | | | Operator # _____ |

C ELS VENDOR/SERVICE PROVIDER AUTHORIZATION – To Be Completed By ELS Vendor/Service Provider

| | | |
|--|-------------|---|
| ELS Contract Authorized By: (Printed Name) | (Signature) | Capacity |
| Email Address of Contact Person: | | Telephone Number: |
| | | Enrollment/Removal Date: |
| | | <input type="checkbox"/> Start _____ <input type="checkbox"/> End _____ |

- Financial institutions must complete Sections A and B, then forward this form to the selected vendor/service provider.
- This completed application must be submitted to the MVA by the authorized ELS vendor/service provider named in Section C, unless this request is for an assigned lien code only. Please email completed forms to mvaelsinfo@mdot.state.md.us or fax to Central Liens at 410-768-7594.

Participating lien holders agree to the following conditions and requirements:

- The lien holder must contract with one of MVA's approved ELS service providers for transmission of all vehicle and title data.
- The lien holder must provide the lien code assigned by MVA, to all loan recipients and automotive dealers utilizing selected lien holder services.
- The lien holder must work directly with the contracted service provider's Help Desk to resolve all ELS discrepancies and data transmission issues.
- The lien holder must protect the confidentiality of the information and data to which the lien holder has access. At no time will the lien holder furnish to any person, association or organization any vehicle or title data received from MVA without MVA's prior written consent.
- The lien holder has no proprietary rights to the information received from the MVA.
- The lien holder understands that MVA and its employees shall not be liable to the lien holder for any damages, costs, lost production or any other loss of any kind for failure of MVA's equipment, hardware or software, or for the loss of consequential damages that are the result of any other type of failure.
- Authorization may be terminated by either party upon giving 30 days written notice to the other party. In the event of termination, MVA is released from any and all obligations to the lien holder.

Avoid Rejections & Letters

- Please be sure:
 - Forms are completed in their entirety
 - Ownership documents
 - Lien releases
 - All required signatures are in place
 - Full name is provided
 - Inspection certificate is submitted if not performed electronically
 - Mileage recorded is correct
 - Power of attorneys are present
 - Sale price and date of sale are included
 - Full name of the insurance company is provided –
 - Proper fees are collected
 - Title services are not entitled to collect fees off the gross tax of a vehicle.
 - Assignments are fully completed to show chain of custody of the vehicle
 - Copies of customer's license and business license are attached

What we want you to know

- **Restricted Power of Attorney**
- **ERT Transaction Finalizing**
- **Insurance Codes**
- **Proper Assembly of Titling Records**
- **Soundex**
- **Resources**
 - **Personalized Account Representatives**
 - **MVA Website Available Resources**
 - **Info MVA**
 - **Forms**
 - **Bulletins**
 - **Interactive Titling and Registration Manual**
- **ERT Transaction Processing (can and can't)**



Restricted Power of Attorney



- The MVA has placed on the internet a new fill able form suggested for use for vehicle transactions in which a vehicle owner is granting power of attorney to sign documents related to a transaction for their vehicle. The form is the “Restricted Power of Attorney to Sign for Vehicle Owner” (form VR-470)
<http://mvanet/forms/VR/VR-470.pdf> . The document is not available in the MVA warehouse so it will have to be printed as needed by customers, customer agents, dealers, or title services etc., who may have a need for the use of the form.

ERT Transaction Finalizing

- Title services do not have 30 days to process their customers titling transactions. Title transactions performed on the behalf of a customer using the ERT system should be processed immediately, along with all appropriate fees. Once the transaction has been finalized, the original paperwork should be submitted immediately to the following address:

Motor Vehicle Administration

Room 202

6601 Ritchie Highway

Glen Burnie, MD 21061

Insurance Codes

- Please ensure when selecting the insurance provider for vehicles being registered for tags, the correct insurance company is selected. If the wrong company is selected, the Automated Compulsory Insurance System (ACIS) will create a case requesting the owner (s) to provide verification of insurance coverage for all newly titled registered vehicles



PROPER ASSEMBLY OF TITLE RECORD



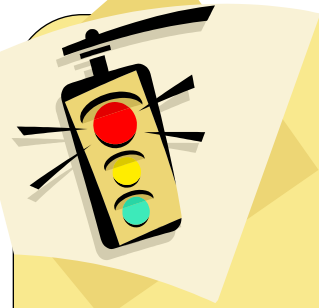
***BUNDLE REPORT SHOULD BE ON TOP OF ALL THE TITLE RECORDS IN THAT BUNDLE REPORT.**

***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.



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

Requesting Z97 Soundex

- **Cannot** be used for individuals
- Is Issued for companies only
- Proof of legal existence for a Business Entity is required
- 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.



Z Soundex

To issue a "Z" soundex for businesses. Proof of legal existence of the business will be required. Section 1 on The Application for Certificate of Title (VR-005) must include information about the business.



VR-005 (06-15)

The MVA should contact me at: _____ or _____ for any questions regarding this application.
(Email address) (Phone)

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------|----------|---------------|--|--|---------------|-----|------|--|-------|----------|---------------|--|--|-------------------------------|-----|------|--|--|--|--|--|--|--------------|--|--|--|--|--|
| APPLICANT'S FIRST NAME | | | MIDDLE | | | LAST | | | CO-APPLICANT'S FIRST NAME | | | MIDDLE | | | LAST | | | | | | | | | | | | | | |
| APPLICANT'S SOUNDEX/MARYLAND DRIVER'S LICENSE NO. | | | | | | DATE OF BIRTH | | | CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER'S LICENSE NO. | | | | | | DATE OF BIRTH | | | | | | | | | | | | | | |
| | | | | | | MONTH | DAY | YEAR | | | | | | | MONTH | DAY | YEAR | | | | | | | | | | | | |
| APPLICANT'S STREET ADDRESS | | | | | | | | | CITY OR TOWN | | | | | | CO-APPLICANT'S STREET ADDRESS | | | | | | | | | CITY OR TOWN | | | | | |
| COUNTY | STATE | ZIP CODE | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If the name entered above is a business or trust, enter the FEIN here _____, Check the type of business entity below: <input type="checkbox"/> Trust <input type="checkbox"/> Professional Association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other, (please specify) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please attach a copy of the BUSINESS LICENSE or see reverse of this application for proof acceptable to this Administration. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Application for Business Entity Submission of Proof for Vehicle Titling



➤ This form is to be attached if application on the back of the Maryland title is used.

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

VR-475 (04-15)

Business Entity Submission of Proof for Vehicle Titling

In order for a business to title and register a vehicle in the State of Maryland, proof of the legal existence of the business needs to be provided. Please enter the name of the business below and check the box to indicate the type of business.

Name of Business Entity

Street Address of Business

| City | County | State | Zip Code | FEIN |
|------|--------|-------|----------|------|
|------|--------|-------|----------|------|

Type of Business Entity (check box that applies):

- Corporation Limited Liability Company Limited Liability Partnership Partnership
 Joint Venture Professional Association Trust Sole Proprietorship Other (specify) _____

Please attach a copy of the BUSINESS LICENSE or see below for proof acceptable to this Administration.

A business must submit a current copy of one of the following as proof of its legal existence accompanied by the "General Information" printout from the State Department of Assessment and Taxation (SDAT), Business Charter webpage by accessing www.dat.state.md.us and clicking on Businesses/Business Data Search/Business Information.

- Articles of Incorporation for Stock, Non-Stock, Closed, Religious, or Tax Exempt Non-Stock Corporation
- Articles of Organization for Limited Liability Company
- Partnership Agreement or Certificate of Limited Liability Partnership
- Sole Proprietorship – Trade Name Application from SDAT, or Application for Sole Proprietorship and/or General Partnership filed with the Business Personal Property Unit
- Articles of Merger or Reorganization
- Trust Agreement (Only the part naming the trust and identifying the trustees need be submitted)

I certify under penalty of perjury that the documentation submitted with this application is proof of the legal existence of the business entity named above and the authority to operate the business in Maryland. I further certify that I have the legal capacity to sign documents on behalf of that business entity.

Signature

Printed Name

Capacity

Available Resources



BLCS REPRESENTATIVES

- Direct E-mail: mvablcsd@mva.maryland.gov Fax Numbers: (410) 768-7602 / 410-424-3032
- Supervisor: Kimberly Lucas kwilliams1@mdot.state.md.us
 - (#-AN) G. Janey gjaney@mva.maryland.gov
 - (AO-AR, BK-BO,CG-CI) lmorlan@mva.maryland.gov
 - (AS-BJ) D. Walker dwalker2@mva.maryland.gov
 - (BP-CF) D. Eaton deaton@mva.maryland.gov
 - (CJ-DA) T. Cobb tcobb@mva.maryland.gov
 - (DP-FO) Y. Alexander yalexander@mva.maryland.gov
 - (FP-HI) E. Toogood-Askie etoogood@mva.maryland.gov
 - (DB-DO, HJ-HO, N-NR, SV-TE) ysimmons@mva.maryland.gov
 - (HP-JR) N. Cook ncook@mva.maryland.gov
 - (JS-LZ) L. Slater lslater@mva.maryland.gov
 - (M-N&) A. Holton aholton@mva.maryland.gov
 - (NS-PR) D. Banks dbanks@mva.maryland.gov
 - (PS-RZ) F. Parker fparker@mva.maryland.gov
 - (S-SU) J. Kuti jkuti@mva.maryland.gov
 - (TF-ZZ) L. Smith lsmith@mva.maryland.gov



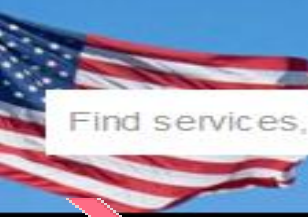
ERT REPRESENTATIVES

- 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, Y, U, V) 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 dymbrough@mva.maryland.gov
 - (E, P) K. Owens kowens@mva.maryland.gov
 - (K, N, X, Z) N. Ipalook nipalook@mva.maryland.gov





DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



- HOME
- LOCATIONS
- DRIVERS
- VEHICLES
- BUSINESSES
- SAFETY
- ONLINE SERVICES

Top Activities

- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [FIRST driver / learner / moped / license or ID, Card? Schedule An Appointment](#)
- [Schedule a Test/Retest](#)
- [What to Bring to the MVA for a Driver's License or ID Card](#)
- [Lo que debe traer a la MVA para una Licencia de Conducir or Tarjeta de Identificación](#)
- [Test Yourself Sample Driver's Test](#)
- [MVA Fees](#)
- [MVA Forms](#)
- [Motorcycle Licenses](#)

APPLYING FOR A DRIVER'S LICENSE?

GET THE TOOLS TO HELP YOU PASS THE TEST

CLICK HERE TO:

- Download the MD Practice Driving Test App
- Take the Knowledge Test Tutorial
- Read the Maryland Driver Manual

Prepare to Pass the First Time!

How Do I?

Service Centers Near Me

Announcements

[Medical Certifications for Commercial Drivers](#)

On May 21, 2014 the MVA will only accept medical certifications for commercial drivers that have been completed by providers who are registered and certified



How Do I?

Service Centers Near Me

Go!



Announcements

Medical Certifications for Commercial Drivers

On May 21, 2014 the MVA will only accept medical certifications for commercial drivers that have been completed by providers who are registered and certified through the new [Federal Motor Carrier Safety Administration's National Registry of Certified Examiners](#).

Skip the Trip. Anywhere, Anytime, MVA Online!

Go online to get a duplicate driver's license request. Change of address or license corrections. ID card renewals and more. [Click here:](#)

Effective 4/1/2014 – Changes to MVA Services

The MVA has introduced several new services, including renewal of driver's licenses, that are completed without stepping into an MVA branch office. [Click here for details.](#)

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.

[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

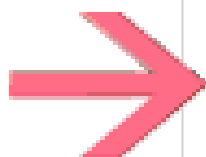
- [Driver Instruction - Filing a Complaint](#)
- [Identity Theft](#)
- [Service of Process](#)

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](#)

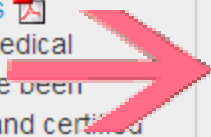
How Do I?

Service Centers Near Me

Announcements

[Medical Certifications for Commercial Drivers](#)
On May 21, 2014 the MVA will only accept medical certifications for commercial drivers that have been completed by providers who are registered and certified through the new [Federal Motor Carrier Safety Administration's National Registry of Certified Examiners](#)



[Skip the Trip. Anywhere, Anytime, MVA Online!](#)
Go online to get a duplicate driver's license request. Change of address or license corrections. ID card renewals and more. [Click here:](#)

[Effective 4/1/2014 – Changes to MVA Services](#)
The MVA has introduced several new services, including renewal of driver's licenses, that are completed without stepping into an MVA branch office. [Click here for details.](#)

[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.

[More >>](#)



[infoMVA](#)



[Forms](#)



[Law Enforcement](#)



[Mobile](#)



[Video](#)



[Smart, Green and Growing](#)

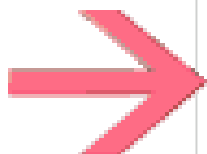
Top Activities

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








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 of](#) 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



Find services, agencies and more

HOME

LOCATIONS

DRIVERS

VE

BUSINESSES

SAFETY

ONLINE SERVICES

Bulletins

Electronic Registration and Titling (ERT)



eFR-19 Insurance Agent Login



Salvage Certificate

Consumer Tips to Purchasing A Vehicle

Dealers

Dealer Seminars

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



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



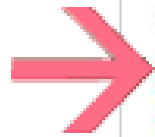
- HOME
- LOCATIONS
- DRIVERS
- VEHICLES
- BUSINESSES
- SAFETY
- ONLINE SERVICES

Dealers 5

Documents 4

Services 8

Others 3



Bulletins

Please select the bulletins you would like to view.

[Dealer/Title Service Bulletins](#)

[Insurance Bulletins](#)

[Towing Bulletins](#)

[Automotive Dismantlers, Recyclers and Scrap Processor Bulletins](#)



CONTACT US

6601 Ritchie Highway NE,
Glen Burnie, MD 21062
410-768-7000
1-800-492-4575 (TTY)

SOCIAL MEDIA



Official MVA Emails

INFO

InfoMVA
Privacy and Security Statement
Copyright Statement
Content Accuracy Statement

ABOUT

Frequently Asked Questions
Employment
Motor Voter
Press Releases



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more



HOME LOCATIONS DRIVERS VEHICLES BUSINESSES SAFETY ONLINE SERVICES

Dealers 5

Documents 5

Services 8

Others 3

Bulletins



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



Dealer Bulletins

- October 6, 2015 - IRP Registration
- September 14, 2015 - Trailer Titling
- August 18, 2015 - New Electronic Inspection Report
- July 15, 2015 - Collection of Excise Tax
- June 23, 2015 - New Z Soundex Number Issuance for Business Entity
- May 27, 2015 - Legislative
- April 30, 2015 - Trade Vehicle
- April 6, 2015- Clarification on March 19th, 2015 Excise Tax Credit
- March 19, 2015- Excise Tax Credit Request for Plug-In Electric Vehicles
- January 6, 2015- Plate Defacing-Return Tags
- October 14, 2014 - Title Transactions
- September 22, 2014 - Title Transactions
- August 25, 2014 - Employee Identification
- August 15, 2014 - Vehicle Shows
- June 27, 2014 - Legislation
- May 19, 2014 - Leased Vehicles
- May 8, 2014 - Third Party Checks

Bulletin Archives

HOME

LOCATIONS

DRIVERS

VEHICLES

BUSINESSES

SAFETY

ONLINE SERVICES

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

LOCATIONS

DRIVERS

VE

BUSINESSES

SAFETY

ONLINE SERVICES

Bulletins

Electronic Registration and Titling (ERT)

Consumer Tips to Purchasing A Vehicle

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



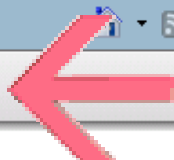
INTERACTIVE TITLE AND REGISTRATION MANUAL

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.

TABLE OF CONTENTS

| | |
|---|---------|
| MVA's Mission Statement..... | 2 |
| Table of Contents..... | 3-4 |
| MVA Contacts..... | 5-6 |
| MVA's Website..... | 7-8 |
| Documents Required for Basic Titling Transactions..... | 9 |
| New Vehicle Purchased from a Dealer..... | 10 |
| Used Vehicle Purchased from a Dealer..... | 11 |
| Used Vehicle from Someone "Other than" a Dealer..... | 12 |
| Gifted Vehicle Between Immediate Family Members..... | 13 |
| Moving to Maryland – Used Vehicle Already Owned..... | 14 |
| Homemade Trailer..... | 15 |
| Properly Assembly of Title Records..... | 16-17 |
| Submission of Work to the MVA..... | 18-19 |
| Submitting Title Work to the MVA | 19 |
| Transmittal Sheet..... | 20 |
| Electronic Registration and Titling (ERT) – Dealer Work Submission..... | 21-22 |
| What ERT Dealers "Can and Can't Do..... | 23-24 |
| What ERT Title Services Can and Can't Do..... | 25-26 |
| Forms..... | 27 |
| How Do I Purchase a Maryland Vehicle Law Book..... | 28 |
| Application for Certificate of Title – VR-005..... | 29-47 |
| Title 11 – Chapter 33 – Trade In Allowance..... | 48-51 |
| Excise Tax..... | 52 |
| Maryland Vehicle Law 13-810 – Excise Tax Exemptions..... | 52-53 |
| New Registration Plates or Transfer of Registration Plates..... | 54-64 |
| Maryland Insurance Compliance Process..... | 60-61 |
| Power of Attorney for Odometer Disclosure Form..... | 65 |
| Maryland Clean Cars Act 2007..... | 68 |
| CAL Lev Exemptions..... | 69 |
| Truth in Mileage Act of 1986..... | 70-89 |
| Certificate of Origin..... | 90-93 |
| Maryland Certificate of Title..... | 94-95 |
| Maryland Notice of Security Interest Filing (SIF)..... | 95-96 |
| Maryland Dealer Reassignment..... | 97 |
| Out of State Titles..... | 98 |
| Lien Release..... | 98-99 |
| Safety Inspection Requirements..... | 99-100 |
| Vehicles Acquired Under Unusual Circumstances..... | 101 |
| Death of Vehicle Owner..... | 101-102 |
| Title 11-Subtitle 15 – Chapter 14 Certificates of Title..... | 102-120 |
| Dealer Resale Titles..... | 120-121 |
| Dealer Duplicate Titles..... | 121 |



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.



Transactions that “Can” be processed by ERT Title Services

- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal (T3)
- New title and temporary tags (T4)
- New title only (T5)
- Title and Decal for ATV’s, Snowmobiles, Off-Road Motorcycles, Motor Scooters, and Mopeds
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST) and Substitute stickers (SS)
- Duplicate registration (DU)
- Duplicate title, Form VR-018 (DT) (Transmit only)
- Administrative flag fee (AF)
- Utilize mailing address - mailing address shows on title, not on database
- 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 must be submitted to a Full Service MVA Branch Office)
- Work on behalf of dealer (but cannot get .6% unless both dealer # and title service # are entered).
- Tag return



Transactions that “Cannot” be processed by ERT Title Services

- No salvage transactions
- No dealer duplicate title VR-003 processing
- No branding of titles (can only brand for CAL LEV, Leased vehicles, 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 disability plates, only transfer of disability plates
- 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)
- No transfer with renewal (TR)
- Repossessed vehicles - “MUST” BE TAKEN TO THE MVA FOR PROCESSING

Best Practices



Servicing our customers for You and the MVA

- Please be sure:
 - Post the transactions that “can” and “cannot” be performed on the ERT program near the processors work stations.
 - Contact your vendor immediately for any system related problems.

CVR

1-800-333-6995

DealerTrack

1-800-876-2312

Title Tec

1-866-689-0578

- Keep clear copies of all documents related to customer titling transactions.
- Review the late pending transactions report provided by your vendor at the end of each work day to ensure that transactions are properly finalized.
- Keep your Business Licensing Representative notified of any changes in your business.

Auditing



Title Service Audit Tidbits

Retention of Records:

- Keep copies of all documents, including bills of sale, title documents, and customer information.
- Keep at least three years by customer name.
- Title Service should be open according to hours of operation with records readily available and without advance notification.



Transmitting of Fees:

- Deposit all monies on the same date as electronic vehicle registration.
- Title Service does not have 30 days as dealers have to submit all title work and fees.

Inventory Accountability:

- ERT Sticker Audit conducted at least once a year and routine/special request audits are conducted where blocks of inventory are verified.
- Perpetual records and or logs can help account for inventory.

Title Service Audit Tidbits

Registration Fees:

- Registration fees charged shall be consistent with Motor Vehicle fees.

Excise Taxes:

- Pay special attention to selling prices of vehicles
- Pay special attention to trade-in values. Trade-in values shall not be higher than trade-in values in NADA books that have been adopted for use by the Motor Vehicle Administration. Trade-ins are covered under COMAR 11.15.33.05.



What do you call a Alligator in a vest?

INVESTIGATOR



Investigation Tidbits

Inspection of Locations:

- Processing of out of state titles.
- ERT Password sharing.
- Title service ID's.
- MVA Logo
- FEIN number
- Leaving business vacant without notifying MVA.
- Security of MVA properties.
- Maryland / Out of State Salvage
- Altered/ Counterfeit Titles



Questions and Answers

1. What is the status of tag and title agent's ability to process "previously branded" Maryland titles on the ERT system?

At this time we are still testing internally to ensure that the brands are carried forward.

2. Continuing with that same thought process, is it possible to have a title that is already branded as salvage, show up in the system as "SALVAGE - DO NOT PROCESS ONLINE"? The branding on the titles is so small that it is hard for clerks to notice (especially newbies or if it's busy in the office). If a pop-up would come up at the top - like CCU or FR19 of tickets, etc., then there would be less chance of a salvage title going through the system incorrectly. *

A branded Maryland Title is not a flag on the record of an individual. CCU or FR19's are flags that would appear on an individual record which would cause a system stop on the ERT program. Please consult with your vendor to see if this is something that they could pursue offering to their participants. This is something that we may revisit in the future.

3. On the ERT system, when somebody has a trade-in and you do not have the vehicle title number available or it is not listed in the system, what do you put in the space where it requires the title number?

If this is a vehicle that was titled in Maryland, a title number is required to alleviate any insurance violations as the Automated Compulsory Insurance System (ACIS) matches on the VIN and Title #.

4. How much longer will the red, white and blue star spangled banner plates be available? Will you be going back to the black and white plates or something else?

At present, there are no changes to this plate.

5. Can an out-of-state dealer use the back of a MD title or MD reassignment to do an ownership reassignment when their state supplies them with their own state's reassignment (i.e., Delaware)?

An out of state dealer may use the reassignment on the back of the Maryland Title; however, they may not use the Maryland reassignment to transfer ownership. The Maryland Reassignment is for Maryland Dealers only.

6. How can we curtail the number of letters that we receive from the MVA requesting copies of transactions? Can the time frame be extended or the review process be tighter before these letters are sent out? In most cases we have found that the MVA has not scanned in the documents yet. We understand the importance but it seems to be a waste of time and resources for the title services and the MVA.

It is recommended to send paperwork in as soon as a deal has been finalized. We have extended the time period for the 1st and 2nd letters to be generated.

7. At our last meeting, there was discussion about the ability for a tag and title to print duplicate titles if they put up an extra Surety Bond. What is the current status of this?

At present, there are no plans to allow businesses to print duplicate titles from their individual locations.

8. Also at a previous meeting, we asked: “If a lien release is dated prior to the date that the SIF requirements changed, is it necessary to have the same information on the older lien release letters? (i.e., Original Lien Date, Original Lien Amount, etc.?)

At that time, the response from the MVA was: “All lien release letters must contain the information required regardless of the date of the lien release.”

If we cannot accept these, then why does the MVA?

We have sent numerous transactions like this to the MVA they are done without an issue. Is there a fair playing ground here?

How was the MVA able to notify ALL lenders of these changes?

The requirements are the same for the MVA, Title Services and Dealers. In unusual circumstances or if a lien release looks suspicious, MVA management/supervision will make an effort to contact the lien holder for verification. Note: All lien release letters must be accompanied by a copy of the photo identification of the person presenting the lien release letter to the Motor Vehicle Administration. Other than the account number (which is optional), all other information has been the same for at least the last 25 years when we first began using the Lien Release letter. If a lien release is being provided by a lender and they no longer have records of the lien, they usually will place “unknown” in the space for both original date of lien and amount of lien. Remember, the lender can always apply for a duplicate Notice of Security Interest filing <http://mvgbintranet1/forms/VR/VR-048.pdf> at a cost of \$20.00.

9. When a tag has been expired out of the time frame for Dealertrack renewal (like 8 months or something), it would be nice if we could renew that and the system would pro-rate the fee. The fee was pro-rated on the (ERT) legacy system accordingly, but it doesn't seem to be pro-rating the same on the new system. *

The cutoff for a pro-rated fee on a tag renewal is 6 months. Anything older would have to be taken to a full service MVA office for processing.

10. Will we be allowed to process a tag transfer on the ERT system from a vehicle that was titled with a Maryland Temporary Plate, with a plate that was off a vehicle that was previously owned by the same person? This is currently a non-functioning option on the Tag Return tab/screen. *

Yes, as long as the vehicle has been Maryland Safety Inspected. Programming requirements have already been sent to the vendors to allow for the (TT) Transfer Tag & (TR) Transfer Tag with Renewals transactions to be processed on the ERT program.

11. Are we any closer to being allowed to register vehicles from out of state on the ERT system and giving the tax credit for vehicles 7 years and newer?

We are still evaluating the availability for this transaction to be processed by Title Services.

12. With the new procedure in IRP (effective October 21, 2015), how can we get trucks tagged the same day? We can't get our public specials processed the same day, how can this be rectified? This means that trucks will sit for 2 to 3 days waiting for plates.

A Truck requiring apportioned registration that has not been appropriately titled in the MVA mainframe, may obtain a (TA) Temporary Authority. The process to obtain a T/A may be initiated through the Motor Carrier Office or any branch office. If the current owner information is updated in the MVA mainframe, the full apportioned registration may be obtained over the counter at the Motor Carrier Division, room 120 at the Glen Burnie complex.

13. Is Maryland looking to provide temporary plates for out of state buyers?

The MVA has proposed legislation to provide a transit plate for out of state buyers to transport their vehicle to a state where they want to title and register the vehicle.