



MOTOR VEHICLE  
ADMINISTRATION

# Bulletin

SI.10.22.01

**Date:** October 19,2022  
**Bulletin:** All Self-Insurance Certificate Participants  
**From:** Self-Insurance Certificate Manager  
**RE:** Self-Insurance Certificate period Feb 1, 2023 to Jan 31, 2024 - SAMPLE INSURANCE CARD

## ANNUAL RENEWAL REMINDER:

The Self-Insurance Certificate annual renewal reminders for the period Feb 1, 2023 to Jan 31, 2024 were sent out mid-September. If you have any problems regarding the renewal application process, contact Ned Kodeck, Esq. at [nkodeck@mdot.maryland.gov](mailto:nkodeck@mdot.maryland.gov) or voice mail at 410-424-3030.

Original documents required to be sent are the security or collateral, the vehicle listing, and verified financial report.

Send to:

MDOT MVA  
6601 Ritchie Highway, N.E.  
Glen Burnie, MD 21062

Attn: Ned Kodeck, Esq., Room 200

The documents that may be uploaded during renewal are the Trading Partner Information Sheet form ICD-073, A Subsidiary Listing and a sample Insurance Card.

## SAMPLE INSURANCE CARD:

In order to comply with Chapter 650 of the Laws of Maryland 2011, it is the requirement of each self-insurer to print out an insurance card for each vehicle. The self-insurer's insurance card shall include their certificate number, the name of the self-insured entity, address, and telephone number; name, address and telephone number of the self-insured's third-party administrator or third party adjuster; and the vehicle identification number of the self-insured vehicle and any other relevant information. A sample insurance card may be saved during the online renewal process or sent to Ned Kodeck, Esq.

We encourage you to sign-up for self-insurance certificate program bulletins to be automatically sent to you. Go to [www.mva.maryland.gov](http://www.mva.maryland.gov). then choose the Businesses link, then the Information Bulletins icon.