

D-08-22-03

**Date:** August 29, 2022  
**Bulletin:** All Dealers and Tag and Title Services  
**From:** Business Licensing and Compliance  
**RE:** Workaround process for change of address issues

**Purpose:**

To allow dealers and title services to update the address of customers before a transaction has been processed, by submitting the transaction to the Dealer Services Unit via the [MDDTTS@mdot.maryland.gov](mailto:MDDTTS@mdot.maryland.gov) email.

**Please follow the process below for submission:**

1. The customer must complete the Application for Maryland Change of Address (VR-154 or VR-154S). The form must be completed in full by the customer.
  - a. **Please Note: The dealer or title service cannot use a Power of Attorney to fill out this form.**

2. The dealer or title service must scan a copy of the VR-154 or VR-154S to the [MDDTTS@mdot.maryland.gov](mailto:MDDTTS@mdot.maryland.gov) email address and add in the subject line:

**COA- Soundex/ MDID number.** (i.e., COA- S-123-456-789-012 or COA MD-123456789)

3. In the body of the email, you are requesting the Change of address and if the customer has a mailing address, make sure to add this information in the email.
4. The MD identification or drivers license should be uploaded to the email as well as the ID of the title service submitting the request.

This transaction will be done within an hour of submission and if it is not completed, please escalate your request to Tim Batts at [tbatts@mdot.maryland.gov](mailto:tbatts@mdot.maryland.gov) or Shae Richards-Marks at [srichardsmarks@mdot.maryland.gov](mailto:srichardsmarks@mdot.maryland.gov).

If you have any questions, please contact us at Dealer Services at 410-424-3625 or [mddtts@mva.maryland.gov](mailto:mddtts@mva.maryland.gov)