



## 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. The information contained in this manual is based on law, regulation, policy, process, and procedures of this Administration.



# The MDOT MVA Mission

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**MDOT mission:** The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life's opportunities.

**MDOT MVA vision:** The MDOT MVA shall provide exemplary driver and vehicle services that promote Maryland's mobility and safety while enhancing process and product security.

MDOT MVA is focused on the following key areas which reflect our premier customer service culture with respect to our products and services offered to the residents of Maryland.

## SAFETY | SECURITY | INNOVATION | PARTNERSHIP

### SAFETY

- Promote the safety and security of Maryland residents with the products and services MDOT MVA provides.
- Reduce fatalities and severe injuries on Maryland roads.
- Ensure that MDOT MVA offices are safe and inviting to customers and staff.

### SECURITY

- Ensure all products, processes, and services provided by MDOT MVA meet the highest level of security standards and are updated on a regular basis.
- Safeguard all data and the integrity of personal and confidential information provided by MDOT MVA customers.

### INNOVATION

- Deploy technology and processes that enable customers to interact with MDOT MVA how, when, and where they want.
- Use innovative technology that is current, right for the job, adaptive, and free of obstacles.
- Provide clear, concise, consistent, and responsive communication.

### PARTNERSHIP

- Offer customer access to a variety of secure and convenient government products and services through MDOT MVA branch offices, web, and kiosk.
- Foster and maintain connections/partnerships with other organizations that add value and provide convenience and opportunities for MDOT MVA customers.
- Establish strong and effective partnerships to help achieve zero fatalities on our roadways.

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## MOTOR VEHICLE ADMINISTRATION (MVA) CONTACTS

### **Business Licensing & Driver Instructional Services**

|                            | <b><u>Phone</u></b> |
|----------------------------|---------------------|
| • Manager                  | 410-768-7035        |
| • Assistant Manager        | 410-424-3045        |
| • Section Manager ERT UNIT | 410-762-5047        |
| • Supervisor BLS           | 410-787-7951        |
| • Compliance Manager       | 410-424-3750        |

### **Insurance Compliance Division**

|   |              |
|---|--------------|
| • Manager   | 410-768-7663 |
| • Section Manager                                     | 410-768-7699 |
| • Supervisor – Phone Panel/Helpdesk                   | 410-762-5170 |
| • Supervisor – Mail Review                            | 410-787-7963 |
| • Supervisor – Media Processing/UMC + Judgement Cases | 410-768-7310 |
| • Insurance Compliance Flags                          | 410-424-3656 |

### **Motor Carrier & Electronic Services**

|   |                                 |
|---|---------------------------------|
| • To contact someone in this unit you may dial or<br><b>You may send an email to <a href="mailto:mvairp@mva.maryland.gov">mvairp@mva.maryland.gov</a></b> | 410-787-2951 or<br>410-787-2971 |
|---|---------------------------------|

### **Vehicle Services**

|  |              |
|--|--------------|
| • Manager  | 410-787-2970 |
| • Assistant Manager  | 410-424-3644 |
| • Assistant Manager  | 410-768-7512 |
| • Section Manager ELS/Online Response Unit                     | 410-787-7828 |
| • Section Manager  | 410-768-7223 |
| • Supervisor NMVTIS/Refunds/Corrections                        | 410-787-7871 |
| • Supervisor Certified Copies/Tag Return                       | 410-787-2972 |
| • Supervisor Mail-in Title/Repo/Reg Renewals/Plates            | 410-762-5190 |
| • Supervisor Flagging Unit/Salvage Unit/Duplicate Titles/Liens | 410-424-3679 |
| • Supervisor Dealer Services                                   | 410-768-7374 |



## MVA's WEBSITE

You will find helpful information at our website.

[www.mva.maryland.gov](http://www.mva.maryland.gov)

**Learn how to:**

**Sign up to receive [Dealer Bulletins](#)**

**Search for information not found in this manual,**

**Obtain information regarding fines for late submission of dealer work,**

**And much more!**

# Documents Required for Basic Titling Transactions



- **NEW VEHICLE PURCHASES FROM A DEALER**
- **USED VEHICLE PURCHASED FROM A DEALER**
- **USED VEHICLE PURCHASED FROM SOMEONE "OTHER THAN A DEALER"**
- **GIFTED VEHICLE BETWEEN IMMEDIATE FAMILY MEMBERS (WITHIN MARYLAND)**
- **MOVING TO MARYLAND – USED VEHICLE ALREADY OWNED**
- **HOMEMADE TRAILER**

## NEW VEHICLE PURCHASED FROM A DEALER

Complete and submit the following documents:

**Application for Certificate of Title, [Form VR-005](#)**

**Certificate of Origin** - properly assigned

**Dealers Reassignments** - (if needed) - Be sure there is a complete sequence of ownership from the owner to the first dealer, to any subsequent dealers, and finally to the retail buyer.

**Original Dealers Bill of Sale** - (photocopies are only accepted if notarized)

Note: Maryland Dealers may complete the certification section on the Application for Certificate of Title, (Form VR-005) or the certification on the dealer's reassignment.

**Odometer Disclosure Statement** - on the reverse of the Certificate of Origin and/or any accompanying dealer reassignments. The odometer disclosure may also be on a separate odometer disclosure statement. All odometer disclosures must meet federal requirements.

**Insurance coverage** - with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

**New Tags** - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at

<https://mva.maryland.gov/about-mva/Pages/fees.aspx>. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal.

**Registration Card** - Submit the registration card if transferring tags. Tags may be transferred to a vehicle in the same owner's name, between parents and children, and between husband and wife. Tags may only be transferred to vehicles of vehicle classes A, M and E.

**Tag transfer fee is \$15.00** - If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

**Taxes** - Excise tax is 6.5% of the price certified by the dealer, less trade-in allowance, with no allowance for down payment or manufacturer's rebate. Maryland dealers may charge a processing fee up to \$800.00. This processing fee must be added to the purchase price and is taxable. **NOTE:** The processing fees charged by out of state dealers are sometimes higher. The "full amount" charged for a processing fee by an out of state dealer is taxable. Non-taxable items include dealer discount or dealer rebates, extended warranties, mechanical repair contracts, electronic registration fees, federal excise tax, and equipment installed to accommodate a disabled individual. See complete procedures for calculating total purchase and taxable price in Code of Maryland Regulation (COMAR) 11.15.33.00. As per July 2025 legislation the excise tax on rental vehicles is 3.5% of the price certified by the dealer.

**Title Fee \$200.00, except for rental vehicles \$100.00, and motor scooters and mopeds \$40.00. Lien Filing Fee \$40.00 for each lien recorded.**

## USED VEHICLE PURCHASED FROM A DEALER

Complete and submit the following documents:

**Application for Certificate of Title, [Form VR-005](#)** or complete **the application for title on the reverse of the Maryland title**,

**Certificate of Title** properly assigned. Be sure there is a complete sequence of ownership from the owner to the first dealer, to any subsequent dealers, and finally to the retail buyer.

When titling a vehicle, be sure you have the most recent title.

**Dealer Reassignments** (*if applicable*) – Be sure to attach any separate dealer reassignments required to complete the sequence of ownership as stated above.

**Original Dealers Bill of Sale** (photocopies are only accepted if notarized)

Note: Maryland Dealers may complete the certification section on the Application for Certificate of Title (Form VR-005) or the certification on the dealer's reassignment.

**Maryland Safety Inspection Certificate** – For vehicles held in dealer inventory only, inspections are valid for up to 6 months; or until 1000 miles has been added to the vehicle's odometer. Note: Trucks (1 ton and larger), tractors and freight trailers may be sold un-inspected by Maryland dealers and the MVA may sell a 30-day temporary registration to be used by the owner to complete the inspection process.

**Lien Release** (*if applicable*) - An acceptable lien release is a Maryland Notice of Security Interest Filing form properly signed on the front by the lien holders authorized representative; or a lien properly released on an out of state title; or a letter on the lien holders original letter head releasing the lien (See additional information on requirements for lien release letters in this manual). Unless the lien release letter is being provided to you directly from the lien holder, it is wise to verify the lien release and get positive identification from any customer presenting a lien release letter.

**Odometer Disclosure Statement** - Odometer statements are contained on all titles in compliance with the federal truth in mileage act. Separate odometer disclosure statements are acceptable if properly signed and completed by the seller and buyer. (See complete information on proper odometer disclosure in this manual)

**Insurance coverage** with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

**New Tags** - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal.

**Registration Card** – Submit the registration card if transferring tags. Tags may be transferred to a vehicle in the same owner's name, between parents and children, and between husband and wife. Tags may only be transferred to vehicles of the same class.

**Tag transfer fee is \$15.00** If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

**Taxes** - Excise tax is 6.5% of the price certified by the dealer, less trade-in allowance, with no allowance for down payment or manufacturer's rebate. Maryland dealers may charge a processing fee up to \$800.00. This processing fee must be added to the purchase price and is taxable. NOTE: The processing fees charged by out of state dealers are sometimes higher. The "full amount" charged for a processing fee by an out of state dealer is taxable. Non-taxable items include dealer discount or dealer rebates, extended warranties, mechanical repair contracts, electronic registration fees, federal excise tax, and equipment installed to accommodate a disabled individual. See complete procedures for calculating total purchase and taxable price in Code of Maryland Regulation (COMAR) 11.15.33.00. As per July 2025 legislation, the excise tax on rental vehicles is 3.5% of the price certified by the dealer.

**Title Fee \$200.00, except for rental vehicles \$100.00, and motor scooters and mopeds \$40.00.**  
**Lien Filing Fee \$40.00 for each lien recorded.**

## USED VEHICLE PURCHASED FROM SOMEONE "OTHER THAN" A DEALER

Complete and submit the following documents:

**Application for Certificate of Title, [Form VR-005](#)** or complete **the application for title on the reverse of the Maryland title**,

**Certificate of Title** properly assigned. Be sure you have the most recent title.

**Notarized Bill of Sale [Form VR-181](#)** with the signatures of all sellers and buyers should be provided for vehicles 7 or less years old.

**Maryland Safety Inspection** is valid for 90 days from the date of inspection. Once recorded with the MVA, the inspection certificate is only valid for 30 days from the date of inspection for a resale. If an inspection certificate is not provided, the customer may complete a Temporary Inspection Waiver [Form VR-129](#) to obtain a 30-day temporary registration.

**Insurance coverage** with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

**Lien Release** (if applicable) - An acceptable lien release is a Maryland Notice of Security Interest Filing form properly signed on the front by the lien holders authorized representative; or a lien properly released on an out of state title; or a letter on the lien holders original letter head releasing the lien ([See additional information on requirements for lien release letters in this manual](#)). Unless the lien letter is being provided to you directly from the lien holder, it is wise to verify the lien release and get positive identification from any customer presenting a lien release letter.

**New Tags** - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal.

**Registration Card** - Submit the registration card if transferring tags. Tags may be transferred to a vehicle in the same owner's name, between parents and children, and between husband and wife. Tags may only be transferred to vehicles with A, M or E class.

**Tag transfer fee is \$15.00** - If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

**Taxes - Vehicles less than 7 years old** - When a notarized bill of sale accompanies the title, the excise tax is 6.5% of "the greater of" the purchase price on the bill of sale or \$640.00 (\$320.00 for trailers). If the bill of sale does not accompany the title, the excise tax is 6.5% of the greater of the purchase price on the title, or the NADA clean retail book value of the vehicle. Minimum excise tax is \$41.60 (\$20.80 for trailers, motor scooters and mopeds).

**Taxes - Vehicles 7 years old and older** - Excise tax is 6% of the greater of the purchase price on the title or \$640.00 (\$320.00 for trailers, motor scooters and mopeds). Minimum excise tax is \$41.60 (\$20.80 for trailers, motor scooters and mopeds).

**Title Fee \$200.00, except for rental vehicles \$100.00, and motor scooters and mopeds \$40.00.**  
**Lien Filing Fee \$40.00 for each lien recorded.**

## **Gifted Vehicle Between Immediate Family Members (within Maryland)**

**Maryland Title**—properly assigned by the person(s) giving the vehicle

**Application for Certificate of Title** on the reverse of the Maryland title, or the **Application for Certificate of Title Form VR-005**—completed by the person(s) receiving the vehicle. When titling a vehicle, be sure you have the most recent title.

**Insurance coverage** with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name. Trailers do not require insurance unless rented or leased.

**Gift Certification Form VR-103**—completed and signed by all givers and receivers of the vehicle

**Proof of Relationship**—submit if last names are different, i.e., birth certificate, marriage certificate, etc.

Note: For Aunt/Uncle over 65 years old to Niece/Nephew transfers only, the Gift Title Transfers – Certified Statement Form VR-299 may be used in place of proof of relationship

**Lien Release** (if subject to a lien)—Maryland's lien release is a **Notice of Security Interest Filing**, properly released on the front by the lien holder's representative; or a **Letter on Lien Holder's Letterhead** releasing the lien. If the lien is not released, a letter from the lien holder on letterhead to authorize the change in ownership and state whether or not the lien contract has changed or remains the same, is required. The letter must include the year, make and vehicle identification number and specifically indicate to whom the vehicle is to be transferred.

**Note:** Gifts between husband and wife with an open lien are excise tax exempt, but still require a letter of permission from the lien holder.

**Note:** Gifts between parents and children with an open lien need a letter signed by both, stating who made the down payment, paid the taxes, made all payments, and will continue to make the payments. If the receiver of the vehicle did not make all of the above payments, the transaction is taxable at 6% of the vehicle book value for vehicles less than 7 years old; or for vehicles 7 years old and older, the minimum tax of \$41.60 (\$20.80 for trailers). Letter of permission from the lien holder as stated above is, also required.

**Note: Gifts with open liens between relationships "other than" husband wife, and special conditions as stated above for parents and children, must pay excise tax.**

**Maryland Safety Inspection** is not needed for transfers between husband/wife, parents/children, or transfers where the title is being transferred from joint ownership to one of the owner's individual names. ALL OTHER RELATIONSHIPS REQUIRE MARYLAND SAFETY INSPECTION. Note: If an inspection certificate is required but not provided, the customer may complete a Temporary Inspection Waiver [Form VR-129](#) to obtain a 30-day temporary registration. The cost of a temporary registration is \$50.00 and is in addition to all other required fees. If temporary registration is issued, the regular registration fee for the vehicle will be charged when the safety inspection certificate is submitted. Once the vehicle passes, the inspection certificate will be sent electronically to the MVA.

**Taxes**—Excise tax is "exempt" for vehicles currently titled in Maryland and being transferred to: a spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the vehicle owner and no money or other valuable consideration is involved in the transfer. Surviving spouse is exempt from excise tax when transferring the title from decedent with proof of relationship. Transfers from Aunt/Uncle over 65 years of age to Niece/Nephew are excise tax exempt.

**Registration Card**—Submit the registration card if transferring tags. Tags may be transferred to a vehicle in the same owner's name, between parents and children, and between husband and wife. Tags may only be transferred to vehicles of the same class.

**New Tags**—If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal.

**Tag transfer fee is \$15.00** If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

**Title Fee \$200.00, mopeds, and motor scooters \$40.00.** Surviving spouse is exempt from title fee when transferring the title from decedent with proof of relationship.

**Lien Filing Fee \$40.00 for each lien recorded** (if applicable)—Lien filing fee is not required for existing liens to be recorded if the letter of permission from the lien holder states that the lien contract remains the same.

**Note: Gifts of vehicles "not previously titled in Maryland" between family members are subject to excise tax and a Maryland Safety Inspection.**

## MOVING TO MARYLAND – USED VEHICLE ALREADY OWNED

Complete and submit the following documents:

**Application for Certificate of Title [Form VR-005](#) Out of State Title (or ownership document required in that state)** – *Customer will need to go to a MVA office with an appointment.* The customer will need to have their current vehicle registration card and the email or fax number of their lien holder. MVA will email or fax a completed VR-056 to the lien holder and scan the completed form in with the title documents. The transaction will be processed as a HOLD TITLE. No title or SIF will be printed until the title is received.

**Lien Release**, if applicable.

**Maryland Safety Inspection Certificate** A Maryland Safety Inspection is required. Once the vehicle passes, the Inspection station will electronically send the inspection certificate to the MVA. If the applicant desires registration but does not provide a Maryland Safety Inspection Certificate, they may apply for a 30-day temporary registration by completing the Temporary Inspection Waiver [Form VR-129](#). If temporary registration is applied for, the permanent registration will not be issued until the Maryland Safety Inspection Certificate is submitted.

**Note:** A Maryland Safety Inspection is not required, if the vehicle was previously titled in Maryland In your name, or in your spouse, parent or child's name.

**Temporary Registration Fee is \$50.00** - Note: The fee for the regular plates will be paid when the safety inspection certificate is submitted or can be pre-paid at the time of titling at an MVA office.

**Insurance coverage** with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

**Excise Tax and Excise Tax Credit** – If the vehicle is titled or registered in the name of the applicant in another state at the time of making this application, Maryland Excise Tax is 6.5% of the "clean retail value" of the vehicle as shown in the JD Power Used Car Guide. Vehicles "7 years old and older" currently owned by the applicant in another state will be charged the minimum excise tax of \$38.40 (\$19.20 for trailers, motor scooters and mopeds). On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has not been a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding county or local tax). The excise tax shall apply, but at a rate measured by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be \$200. New residents leasing vehicles need to provide a copy of the lease contract or a letter from the leasing company indicating taxes paid (if any) to the previous state to ensure that an excise tax credit may be applied.

**Please Note:** Active-duty military living in Maryland and stationed in Maryland, an adjoining state, or DC; and returning Maryland residents in the military, are entitled to receive an excise tax credit for up to 1 year. Please note that out of state military who are stationed in Maryland have the option of titling and registering their vehicles in Maryland or in the state that is their home of record. More information for Active-Duty Service Members can be found at [www.mva.maryland.gov](http://www.mva.maryland.gov)

**New Tags** - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal.

**Title Fee \$200.00, except for rental vehicles \$100.00, and motor scooters and mopeds \$40.00.**  
**Lien Filing Fee \$40.00 for each lien recorded, if applicable.**

## Homemade Trailer

Complete and submit the following documents:

**Application for Certificate of Title [Form VR-005](#)**

**Two Pictures** of the trailer are required. One picture of the entire rear view showing the lights; and one entire side view showing the hitch

**Certified Statement** – Must itemize all parts used to build the trailer (provide receipts for all parts used). If all or any of the parts were used, they must be listed and an estimated value of the used parts entered. The certified statement also needs to contain what the owner considers to be the total value of the trailer.

**Application for Assigned Vehicle Identification Number [Form VR-198](#)** – Trailers with a gross vehicle weight of 5,000 lbs. or less may apply for assigned vehicle identification number at any branch of the MVA. Trailers with a gross vehicle weight of 5001 lbs. or more, are required to be taken to the garage located at the Glen Burnie branch of the MVA, on Tuesdays between 8:30am and 1:00pm, to have the vehicle identification number assigned and affixed by the Maryland State Police Auto Theft Unit.

**Temporary Inspection Waiver, [Form VR-129](#)** – Once the VIN has been issued and affixed to the trailer, it will need to be Maryland Safety Inspected before registration plates may be issued. The applicant may apply for a 30-day temporary registration to take the vehicle to an authorized Maryland Safety Inspection Station. If temporary registration is requested, the permanent registration will not be issued until the Maryland Safety Inspection Certificate is submitted. When the safety inspection is submitted, the regular tags may be purchased. **Temporary Registration Fee is \$50.00** (This fee is in addition to the cost of registration plates).

**New Tags** - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration, and the month of titling will be the month of registration renewal.

**Excise Tax** – Excise tax will be 6.5% of the total value of the trailer. Minimum excise tax for trailers is \$20.80.

**Title Fee \$200.00, except for rental vehicles \$100.00, and motor scooters and mopeds \$40.00. Lien Filing Fee \$40.00 for each lien recorded, if applicable.**



## PROPER ASSEMBLY OF TITLE RECORD DOCUMENTS

**As of 1/1/24, MVA required electronic submission of all title work. All title documents must be scanned into the ERT system. Bundle reports are no longer to be sent to the MVA. All title records should be scanned in this order:**

Each title record should be as follows:

### **FROM TOP TO BOTTOM**

- Maryland MVA Title/Registration Receipt
- Registration card (If Transferring Tags)
- Application for Certificate of Title [\*\*Form 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
- Vehicle Emission Report (if submitted)
- Copy of owner(s) driver license(s), state issued identification card
- Copy of title service ID
- Power of Attorney (if submitted by TSA)

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*EACH TITLE RECORD SHOULD BE SCANNED AS ONE*

*DOCUMENT. Please do not index documents by document type.*



## Online Submission

### Submitting Title Work to the MVA

The dealer must upload required documents, and submit taxes and fees within **30 days of date of delivery** for class A passenger cars, class D motorcycles, class M multipurpose vehicles, and class G travel and camping trailers. Dealerships will be charged late fines for work not submitted within 30 days of the date of delivery. **NOTE: For other classes of vehicles, the dealer has the option of collecting the tax and submitting it with all required documents within 30 days of the date of delivery; or allowing the customer to present the necessary titling documents, pay the excise tax and all required fees to the MVA.** Dealers are required to upload all the documents and submit taxes and fees for other classes of vehicles. If there is a lien to record, you may want to exercise the option to upload the documents and submit taxes and fees to ensure that the lien is properly recorded before the 30 day required time. Maryland Vehicle Law Reference [13-113\(e\)](#)

Title service agencies have 5 days to upload documents to the ERT system and submit taxes and fees.

If you are selling a vehicle to a customer in another state the law allows the dealer to provide the titling documents to the transferee within 30 days. However, if there is a lien to record, the selling dealer may wish to contact the other state and mail the titling documents, taxes and fees to that state. This will ensure that the lien is properly recorded. Phone numbers for other state's motor vehicle departments may be found in several national publications. Contact your dealer's association for the names of these manuals.

## TRANSMITTAL SHEET

All title work submitted to the MVA for processing must be recorded on a Transmittal Sheet Form VR-205. The transmittal sheet is utilized as a receipt for drop off title work as well as a tracking sheet for title work processed. The transmittal sheet must be completed in its entirety for processing.

Note: The confirmation number for transactions submitted on the e-services portal must be completed on the form as well as the drawdown account associated to the dealer or title service agency.

|    |                  | VR-205 (8-22)                                |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
|---|------------------|--|-------------------------|-----------|------------------|-----------|------------------|-----------------------------|---------------|---------------|----------------------------|------------------|------------|---------|-----------|------------------|-----------|------------|---------------|--------------|---------------|---|--|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|--|--|--|----|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|
| <b>Transmittal Sheet</b>  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| DEALER OR TITLE SERVICE PRINTED NAME  |                  |  | DEALER NUMBER           |           | FEIN             |           | TELEPHONE NUMBER |                             | EMAIL ADDRESS |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| PRINTED NAME OF TITLE SERVICES/COURIER  |                  |  | DATE<br>PREPARED: _____ |           | PROCESSED BY     |           |                  | (MVA Employee Printed Name) |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| CONFIRMATION NUMBER (IF SUBMITTED USING THE eSERVICES PORTAL):  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Applicant Name</th> <th style="width: 10%;">Date of Delivery</th> <th style="width: 10%;">Trans Type</th> <th style="width: 10%;">Net Tax</th> <th style="width: 10%;">Title Fee</th> <th style="width: 10%;">Tag/Transfer Fee</th> <th style="width: 10%;">Misc. Fee</th> <th style="width: 10%;">Total Fees</th> <th style="width: 10%;">Gratis Yes/No</th> <th style="width: 10%;">Title Number</th> <th style="width: 10%;">Reject Yes/No</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td>5.</td> <td></td> </tr> <tr> <td>6.</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |                  |  |                         |           |                  |           |                  |                             |               |               | Applicant Name             | Date of Delivery | Trans Type | Net Tax | Title Fee | Tag/Transfer Fee | Misc. Fee | Total Fees | Gratis Yes/No | Title Number | Reject Yes/No | 1.  |  |  |  |  |  |  |  |  |  |  | 2. |  |  |  |  |  |  |  |  |  |  | 3. |  |  |  |  |  |  |  |  |  |  | 4. |  |  |  |  |  |  |  |  |  |  | 5. |  |  |  |  |  |  |  |  |  |  | 6. |  |  |  |  |  |  |  |  |  |  |  | Total |  |  |  |  |  |  |  |  |  |
| Applicant Name  | Date of Delivery | Trans Type                                   | Net Tax                 | Title Fee | Tag/Transfer Fee | Misc. Fee | Total Fees       | Gratis Yes/No               | Title Number  | Reject Yes/No |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 1.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 2.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 3.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 4.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 5.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| 6.  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
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| <b>TYPE OF TRANSACTION</b>  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
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| MVA USE ONLY<br><br>REFUND  |                  | <b>DATE STAMP</b>                            |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| AMOUNT<br><br>CHECKS \$ _____   |                  | <b>RECEIVED BY:</b> _____ <b>Date:</b> _____ |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| DRAWDOWN ACCT. #<br><br>VOUCHER \$ _____  |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| DATE ISSUED/REC'D<br><br>TOTAL \$ _____   |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |
| WHITE COPY - MVA<br>PINK COPY - MVA RECEIPT      CANARY COPY - TITLE SERVICE<br>GOLDENROD COPY - DEALER   |                  |  |                         |           |                  |           |                  |                             |               |               |                            |                  |            |         |           |                  |           |            |               |              |               |   |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |    |  |  |  |  |  |  |  |  |  |  |  |       |  |  |  |  |  |  |  |  |  |

6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062  
 For more information visit our website at [www.mva.maryland.gov](http://www.mva.maryland.gov), call 410-768-7000 or TTY for the hearing impaired: 1-800-492-4575.



#### **SPECIAL NOTE FOR ERT DEALER WORK**

### **SUBMISSION –**

- **Dealers**- Any transactions processed via the ERT network must be finalized within 30 days of the Date of Delivery. All paperwork must be uploaded via the ERT system within the 30-day timeframe as well.
- **Title Services**- Any Transactions processed via the ERT network must be finalized within 3 days of the “Paperwork received date” when payment type is cash/credit. The transaction must be finalized within 10 days of the “Paperwork received date” when the payment type is a check. **All paperwork must be uploaded via the ERT system within 3 days of the date of finalization.**

Effective October 1, 2010, the transmission date is used for proof of submission to MVA.



## 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 the body style
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST)
- Substitute stickers (SS)
- 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, not on database.
- Soundex issuance with proper documents – ERT Dealers must fax driver's license ID card, or military ID from this country to MVA ERT Unit at 410-424-3629 or 410-768- 7070. Otherwise the transaction needs to be submitted to MVA.
- Tag return.
- Change of Address
- Branding of titles
  - Salvage processors (CO-PART, IAA AND AIC ONLY) can brand for insurance companies
  - Titles branded out of state and eligible for use on roads if the brand has been recorded in NMVTIS.
- State and Local Government plates, if applicable
- MDID issuance with proper documents: To request a MDID., please email [ertsoundex@mdot.maryland.gov](mailto:ertsoundex@mdot.maryland.gov) . Please be sure to send a copy of the completed Application for Maryland Title (form VR-005) signed by the customer with a copy of the customer's out-of-state driver's license or military ID

## What transactions “CANNOT” be processed by ERT dealers?



- **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, except as noted above in the “Can Do” section
- **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 transferred)
- **No** law enforcement
- **No** excise tax-exempt for business (mergers, consolidations, newly formed, dissolving etc.)
- **No** excise tax-exempt individual transferring to inter vivos trust
- **No** excise tax credit for new residents
- **No** out of country gray market vehicles
- **No** registration corrections (RC)



## What transactions **"CAN"** ERT Title Services process electronically?

- 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 for ATV'S (NR in inspection field, use class D, and R in the exception field, AT for body style)
- Temporary tag (TM)
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST)
- Substitute stickers (SS)
- Duplicate registration(DU)
- Duplicate title (DT) transmit only
- Administrative flag fee (AF)
- Transfer Tags (TT)
- Transfer Tags with Renewal (TR)
- Can utilize mailing address (mailing address shows on title, not on database)
- MDID issuance with proper documents - must email Driver License, ID card, or Military ID from this country to MVA ERT UNIT (otherwise transaction needs to be submitted to e-services portal)
- Can do work on behalf of dealer (but cannot get .6% unless both dealer # and title service # are entered)
- Tag return
- Change of Address
- Can "only" process salvage transactions on behalf of an insurance company (Must have contract with the insurance company and submit to MVA Business Licensing for approval).
- Branding of titles
  - Salvage processors can brand for insurance companies.
  - Titles branded out of state and eligible for use on roads if the brand has been recorded in NMVTIS.
- State and Local Government plates, if applicable
- Soundex issuance with proper documents: To request a Soundex., please email [ertsoundex@mdot.maryland.gov](mailto:ertsoundex@mdot.maryland.gov) . Please be sure to send a copy of the completed Application for Maryland Title (form VR-005) signed by the customer with a copy of the customer's out-of-state driver's license or military ID

## What transactions **"C A N N O T"** be processed by ERT Title Services?



- **No** duplicate title VR-003 processing
- **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, except as noted above under Branding of Titles.**
- **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** law enforcement
- **No** tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
- **No** tax exempt - individual transferring to inter vivos trust
- **No** excise tax credit for new residents
- **No** out of country – (gray market vehicles)
- **No** registration corrections (RC)



# Ordering Forms

**Forms can be ordered by fax from the MVA Warehouse using the fax numbers below:**

**Fax: 410-582-5033**

Fax requests need to be on the letterhead of the dealership or title service and must include the complete mailing address. "**DO NOT**" USE P.O. BOXES. THE DELIVERY SERVICE "**WILL NOT**" DELIVER TO P.O. BOXES. Be sure to include the first name, last name and phone number of the point of contact at the dealership or title service.

Email requests may be sent to [mvawarehouse@mdot.maryland.gov](mailto:mvawarehouse@mdot.maryland.gov)

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Please note that "Maryland Dealer Reassignments" and the "Secure Power of Attorney for Odometer Disclosure" may only be purchased from the:

Maryland Automobile Dealer's Association  
(MADA) 410-269-1710 <https://mdauto.org>

or,

Maryland/MidAtlantic Independent Automobile Dealer's Association  
(MidAtlanticIADA) 717-238-9002

<https://www.midatlanticautodealersunited.org/>

The Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) went live with the e-Services Portal (electronic submission of paperwork) and drawdown account report on Monday December 14, 2020. The e-Services portal allows for the electronic submission of those transactions that cannot be processed via the ERT systems, when you receive an error in the ERT system or the transaction requires a speedy turnaround. These are transactions that are currently being walked into a MDOT MVA branch office. You will be notified electronically once your transaction is ready for pick up or of any rejections.

The Drawdown Transaction Report will allow you to view all the transactions that were deducted from your drawdown account. Please note: this report is only for transactions that were processed from the drawdown account. This is not a complete account of all processed transactions.

**Key things to remember:**

- All dealer and title services who need an appointment at the Glen Burnie Branch can only schedule an appointment by calling 410-424-3625. All other appointment at the other field offices can be scheduled online at [mva.maryland.gov](http://mva.maryland.gov).
- All paperwork must be picked up from the selected MDOT MVA branch office.
- All runners will need the appropriate identification when picking up paperwork.
- Only transactions that **cannot** be processed via ERT are eligible for submission or walk-in.
- For all electronic submission, titling documents **must** be retained for a minimum of one year and available for review by MDOT MVA investigators and auditors.
- In order to submit transactions via the e-Services portal, you must have available funds on your business drawdown account.

If you have questions or concerns, please contact MVA Vehicle Services Dealer Services unit at 410-424-3625 or email [MDDTTS@mdot.maryland.gov](mailto:MDDTTS@mdot.maryland.gov).

The following transactions are still eligible for over-the-counter processing with an appointment.

- Duplicate Titles and Lien Maintenance
- Registration transactions not able to be processed via kiosk or ERT
- Repossessions
- Disabled Placards
- Trusts and other tax-exempt transactions
- MD salvage/ branded titles
- New to state title transactions with excise tax calculations

## eService Portal (electronic submission of paperwork) and Drawdown Account Report

- The e-services portal account is a real time and streamline way customers can communicate & interact with MVA. It is a new user-friendly way to manage accounts and perform a variety of tasks such as title and registration transaction requests, make payments to the drawdown account, file documents, and so much more.
- The portal screen has 4 tabs housing Favorites, Summary, Action Center and More...
  - **Favorites:** Allows you to make favorites
  - **Summary:** Allows a 360 view of all locations under your business Federal Identification Number (FEIN)
  - **Action Center:** Allows for adding and updating of customer actions, manage fleets, registration of non-licensed business entities, track previous title and registration submissions, view and manage messages sent from MVA, view letters mailed from MVA, management of employee's names and addresses and management of access for employees.
- Each account is divided into 3 tabs.
  - **Drawdown Account:** Under this tab, you can add funds and monitor drawdown activity using the drawdown transaction report.
    - **This account is a pool of money that is used for only title and registration transactions.**
    - Once an e-services portal account is established, an email request for a drawdown account must be sent to [mddtts@mdot.maryland.gov](mailto:mddtts@mdot.maryland.gov).
    - This account cannot be used to pay late titling fees or miscellaneous customer fees.
    - A refund request for part or all of these funds must be submitted via email to [mvarefund@mdot.maryland.gov](mailto:mvarefund@mdot.maryland.gov) and will be mailed in 4-6 weeks.
  - **Dealer Account:** Under this tab, you can manage your employees, make payments for late titling fees and more activities
  - **Titling Account:** Under this tab, you can uploading title and registration transactions

Welcome, Te  
You last logged in on Wednesday, Jul 28, 2021 10:03:34 A  
Manage My Profile

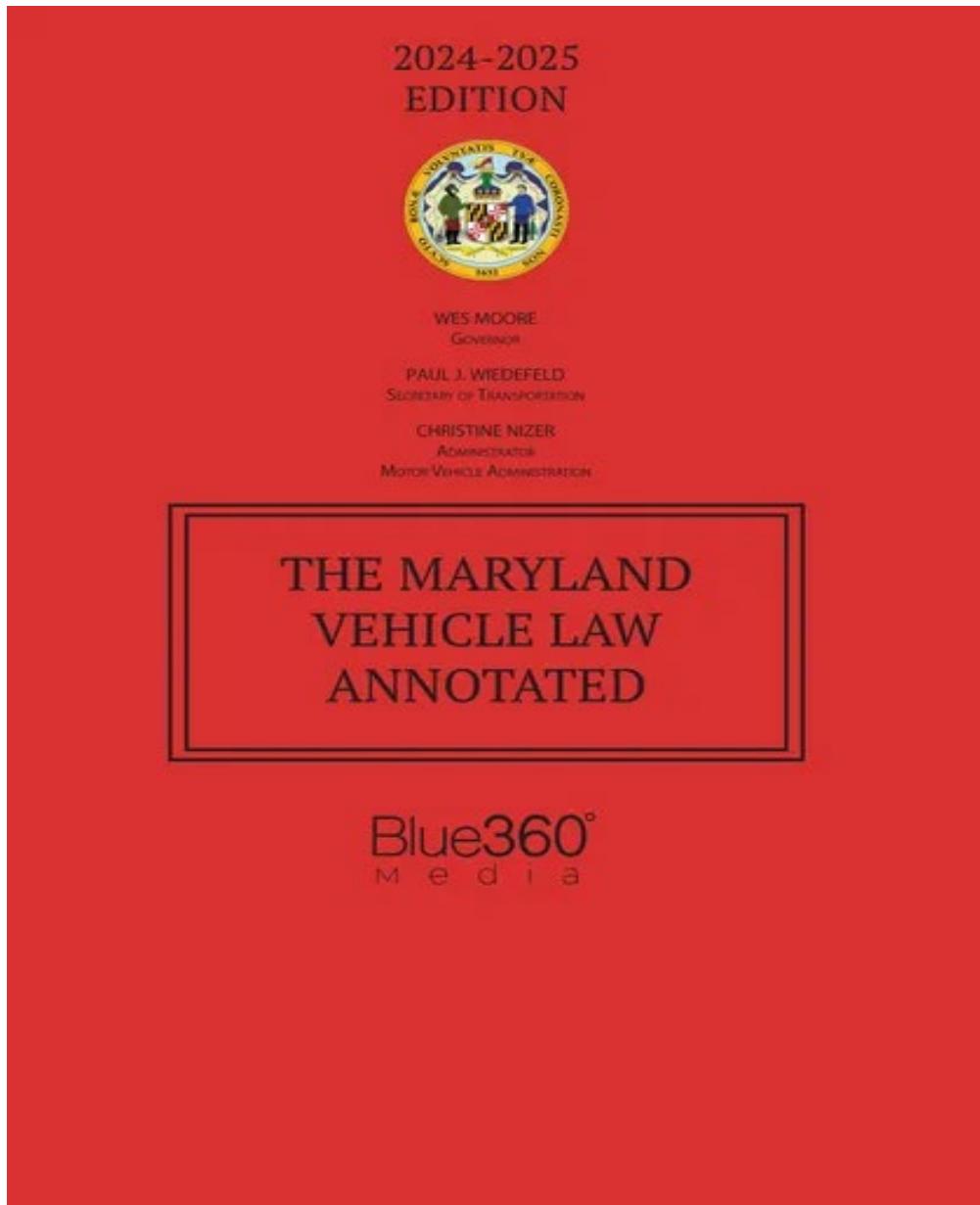
Favorites **Summary** Action Center 1 More...

|   |  |
|---|--|
| Dealer - CARSTORE 1<br>NW10060521<br>New Motor Vehicle Dealer<br>Primary Location<br>1106 E COLD SPRING LN<br>BALTIMORE MD 21239-3931 | Draw Down 0070883975<br>» Add Funds<br>» Draw Down Transaction Report      |
|   | Dealer - NW10060521<br>» Manage Employees<br>» Make a Payment<br>» More... |
|   | Titling - NW10060521<br>» Upload Titling Documents                         |

- The portal has 3 access levels:
  - **Employee Access:** At this access level, a dealer/TSA employee can add funds to a drawdown account and upload and submit transactions.
  - **Full Access:** At this access type, an individual can add or cease access of any employee, submit requests, and add funds to the account.
  - **Administrator Access:** At this access level, an individual can add or cease accounts, review drawdown transaction reports, and make payments to the account.

## HOW DO I PURCHASE A MARYLAND VEHICLE LAW BOOK?

ORDER ONLINE AT:  
<https://www.blue360media.com/>



# **Guidance in the Completion of the**

## **The Application for Certificate of Title**

### **Form VR-005**

The Application for Certificate of Title is the form you will use to assist your customer in titling and registering their vehicle(s). It summarizes the contents of supporting documents in a vehicle's title record. The pages that follow provide you with step-by-step guidance needed to properly complete the form. Maryland Vehicle Law requires the use of this form. When titling a vehicle, be sure you have the most recent title.



## Application for Certificate of Title

|  |        |                                       |   |        |                                       |
|--|--------|---------------------------------------|---|--------|---------------------------------------|
| Applicant's First Name                                   | Middle | Last                                  | Co-Applicant's First Name                                   | Middle | Last                                  |
| Applicant's SOUNDEX/Maryland Driver's License No./ID No. |        | Date of Birth                         | Co-Applicant's SOUNDEX/Maryland Driver's License No./ID No. |        | Date of Birth                         |
| Applicant's Street Address                               |        |                                       | City or Town  |        |                                       |
| County   | State  | Zip Code                              | Phone Number  | County | State                                 |
| Email Address  |        | MDID Needed: <input type="checkbox"/> | Email Address   |        | MDID Needed: <input type="checkbox"/> |

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

If the name entered above is a business or trust, enter the FEIN here \_\_\_\_\_ Check the type of business entity below:

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

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

## VEHICLE DESCRIPTION

|  |                         |                       |              |                          |                               |                                    |                 |
|--|-------------------------|-----------------------|--------------|--------------------------|-------------------------------|------------------------------------|-----------------|
| New Vehicle<br>Used Vehicle                                | Model Year              | Vehicle Make          | Model No.    | Body Style               | Vehicle Identification Number |                                    |                 |
| Two stage vehicle complete<br>make & year for each vehicle |                         | Model Year            | Vehicle Make | Type of Fuel             | # of Cylinders                | Motor Carrier #                    | Unit #          |
| Truck<br>G.V.W.  | Truck Tractor<br>G.C.W. | Construction<br>Axles | Bus<br>Seats | Motorcycle<br>Engine NO. | Engine Size (C.C.)            | Trailer (Specify Length)<br>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 | Street Address of Secured Party | Type of Lien | Lien Code      | Date of Lien |
| City                  | State                           | Zip Code     | Amount of Lien |              |

## PURCHASE INFORMATION FOR TAX PURPOSES - SEE INFORMATION ON REVERSE SIDE

|  |   |  |
|--|---|--|
| IF VEHICLE RECENTLY PURCHASED  | MARYLAND DEALER'S CERTIFICATION   | DEALERS ONLY   |
| MD. EXCISE<br>TAX OF 6.5% OF: \$ <input type="text"/> FULL PURCHASE PRICE  | I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle.<br>Date of Delivery: _____<br>Dealer Number: _____<br>SIGNATURE OF DEALER _____ DATE: _____ | Base Price (Plug-in Electric)<br>Certified Selling Price<br>Trade-in Allowance<br>Taxable Price<br>Gross Tax Collected |
| ATTACH A NOTARIZED BILL OF SALE SIGNED BY<br>SELLER(S) AND PURCHASER(S)  |   | Coll. Fee .6% of Gross or \$12 Max. Fee Allow.<br>Net Tax Remitted   |
| VIN OF TRADE-IN _____ STATE: _____   |   |  |
| 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")<br><input type="checkbox"/> Check here if you are returning or active-duty military. See instructions on reverse page - not all military qualify. |   |  |

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

## PURCHASE INFORMATION FOR TAX PURPOSES - SEE INFORMATION ON REVERSE SIDE

|   |  |
|---|--|
| I/we do hereby make application for: <input type="checkbox"/> New Tags <input type="checkbox"/> Transfer of Tags <input type="checkbox"/> 30 Day Inspection Plate <input type="checkbox"/> Title Only <input type="checkbox"/> Class of Tags desired: _____ |  |
| Is this vehicle to be operated for short term rental? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Dealer Lessor <input type="checkbox"/> Dealership License Number: _____   |  |
| If transferring plates, complete below:   |  |
| TAG NO. _____ STICKER NO. _____   |  |
| Name of Insurance Co. _____ Policy or Binder No. _____ Agent or Broker: _____   |  |

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 Preventative 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 Vehicles Laws, and further certify that this vehicle will be continuously insured throughout its registration period. If registering as a construction use type vehicle, I/we certify the vehicle will be used for construction activities as defined in Section 13-617 (4) "Construction Use." 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 _____   | Relationship _____                 |
| Signature of Co-Signer     | Date of Birth _____                |
| Co-Signer/Maryland Driver's License/ID No. _____  |                                    |

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](http://www.MVA.Maryland.gov)

| DOCUMENTS REQUIRED FOR OBTAINING A MARYLAND CERTIFICATE OF TITLE  |  |
|---|--|
| NEW VEHICLES  | USED VEHICLES  |
| <b>NEW VEHICLES PURCHASED OUT-OF-STATE</b> <ul style="list-style-type: none"> <li>A manufacturer's Certificate of Origin or other ownership document(s) required by law and;</li> <li>Original Dealer's Bill of Sale</li> </ul> <b>NEW VEHICLES PURCHASED IN MARYLAND</b> <ul style="list-style-type: none"> <li>A Manufacturer's Certificate of Origin and;</li> <li>Maryland dealers complete the Maryland Dealer's Certification located on the front of this application or submit the original Dealer's Bill of Sale.</li> </ul> <p>Note: Customers purchasing new and used vehicles from licensed dealers need to submit the original bill of sale to ensure proper deduction for trade-in allowance, unless Maryland Dealer Tax Certification is completed providing trade-in information.</p>   | <b>USED VEHICLES FROM A TITLE STATE</b> <ul style="list-style-type: none"> <li>An out of state Certificate of Title in the applicant's name or;</li> <li>A properly assigned title is required. If the vehicle is less than 7 years old, a notarized bill of sale signed by all buyers and sellers should accompany the title.</li> </ul> <b>USED VEHICLES FROM A NON-TITLE STATE OR FOREIGN COUNTRY</b> <ul style="list-style-type: none"> <li>The registration from the non-title state is required. If the registration is not available, a verification of the registration from the non-title state is acceptable if the owner shown is the seller or applicant.</li> <li>A bill of sale needs to accompany this application. If the vehicle is less than 7 years old, the bill of sale should be notarized.</li> </ul> |
| <b>BUSINESS ENTITY PROOF OF LEGAL EXISTENCE</b>   |  |
| Articles of incorporation for Stock, Non-Stock, Closed, Religious, or Tax-Exempt Non-Stock Corporation; Partnership Agreement or Certificate of Limited Liability Partnership; Sole Proprietorship -Copy of Business License, Registration, and/or Trade Name Application from SDAT, or Application for Sole Proprietorship and/or General Partnership filed with the Business Personal Property Unit; Articles of Organization for Limited Liability Company; Articles of Merger or Reorganization; Trust Agreement (Only the part naming the trust and identifying the trustees need to be submitted along with the signature and seal)   |  |
| <b>ODOMETER MILEAGE STATEMENT</b> <p>Federal and State law requires that you indicate the mileage in connection with the transfer of ownership. Failure to complete or providing false statement may result in fines and/or imprisonment.</p>   | <b>INSURANCE REQUIREMENTS</b> <p>All motor vehicles registered in Maryland must be insured by a company licensed in Maryland and must have personal injury and property damage liability insurance at least in the minimum amounts required by Maryland law. Van pool vehicles must have 5 times this amount.</p>  |
| <b>MOTOR VEHICLE SAFETY INSPECTION REQUIREMENTS</b>   |  |
| Used vehicles titled as CLASS A passenger, CLASS B for hire, CLASS D motorcycle, CLASS E truck, CLASS EFT farm truck, CLASS F tractor, CLASS FF farm tractor, CLASS G trailer, CLASS GF farm trailer, CLASS J van pool, and CLASS M multi-purpose passenger vehicles being titled and registered in Maryland must be inspected at an authorized Maryland Safety Inspection Station. The certificate of inspection must accompany this application unless a Temporary Inspection Plate is requested. CLASS J van pool and CLASS M multi-purpose passenger buses must be Maryland safety inspected each year before the registration may be renewed.  |  |
| The Motor Carrier Safety Act requires the owner of every vehicle with a registered or operating gross vehicle weight greater than 10,000 pounds to have each vehicle inspected, maintained, and repaired at least every 25,000 miles or 12 months, whichever occurs first, and to provide written certification that the vehicle(s) is/are maintained under a preventative maintenance program approved by the Motor Vehicle Administration and the Maryland State Police Automotive Safety Enforcement Division.   |  |
| <b>SECURITY INTEREST FILING FEE</b> <p>\$20.00 For Each Lien Recorded</p>   | <b>TITLE FEE</b> <p>Title Fee \$200, qualifying gifted trailers 3000 lbs. or less \$100; short term rentals \$100, mopeds and motor scooters \$40 and off-road vehicles \$70.</p>  |
| <b>TRANSFER OF REGISTRATION PLATES</b>  |  |
| If the annual registration fee is the same or less than previously owned vehicle, the transfer fee is \$15. If the annual registration fee is more than that of the previously owned vehicle, the transfer fee is \$15 plus any difference in the two registration fees. If you are transferring plates with less than 12 months before the registration expiration, the registration will be renewed for an additional year. NOTE: Vehicle class and ownership restrictions apply.   |  |
| <b>MARYLAND EXCISE TAX</b>  |  |
| <p>If the vehicle is purchased from a licensed dealer, the excise tax is 6.5% of the full purchase, less trade-in allowance.</p> <p>Transactions for vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6.5% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage.</p> <p>Vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6.5% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less the tax will be the minimum excise tax: \$41.60 (\$20.80 for trailers).</p> <p>New Residents: If the vehicle is titled or registered in the name of the applicant in another state at the time of making this application, Maryland Excise Tax is 6.5% of the "clean retail value" of the vehicle as shown in the NADA Used Car Guide. Vehicles "7 years old and older" currently owned by the applicant in another state will be charged the minimum excise tax of \$41.60 (\$20.80 for trailers). On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has not been a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding county or local tax). The excise tax shall apply, but at a rate measured by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be \$100. New residents leasing vehicles need to provide a copy of the lease contract or a letter from the leasing company indicating taxes paid (if any) to the previous state to ensure that an excise tax credit may be applied.</p> <p>Active-Duty Military living in Maryland and stationed in Maryland, an adjoining state, or DC; and returning Maryland residents in the military, may be entitled to receive an excise tax exemption. To qualify for excise tax exemption, the following must be presented: (1) An out of state title in the military person's name (may be jointly titled); (2) The DD-214 Discharge Order from the Military, showing the name of the military person on the out of state title, or (3) A copy of the Military Orders showing where the military person is stationed. If the excise tax exemption is approved, a form VR-005 Application for Certificate of title needs to be completed and signed, a Maryland Safety Inspection will be required. If there is a lien on the vehicle a \$20.00 Lien Filing Fee will also be required. Title Fee, Registration Fees/Surcharge will also be applicable. Please note that out of state military who are stationed in Maryland, have the option of titling and registering their vehicles in Maryland or in the state that is their home of record.</p> |  |
| <b>REGISTRATION PLATES AND FEES</b>   |  |
| <p><b>Surcharge</b> – To ensure stable funding for Maryland's world-renowned emergency medical services (EMS) system, a "surcharge" of \$40 per registration year, will be collected with the registration fee. The EMS system includes med-evac helicopters, ambulances, fire equipment, rescue squads, and trauma units. Surcharge does not apply for Class L Historic, Class N Street Rod, Class G Trailers, Interchangeable and Gratiis registrations. For Plug-in Electric Vehicles (PEV), the surcharge is \$100 per registration year. For Zero-emissions Plug-in Electric Vehicles (ZPEV), the surcharge is \$125 per registration year.</p> <p><b>Half-year rates</b> are effective on or after the first day of the seventh month of the registration year. Quarterly rates are in effect for trucks 27,000 lbs or more.</p>  |  |
| <b>FOR ASSISTANCE – PLEASE CALL 410-768-7000, TTY FOR THE HEARING IMPAIRED 1-800-492-4575</b><br>A Guide to Motor Vehicle fees in the State of Maryland can be found at our website at: <a href="http://mva.maryland.gov">mva.maryland.gov</a>  |  |
| <b>PAYMENT METHODS:</b> Visa, Master Card, American Express, Mobile Wallet Pay, Cash, Check and Money Order payable to the MVA. <b>By mail:</b> Check and Money Order only. <b>Please Note:</b> The check must include (1) imprinted name and address, (2) driver's license number (Soundex number) and (3) home or work telephone number. Company checks must have the Federal Employer Identification Number (FEIN).  |  |



Apply to register to vote with your driver's license transaction. For details ask your customer agent.

## Proper Completion of the Application for Certificate of Title

### Form VR-005 or Title Application Located on the Reverse of the Maryland Title

#### **OWNER INFORMATION -**

For the protection of your customers and your business, **be sure to obtain positive identification from all persons buying vehicles.** In most cases, this will be a Maryland Driver License or Maryland Identification Card. A copy of the identification provided must be maintained with your records and submitted with the title record to the MVA.

**NAMES -** Full names of all owners need to be used (First, Middle, and Last). If the customer's name contains a middle initial only, this must be verified by the Maryland Driver's License, or a Maryland ID Card showing the middle initial.

For new residents to the State who have not yet obtained a Maryland Driver's License or a Maryland ID Card, the first, middle and last name must be furnished along with the date of birth. Since many other states do not use full names on their Driver's Licenses, you need to inform the customer that in this State, they need to use their full name.

The name(s) on the application must agree with the assigned Certificate of Origin (CO) or Title.

**Change of Name –** Customers having a change of name need to have their Maryland Driver License corrected before MVA may issue a title showing the new name.

**ET AL -** Vehicles having more than 2 owners must have the names, soundex numbers, and signatures of all owners on the title application, (Form VR-005). Only the first owner's name and soundex number is shown on the title. *Previous to the system upgrade to Customer Connect, The co-owners' names are shown as ET AL and the co-owners' soundex will be Z-977-777-777-777. The vehicles listed with ET AL have been flagged and all vehicle owners will be displayed on the vehicle record.*

**NOTE:** *When the vehicle is sold, the signatures of all owners will be required to transfer ownership. The title record needs to be viewed to verify the names of all owners. Contact MVA to verify the names of all owners on a vehicle showing ET AL.*

**BUSINESS NAMES -** A business entity titling a vehicle must show proof of the legal existence of the business at the time of titling. At the time of titling, the Federal Identification number is required. The use of the "Z soundex number" will no longer be issued. The following documents are acceptable as proof:

- Business License,
- Articles of Incorporation,
- Articles of Organization,
- Partnership Agreement,
- Certificate of Limited Liability Partnership,
- Registration and/or Trade Name Application from SDAT,
- Application for Sole Proprietorship and/or General Partnership filed with Business Personal Property Unit,

- Articles of Merger,
- Articles of Reorganization, or
- the portion of a trust agreement that names the trust and identifies the trustees.

Information provided will be run against the Comptroller of Maryland file. If the business has not been registered with the MVA, have them complete a Business Entity Submission of Proof for Vehicle Titling [\*\*Form VR-475\*\*](#). The following are examples of how names may be shown for business owned vehicles:

**USE OF CARE OF (c/o)**-This was normally used for **leased vehicles** or when the owner of a vehicle is located out of state, but the vehicle is being used in the State of Maryland. **The MVA will no longer use c/o on MD titles.** The title will print "without" the care of (c/o) and be mailed to the lessor; but the care of (c/o) name and address will print on the registration card. The care of (c/o) information will also be stored electronically in MVA's Customer Connect System for any needed access or verification. It is important to properly enter the insurance information as well.

**Important Note for MVA agents ONLY:** If the vehicle is being leased, you must select the ownership type as "Leased" when entering this into Customer Connect, the Primary Owner field will change to Primary Lessee Type where you will enter the lessee's soundex information; next, on the Vehicle Detail Screen the vehicle details are entered; then the Leasing Agency screen will appear requesting the Lessor Type, name and address of the lessor, and the Z- soundex number or FEIN.

**Important Note:** The MDID/soundex of the person or business as the lessee and the leasing company/lessor name and address need to be entered. The leasing company address may be an out of state address, but the lessee address must be the Maryland address. This change ensures any flag notices relating to the vehicle will be sent to both the owner and the person or business shown on the c/o. Even though the lessee (or driver) name is entered in the space for co-owner/lessee, **THEY ARE NOT THE CO-OWNER.** They are considered to be part of the address. The owner needs to sign all applications and documents. The person listed as lessee may **not** sign the title application unless they are granted Power of Attorney.

**Lease Buy-Out** – To determine when a lessee is excise tax exempt, when buying out a lease, see the following information as a guide:

The Maryland Vehicle Law 13-810(C)(11):

*On transfer of a vehicle titled in this State, and issuance of a subsequent title, the vehicle is exempt from the excise tax imposed by this part, if it is: A vehicle transferred to a lessee who exercises an option under a vehicle leasing agreement for an initial term of more than 180 consecutive days to purchase the leased vehicle at the end of the lease.*

Therefore, the vehicle must be:

- A leased vehicle titled in Maryland;
- The Maryland title must be assigned to a lessee(s) who is titling the vehicle in Maryland; (please note, the title may be assigned directly from the leasing company to the lessee(s); or in many cases the title is assigned by the leasing company to a dealer, who in turn assigns it to the lessee(s) who is buying out the lease.
- The lease contract accompanying the title, must be a (1) long-term lease in excess of 180 days, and (2) the lessee must be exercising an option contained in the lease agreement, to buy the vehicle at the end of the lease.
- If these conditions are met, the transaction is excise tax exempt. **IMPORTANT NOTE:** There is "no mention" of whether the lessee is the first lessee, second lessee, third lessee etc. because that "is not" what determines the excise tax exemption.

In addition, this transaction is also exempt from a Maryland Safety Inspection under 23-106(a)(9).

**Use of Trading As (T/A) and Doing Business As (DBA)**-An individual whose company is not incorporated (or an LLC) may use Trading As (T/A) and Doing Business As (DBA). As long as the company is not incorporated (or an LLC), the owner and his/her company are legally the same entity. Ownership is shown as follows on the application:

| <u>Owner</u>                  | <u>Co-Owner</u>           |
|-------------------------------|---------------------------|
| John Brown                    | T/A Browns Little Company |
| MDID number/Soundex           | FEIN number               |
| 111 Browns Parkway            |                           |
| Glen Burnie AA Maryland 21009 |                           |

Always obtain the FEIN number when using Trading As (T/A) or Doing Business As (DBA). Tags may be transferred from a vehicle owned by the individual (John Brown) to a vehicle owned by the individual T/A his company, or vice versa. An individual cannot Trade As (T/A) a corporation, LLP, or LLC because they are separate entities. Any application received requesting that an individual T/A a corporation or LLC must be returned for clarification as to whether the individual or the corporation/LLC is the owner of the vehicle.

**A Corporation may Trade As its registered trade name, for example:**

America's Best Company, Inc.                    T/A ABC, Inc.

In this instance, the corporation is legally the same entity as its registered trade name. You may contact the Department of Assessments and Taxation for verification at 410-767-1340 or [www.dat.state.md.us](http://www.dat.state.md.us). Please be advised, a corporation or LLC may not trade as a separate corporation or LLC. If one corporation or LLC is using a vehicle belonging to another corporation or LLC, c/o should be used, not T/A.

**Can a corporation or LLC be a co-owner with an individual?"** The answer is YES. Even though this is an unusual request, it can be shown once it is determined that this is truly what the customer wants. In this case, the corporation or LLC is listed as owner and the individual as co-owner. The MVA customer agent enters the corporation's name as owner in CUSTOMER CONNECT and the individual's name (do not use c/o in this case) as co-owner. The title application must contain the FEIN and the co-owner's MDID number. The application must be signed by a corporate officer or "member" of the LLC as the owner (must have capacity stated after signature), and the individual as co-owner.

**SOUNDEX NUMBERS – The FEIN will be used other than the soundex**

**numbers.** A Maryland Drivers Identification (MDID) number will be created in place of the soundex number. Enter complete and accurate soundex numbers. DO NOT USE OUT OF STATE DRIVERS LICENSE NUMBERS. If the applicant does not have a MDID number, be sure to give their FULL NAME AND DATE OF BIRTH. In this case the customer agent who processes the work will assign a MDID number.

*Please note: For Maryland residents who have not yet obtained their Maryland driver's license or ID Card, dealers and titles services using one of the "electronic registration and titling networks" may contact the ERT Unit at [ertsoundex@mdot.maryland.gov](mailto:ertsoundex@mdot.maryland.gov) or 410-787-7823 or 410-787-2952 to receive assistance. The ERT unit can only issue a MDID if the applicant can furnish a driver license from another state in the United States. Otherwise, the transaction must be processed at a full service MVA branch office. Be sure to email a complete Application for Certificate of Title [Form VR-005](#), on the form check the box "MDID request", make sure the customer or business has a Maryland address, a copy of the out of state driver's license and the ID card of the title agent for title services is required .*

**Soundex Numbers for Business Owned Vehicles - The MVA will no longer issue**

**soundex numbers.** When titling vehicles owned by companies, corporations, limited liability companies, limited liability partnerships, partnerships, etc., be sure to use the FEIN or an existing Z soundex number if it is available. **Please note:** Due to the large number of Z numbers issued in the past, it is best to ask the business to supply a list of Z soundex numbers that exist and have them merged to one FEIN. Please send merge requests to [mddtts@mdot.maryland.gov](mailto:mddtts@mdot.maryland.gov).

If a new business has not titled any vehicles with the MVA, a operating office of the business must complete a Business Entity Submission of Proof for Vehicle Titling [Form VR-475](#).

**Important Notice:** Improper Issuance/Use of Z soundex numbers is subject to investigation and penalty of law.

**TRUST:** For vehicles purchased from a dealer to be titled directly into a Trust, or an Inter Vivos Trust, the dealer will need to issue a MDID number. The trustee must sign the title application and all other required documents. A copy of the portion of the Trust Agreement that names the trust, and the trustee(s) needs to be submitted. **This is a “taxable” transaction.** Tags may be transferred from an individual (who is the primary beneficiary) to vehicle titled into an inter vivos trust.

*Please note: Excise tax exemption may only be applied in private (non-dealer) transactions where a vehicle is already owned in Maryland, and the ownership is being transferred into an inter vivos trust, and the owner of the vehicle is the primary beneficiary of the inter vivos trust. Most other trust transactions are taxable. However, any other non-dealer transfers between trusts and beneficiaries claiming excise tax exemptions, need to be processed at the MVA.*

**DATE OF BIRTH** - Date of birth is required.

**ADDRESS** - Give a complete Maryland residence address (street address, apartment/suite/unit number, city, county, state and zip code). P. O. Box may be shown along with the street address if it is in the same zip code area as the street address. Customer Connect can now accept a separate mailing address, along with the residence/business address. However, the title will be mailed to the residence address. For leased vehicle transactions, be sure to include the FEIN number and address for the lessor and MDID number for the lessee and select the ownership type as “Leased”. Leasing company may show an out of state address. Maryland residents in the military, stationed out of State may show an out of state address if an Address Certification, U.S. Government Employee's", [Form VR-102](#), is completed and signed by the employer and the employee, or the “Temporary Inspection Waiver”, Form VR-129 is completed and signed by Maryland members of the U.S. Armed Forces assigned out of state, and their commanding officer.

**JOINT TENANTS AND TENANTS BY ENTIRETIES** are forms of ownership with rights of survivorship. Any two (or more) people may use JOINT TENANTS. Only husband and wife may use TENANTS BY ENTIRETIES. If Joint Tenants or Tenants by Entireties are selected, **it will have to be selected in Customer Connect under the “Relationship Field” when processing the transaction.** Upon the death of an owner, the survivor needs only to submit a death certificate and the assigned title to transfer ownership. If there is an open lien, a letter of authorization from the lien holder will be required. The vehicle will not become part of an estate and are transferred excise tax exempt, title fee is waived and inspection exempt to the surviving spouse but title fee will not be waived if the joint tenant is not the spouse or tenant by entirety survivor.

If neither of the above is selected, joint ownership will be considered TENANTS IN COMMON. Upon the death of an owner, the surviving owner may transfer ownership with a death certificate, the assigned title and a lien release/letter of authorization (if applicable).

**NOTE:** For more information on transfer's involving deceased owners, see booklet "Instructions for Transferring Ownership of a Decedents Vehicle", [Form VR-151](#). All Death Certificates submitted must contain the seal of the Bureau of Vital Statistics.

**Adding a beneficiary:** Legislation effective October 1, 2017, allows a “sole” owner of a vehicle titled in Maryland to indicate a beneficiary on their title. Attach the form VR-471 below if a beneficiary is being named at the time of titling. When the title is printed, the name of the owner will show with the letters TOD (which stands for Transfer on Death) after their name. The owner of the vehicle has full control over the vehicle during their lifetime, may apply for liens on the vehicle, and they can even sell the vehicle if they choose to do so. A sole owner of a vehicle that is already titled in their name may also designate a beneficiary by completing the Beneficiary Designation For Vehicle Title, [Form VR-471](#), may be completed along with a duplicate title application. The vehicle may have a lien when a beneficiary is designated. In both cases, only TOD will show on the title after the owner’s name. The link to add a beneficiary to a vehicle is as follows: <https://mymva.maryland.gov/go/web/VehicleBeneficiary>

After the death of the vehicle owner, the person named as beneficiary may bring the title into the MVA to have the title transferred into their name. The title does not have to be signed by the owner, but the vehicle record needs to be reviewed to confirm the name of the beneficiary on file. The beneficiary will need a certified copy of the death certificate, or if MVA’s record for the vehicle shows an owner deceased flag from the Bureau of Vital Statistics, we can accept that as proof of death, as well. If the beneficiary does not have the actual title, they may apply for a duplicate title, completing the reverse of the title entering their name as the buyer, insert TOD for the purchase price, write the owner’s name in the space for signature of seller with the word deceased written after it, then sign as the purchaser. The beneficiary will also need to complete the application for title on the reverse of the title. The relationship to the deceased will determine whether the vehicle will need to be safety inspected, and whether the registration plates can be transferred. Transfer to a beneficiary is excise tax exempt. If the beneficiary is a spouse, parent or child of the deceased owner, there is no safety inspection required. Otherwise, safety inspection would be needed.

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## **VEHICLE INFORMATION**

Check the appropriate box to indicate **NEW** or **USED** vehicle.

**Enter a full description of the vehicle** (Year, Make, Model and Vehicle Identification Number). Be sure to compare VIN on the application to VIN on Certificate of Origin or Title. Enter body style, type of fuel and number of cylinders.

**TWO STAGE VEHICLES** – If the chassis Certificate of Origin is assigned to a second stage manufacturer who sells the completed vehicle to a retail consumer, two certificates of origin are required. For transactions requiring two Certificates of Origin, enter complete vehicle information for both stages and submit Certificates of Origin for both stages. The VIN of the first stage and the year and make of the second stage will be shown on the title. However, if the conversion is only cosmetic, the year, make and VIN of the first stage will be shown. If the chassis Certificate of Origin is assigned to the retail consumer, the application for title can be accepted with one Certificate of Origin and a bill of sale for the body. This bill of sale will be to the retail consumer.

## Second Stage Vehicles

| Type of Vehicle  | Required Statement of Origin                                | Vehicle Identification # Shown on Title | Model, Year Shown on Title *(1)                              | Model, Name Shown on Title                                 |
|--|---|---|--|--|
| 1. Type A: Motorhome   | 1 <sup>st</sup> and 2 <sup>nd</sup> stage manufacturer's    | 1 <sup>st</sup> stage manufacturer's    | 2 <sup>nd</sup> stage manufacturer's                         | 2 <sup>nd</sup> stage manufacturer's                       |
| 2. Type B: Van Conversions meeting the definition of Motorhome | 1 <sup>st</sup> and/or 2 <sup>nd</sup> stage manufacturer's | 1 <sup>st</sup> stage manufacturer's    | 1 <sup>st</sup> or 2 <sup>nd</sup> stage manufacturer's *(3) | 1 <sup>st</sup> or 2 <sup>nd</sup> stage manufacturer's *3 |
| 3. Type C: Chopped Vans (Mini-Motorhomes)                      | 1 <sup>st</sup> and 2 <sup>nd</sup> stage manufacturer's    | 1 <sup>st</sup> stage manufacturer's    | 2 <sup>nd</sup> stage manufacturer's                         | 2 <sup>nd</sup> stage                                      |

### EXCEPTIONS

1-A – Motor Vehicle Administration will accept the model year as certified by the 2<sup>nd</sup> stage manufacturer provided the model year of the incomplete vehicle appears on the Federally required label affixed to the vehicle. This label must be prominently displayed on the vehicle to give notice to a purchaser.

2-B – Definition of Motor Home: The vehicle is equipped with permanently installed living facilities such as toilet, sink, stove, furnishings, etc. The living portion of the vehicle is a permanent integral living part of the entire vehicle as originally constructed by the manufacturer or reconstructed upon the chassis of a motor vehicle.

3-C – If the conversion is more than cosmetic and the 2nd stage manufacturer is licensed, both Certificates of Origin are required, in which case use the 2nd stage model year and model name. If the conversion is only cosmetic, use 1<sup>st</sup> stage Certificate of Origin's vehicle identification number, year and model name.

### Titling Trucks

**TRUCKS** - Enter **GROSS VEHICLE WEIGHT (GVW)**, which is the weight of the vehicle plus the load. Only enter **GROSS COMBINATION WEIGHT (GCW)** for a truck if it will be pulling a "Freight Trailer" in excess of 20,000 lbs.; or a tractor pulling a trailer in excess of 10,000lbs. **GROSS COMBINATION WEIGHT (GCW)** is the weight of the pulling vehicle (Truck or Tractor) and its load plus the weight of the trailer and its load.

**NOTE:** If your customer needs assistance in selecting gross vehicle weight or gross combination weight call "Commercial Vehicle Enforcement Division" at 410-579-5959.

**1/2 AND 3/4 Ton Trucks** – Usually select 7,000 lbs. GVW. However, if the GVWR is above 7,000 lbs., a GVW of 10,000 lbs. may be selected. A 1/2 or 3/4 ton truck cannot be raised above 10,000 lbs. The Customer Connect system will print SP on the registration card, only if a 1/2 or 3/4 ton truck shows 10,000 lbs and a two year registration. Since a certificate of origin is not available to verify the GVWR for used truck transactions, the vehicle owner may use the **1/2 and 3/4 Ton Truck Owner's Weight Certification Form VR-142A** to choose the maximum weight of 10,000 lbs., desired.

**A One-ton** truck's minimum GVW is 10,000 lbs. A one-ton truck may only register for a 1 year registration. One-ton trucks owners may select a higher weight in 1,000 lb increments as requested by the owner. If a truck owner is not sure how much weight to select, they can look at the GVWR (Gross Vehicle Weight Rating) by the manufacturer, or contact "Commercial Vehicle Enforcement Division" at 410-579-5959.

For larger trucks, see **Truck Schedule of Fees Form VR-042A**

Indicate on the application Truck or Truck Tractor (if applicable)

**DUMP TRUCKS** - A dump truck may use EPO, EPD or ED4 tags. If EPD or ED4 Dump Service tags are selected, the truck will not be subject to axle weight limitations at weigh stations. However, if EPO tags are selected, the truck is subject to axle weight limitations according to the bridge formula just as any other truck would be.

If dump service tags are desired, complete the Dump Truck Certification  
<http://mvqbintranet1/forms/VR/VR-098.pdf>

Indicate the number of axles on the title application and submit a side view photograph of the vehicle.

2-axle dump - may only show a GVW of 40,000 lbs. Enter 2X in the exception field in CUSTOMER CONNECT or ERT program. (A higher weight may be selected for GCW.)

3 or more axles - select between 40,000 - 55,000 lbs. Enter 3X in the exception field in CUSTOMER CONNECT or ERT program. (A higher weight may be selected for GCW.)

4 or more axles - operating in Garrett and Alleghany counties only, may select up to 70,000 lbs. Enter 4X or higher number of axles in the exception field in CUSTOMER CONNECT or ERT program. (A higher weight may be selected for GCW).

Class ED4 (4 or more axles) with lift axle certification by the manufacturer may select between 56,000 - 70,000 lbs. Enter 4X or higher number of axles in the exception field in CUSTOMER CONNECT or ERT program. Class ED4 vehicles may operate statewide. The "lift axle certification" must be carried in the vehicle and a copy needs to be submitted to the MVA to request class ED4 registration. (A higher weight may be selected for GCW).

Note: You must count the first axle when determining the number of axles.

NOTE: 3-axle dump trucks registered at 65,000 pounds prior to January 1, 1995 may operate at that weight until December 31, 1999. However, after December 31, 1999, 65,000 lb. dump trucks may operate at that weight for a maximum of twenty years based on the model year. Once reaching 20 model years old, they must either reduce weight to 55,000 lbs. or have a lift axle installed.

#### DUMP TRUCKS IN COMBINATION WITH FREIGHT TRAILERS IN EXCESS OF

**20,000 LBS:** A dump truck pulling a trailer in excess of 20,000 lbs. must show both GVW and GCW on the registration card. Registration fees for dump trucks operating in combination are calculated as follows:

- (1) Find the fee for the “GVW” using the Dump Truck Schedule of Fees on Form VR-042A;
- (2) Use the Truck Schedule of fees on form VR-042A to find the “dollar per thousand” amount for the GCW selected;
- (3) Find the difference between the GCW and the GVW;
- (4) Multiply the “difference” times the “dollar per thousand” figure; and add the result to the cost for the GVW in item (1). This will give you the total registration fee for the dump truck in combination.

NOTE: When a dump truck using either EPD or ED4 tags is pulling a trailer (freight or non-freight), the axle weight limit exemptions that normally apply to “dump trucks” are not applicable. This means that a dump truck pulling a trailer will have its axles weighed at the Weigh Station.

NOTE: Even though GCW is not needed unless a truck is pulling a freight trailer in excess of 20,000lbs, the weight selected for GCW “may be” equal to or only slightly higher” than the GVW because the truck may be operated empty while pulling the heavy trailer.

#### OUT OF STATE TITLED DUMP TRUCKS REQUESTING “DUAL REGISTRATION” IN MARYLAND

For a dump truck titled and registered in another state, usually a surrounding state, requesting dump truck registration in Maryland, a process “Registration Only for Dump Trucks” is now in place. This allows the registration to be issued without sending the title information to NMVTIS since Maryland is not the state of title. The regular title and registration must remain in place Out of State. A copy of the Out of State Title and Out of State Registration are required along with the Dump Truck Certification, for VR-098. This procedure may be done in Full Services Branch Offices, and the Vehicle Services Division, at Glen Burnie MVA. There is no title fee or tax charged, just the registration fee for the Dump Truck Weight selected. This transaction does not require Safety Inspection. Complete the form VR-098 Certification for the Issuance of Dump Service License Plates. Dump truck registration fees are shown on the form Dump truck Schedule of Fees, Form VR-042A;

**APPORTIONED REGISTRATION (International Registration Plan):** For assistance

with apportioned registration, call Motor Carrier and Electronic Services at 410-787-2971.

**BRIDGE FORMULA-** Information regarding bridge formulas may be obtained from the State Highway Administration (SHA). Their number within Maryland is 1-800-543-4564 outside Maryland 410-582-5734. You may also contact the SHA for a Motor Carrier Handbook.

**TOW TRUCKS** - Complete Tow Truck Certification [\*\*Form VR-294\*\*](#) entering Gross Vehicle Weight Rating (GVWR) and required insurance certification information. Tow trucks must have a minimum manufacturer's GVWR of 10,000 lbs. or more and be equipped as a tow truck or rollback. Vehicles showing a GVWR of 26,000 lbs. or under will show U26 in the exception field on the registration. The registration fee will be \$245.00 a \$40.00 surcharge. Vehicles showing a GVWR over 26,000 lbs. will show O26 in the exception field on the registration. The registration fee will be \$610.00 plus a surcharge of \$40.00. Indicate tow truck or rollback on the form.

Class T will be selected for tow trucks used exclusively for towing. N/A will be shown for GVW and GCW. Fee for U26 is \$245.00. Fee for O26 is \$610.00. A \$40.00 surcharge will also be assessed.

Class TE will be selected for rollbacks and tow trucks used for towing and other hauling. GVW must be entered and GCW may be entered if applicable. If weight selected is 18,000 lbs. or less fee is \$245.00 and includes \$40 surcharge fee for 1 year. Over 18,000 lbs., but less than 26,000 is \$11.75 per 1000lbs. + adding \$45 and \$40 surcharge fee. 26,000-40,000lbs is \$610 (includes the \$40 surcharge fee), 40,001 - 60,000 is 14.75 per 1000lbs (add \$45.00 increase and \$40 surcharge), 60,001-80,000lbs. 16.00 per 1000lbs (add \$45.00 increase and \$40 surcharge)

### **Bulletin October 2020: Tow Truck/Rollback Registration Card Changes in Customer Connect**

The Maryland Department of Transportation, Motor Vehicle Administration (MDOT MVA) has begun its system modernization for Vehicle Services, Business Licensing, and Insurance Compliance. The new modernized system is called Customer Connect. You will see changes on the Tow Truck/Rollback registration cards produced by the new system and this bulletin will explain those changes. One of the changes in the system requires that a "Use" for the vehicle be indicated. Even though the current registration cards do not show a use, we do plan to include that feature with a redesign of the registration card in the future. Below is an explanation of the difference you see currently on the registration cards issued prior to July 6, 2020, and the registration cards issued beginning July 6, 2020, when our system modernization began. We appreciate the opportunity to bring this matter to your attention.

**(Old)Registration cards, issued “prior to July 6, 2020”, for tow trucks and rollbacks show the following information:**

- **Tow Truck (Exclusively for towing): Class T; Exception field U26 or O26; GWV N/A and GCW N/A;**
- **Rollback (For towing or “other” hauling) Class TE, Exception field shows U26 or O26; GVW shows weight at the thousand-pound increment selected by the owner and for**

**GCW** shows N/A, or if pulling freight trailers, shows thousand-pound increment selected by the owner.

Note: The U26 or O26 in the exception field indicates, as provided by law, that the vehicles GVWR is either up to and including 26,000lbs, or is over 26,000lbs

Important: Many of these registration cards are still in use and are acceptable forms of registration for tow trucks and rollbacks, as always, until renewed or replaced.

**(New) Registration cards, issued “July 6, 2020 or later”, show the following information, and there are four (4) different options determined by the **truck type** (tow truck or rollback) and **“use”** of the vehicle and only the class T is used. The options are as follows:**

- **Rollback** Use type **Tow Truck (Exclusively Vehicles)** Use is exclusively for **towing vehicles** for the purpose of repair, storage, or removal of abandoned vehicles from the highway: **Class T; Exception field** U26 or O26 **GWV** shows 0-26,000 lbs. or Over 26,000 lbs **GCW** shows N/A
- **Rollback (Use type Tow Truck (Other))** The vehicle may be used for both towing and other hauling: **Class T; Exception field** U26 or O26
  - **GVW Options:**  
7000 lbs.; 10000 lbs.; 10001 – 11000 lbs.; 11,001-12,000 lbs.; 12001 – 13000 lbs.; 13001 – 14000 lbs.; and every 1000 lbs. range up to 79001 – 80000 lbs.; Over 80000 lbs.
  - **GCW Options:**  
N/A; 10000 lbs.; 11000 lbs.; 12000 lbs.; and every 1000 lbs. up to 80,000lbs
- **Tow Truck Use Type Tow Truck (Exclusively Vehicles)** Use is exclusively for **towing vehicles** for the purpose of repair, storage, or removal of abandoned vehicles from the highway: **Class T; Exception field** shows U26 or O26; **GWV** shows 0 - 26,000lbs, or Over 26,000 lbs.; **GCW** shows N/A
- **Tow Truck (Use type Tow Truck (Other))**. The vehicle may be used for both towing and other hauling: **Class T; Exception field** U26 or O26
  - **GVW Options:**  
7000 lbs.; 10000 lbs.; 10001 – 11000 lbs.; 11001 – 12000 lbs.; 12001 – 13000 lbs.; 13001 – 14000 lbs.; and every 1000 lbs. up to 79001 – 80000 lbs.; Over 80000 lbs.
  - **GCW Options:**  
N/A; 10000 lbs.; 11000 lbs.; 12000 lbs.; and Every 1000 lbs. up to 80000 lbs.

**TRUCK TRACTORS (CLASS F) – Indicate the gross combination weight (GCW) only.**

#### **IRS Form 2290**

If you have just purchased the vehicle and are registering it within 60 days of the purchase, you do not need to file the Heavy Highway Vehicle Use Tax (form # 2290). In Maryland, if you can provide a bill of sale or other evidence of a title transfer, you can title and register your vehicle. You do not need to provide a Heavy Highway Vehicle Use Tax Form 2290, if you have acceptable evidence of ownership that is within 60 days of the transaction. The heavy highway vehicle use tax is a fee assessed annually on vehicles that operate on public highways with registered gross weights of 55,000 pounds or more. The weight includes the motor vehicle, any trailers and the maximum load carried by the truck-trailer combination. If you own a motor vehicle with a taxable gross weight of 55,000 pounds or more, you are required to file the Heavy Highway Vehicle Use Tax Form 2290 with the IRS. The tax period begins on July 1 and ends on June 30, each year.

- You must provide your Heavy Highway Vehicle Use Tax Form 2290 and Schedule 1, listing your vehicles by vehicle identification number, stamped with an IRS receipt to renew your vehicle's registration.
- **Vehicles Exempt from filing the 2290 are:** The Federal Government; The District of Columbia; A state or local government; The American National Red Cross; A non-profit volunteer fire department, ambulance association, or rescue squad; An Indian tribal government but only if the vehicle's use involves the exercise of an essential tribal government function; A mass transportation authority if it is created under a statute that gives it certain powers normally exercised by the state; qualified blood collector vehicles used by qualified blood collector organizations; and, mobile machinery that meets the specifications for a chassis as described under Specially designed mobile machinery for non-transportation functions later.

IRS Form 2290 Link to e-file and obtain the form is [https://www.irs.gov/forms-pubs/about\\_form-2290](https://www.irs.gov/forms-pubs/about_form-2290).

A customer may contact the IRS at <https://www.irs.gov/help/contact-your-local-irs-office> or call 1-866-699-4096 to determine if a TAC in their area requires an appointment.

**FARM TRUCKS** - must have a GVWR above 6,000 lbs. to qualify. The minimum GVW that may be selected is 10,000 lbs. but a higher weight may be selected based on bridge formula guidelines from Maryland State Police Commercial Vehicle Division. Complete Application and Certification for Issuance of Farm Tags [Form VR-097](#).

**FARM TRUCK TRACTORS (CLASS FF)** - Indicate gross combination weight only (GCW). Please note that farm truck tractors "are taxable transactions". Complete Application and Certification for Issuance of Farm Tags [Form VR-097](#).

**FARM AREA VEHICLE (CLASS K)** - Must be owned by a farmer for farm use only, operated only on a farm or a highway within a 25-mile radius of the farm, and the applicant must prove active farm status. Registration Fee is \$2.50 per registration year. **Application for Issuance of Farm Area Vehicle Tags or Island Tags**  
<https://mva.maryland.gov/Documents/VR-331.pdf>

**Bus Class P** – Buses operating Intrastate (only in MD) need to submit their Public Service Commission (PSC) Vehicle Listing TR605, containing the stamp of the PSC. A Maryland safety inspection is not required since they are subject to inspections through the PSC. The PSC can be reached at 410-767-8128. Buses Operating Interstate (MD and Out of State) must provide a Certificate of Authority from the Federal Motor Carrier Safety Administration (FMCSA). FMCSA completes an inspection of these vehicles at the time the DOT number is assigned. FMCSA may be reached at 202-366-4000.

**NOTE:** Temporary Registration (30 Day) may not be issued for class P vehicles.

**SCHOOL BUSES-** School Vehicle Tag Certification (Form EP-216) must be submitted electronically before tags are issued. The EP-216 is only available from the Board of Education, or MVA's School Vehicle Safety Technical Program. The EP-216 submission but be done by a member of the Vehicle Safety Technical Program or the Board of Education. A Maryland Safety Inspection Certificate is not required since once registered, these buses are under the authority of the School Vehicle Safety Section and already are subject to annual inspection. The Vehicle Safety Technical Program telephone number is 410-768-7401. **An EP-216 is not required for tag renewal.**

**NOTE:** Temporary Registration (30 Day) may **not** be issued for school buses.

**Non-School Buses Painted a Color Other Than School Bus Yellow** - A class M tag will be issued to vehicles having the body style of a school bus but painted a color other than international school bus yellow and flashing lights must be removed. No tag may be issued unless this is completed and certified on the Multipurpose Certification [Form VR-095](#). This type of vehicle **requires** an annual inspection.

**NOTE:** Buses converted to motor homes will be registered as class M, do not require annual Maryland Safety Inspection, and will show a body style of MH.

**Taxi Class B** - Is a motor vehicle designed to carry 7 or fewer individuals, including the driver, transporting passengers for hire. If doing business in Baltimore City, Baltimore County, Cumberland, or Hagerstown, a Passenger Vehicle Listing form TR-605 is required from the Public Service Commission PSC. The PSC can be reached at 410-767-8128 **Note:** Taxi "does not" include vehicles operated on regular schedules and between fixed termini approved by PSC.

**NOTE:** Taxis operating in other areas of Maryland should present approval/operating authority from the jurisdiction in which they are operating. However, there are some jurisdictions that do not require this.

**Limousine Class Q** - An initial request requires a Certification for Issuance of Limousine Vehicle Registration form VR-032 <https://mva.maryland.gov/Documents/VR-032.pdf>. In addition, Public Service Commission form TR-605 is required to be submitted prior to tags being issued. PSC may be contacted at 410-767-8128. Important Note: Any limousine over 35 feet long is to be registered as a class P. Effective June 1, 2021, an individual may not operate, or allow an individual to operate, a motor vehicle designed to carry 15 or fewer passengers, including the driver, unless the individual holds a valid for-hire driver's license or Transportation Network Operator's License issued by the PSC or the appropriate local authority.

**MOTORCYCLE** - Enter engine number and engine size on the VR-005. Complete the "Motorcycle Equipment Certification" [Form VR-094](#). Legislation enacted in 2008 defines a motorcycle as a motor vehicle that:

- Has Motive Power;
- Has a seat or saddle for the use of the rider;
- Is designed to travel on not more than three wheels in contact with the ground at speeds exceeding 35 MPH;
- Is of a type required to comply with all motor vehicle safety standards applicable to

motorcycles under federal law

**NOTE:** Motorcycles "not manufactured for use on the road" will "NOT" be issued registration plates. Enter "YES" in the Off-Road Vehicle box in Customer Connect. This will cause "NR" to be entered in the inspection field on the title.

**AUTOCYCLES** - Complete the Autocycle Certification [FormVR-339](#). Legislation enacted in 2016 defines an Autocycle as a motor vehicle that:

- Has two (2) front wheels and one (1) rear wheel.
- Has a steering wheel.
- Has permanent seats on which the operator or a passenger is not required to sit astride.
- Has foot pedals to control acceleration, braking and if applicable, a clutch; and
- Is manufactured to comply with Federal Safety Standards for motorcycles.

Autocycles will be registered as a class D, with AU in the body style, and A in the exception field. Autocycle operators must possess a valid class A, B or C driver's license. If a person only has a class M, motorcycle license, they are not authorized to drive an Autocycle. Helmets must be worn unless the vehicle has an enclosed cab. Eye protection must be worn unless the vehicle has a windscreen. An applicant may not use an Autocycle for any driving test.

**MOPEDS AND MOTOR SCOOTERS**-Effective October 1, 2012, mopeds and motor scooters are required to be titled and display an identifying decal. Operators and their passengers are required to wear helmets, protective eye gear, and display proof of insurance. Complete the **Application for Title Decal for Mopeds, Motor Scooters, ATV's, UTV's, Off Road Vehicles, and Snowmobiles**:

<https://mva.maryland.gov/Documents/VR-337.pdf>

See complete details by clicking the link below:

<https://mva.maryland.gov/about-mva/Pages/info/27300/27300-76T.aspx>

**LOW SPEED VEHICLE**- A low speed vehicle is designed to carry not more than four people. A low speed vehicle is a four-wheeled motor vehicle that has a maximum speed capability that exceeds 20 miles per hour but is less than 25 miles per hour. The vehicle must have at least four wheels in contact with the ground and an unladen weight of less than 3,000 lbs. Low speed vehicle does **NOT** include golf carts or electric personal assisted mobility devices (EPAMD).

**NOTE**- A Low Speed Vehicle Application [Form VR-324](#) must be completed. When processing the transaction it will be registered as a Class R. LV will be placed in the body style for all low speed vehicles. Class "R" tags are only available at the Glen Burnie MVA.

**ALL TERRAIN VEHICLES (ATV, or UTV)**- Registration may not be issued. However, a title shall be processed through the Electronic Titling and Registration System (ERT). The title fee for an ATV or UTV is \$70.00. The transaction will be done as title only with OR as the body style and the class will be D. The exception codes will be ATV for all terrain vehicles. NR will be

placed in the inspection field for not roadworthy. A title decal will be issued and the fee for the decal is \$5.00. The customer will need to complete the application for the decal [VR-337](#). Should the selling dealership indicate they do not have the ERT System please refer the applicant to the MVA web site [mva.maryland.gov](http://mva.maryland.gov) for the name and address of a licensed tag and title service listed under Vehicle Services.

**TRAILERS** - Indicate the trailer type on the application (boat, utility, camping, travel, etc.) Non-freight trailers will show GVW on the registration card and will be weighed separately from the pulling vehicle at the weigh station. The weight must be chosen in thousand-pound increments. Non-freight trailers select GVW.

Show weight as follows:

|                    |              |                    |              |
|--------------------|--------------|--------------------|--------------|
| 0 – 3,000 lbs.     | Fee \$45.50  | 14001 – 15000 lbs. | Fee \$144.00 |
| 3001 – 5000 lbs.   | Fee \$71.00  | 15001 – 16000 lbs. | Fee \$144.00 |
| 5001 – 10000 lbs.  | Fee \$100.00 | 16001 – 17000 lbs. | Fee \$144.00 |
| 10001 – 11000 lbs. | Fee \$144.00 | 17001 – 18000 lbs. | Fee \$144.00 |
| 11001 – 12000 lbs. | Fee \$144.00 | 18001 – 19000 lbs. | Fee \$144.00 |
| 12001 – 13000 lbs. | Fee \$144.00 | 19001 – 20000 lbs. | Fee \$144.00 |
| 13001 – 14000 lbs. | Fee \$144.00 |                    |              |

Freight Trailer is a trailer weighting in excess of 20,000 lbs. pulled by a truck; or a trailer weighing in excess of 10,000 lbs. pulled by a tractor. Fee \$116.50.

**NOTE:** A freight trailer will show N/A on the registration card for GVW and GCW and will be weighed in combination with the vehicle pulling it. That combined weight cannot exceed the GCW selected on the registration of the pulling vehicle. This includes farm trailers over 20,000 lbs.

#### **The Class/Fee Chart (Prior to July 6, 2020):**

<http://mvgbformsrv/FormsRepo/VR/VR-238.pdf> provides a complete list of vehicle classes, requirements and registration fees. This chart is being included in the manual since there are still vehicles with registrations and titles that were issued prior to July 6, 2020 with this information.

#### **The Customer Connect Class Chart July 6, 2020 and after:**

<http://mvgbformsrv/FormsRepo/VR/VR-522.pdf>

**LIEN RECORDING**- Give complete and accurate lien information: amount of lien, kind of lien, account number, date of lien, FEIN, name, and address of secured party. WORK CANNOT BE PROCESSED WITHOUT COMPLETE LIEN INFORMATION. All first liens are placed on the title application. (Even though an account number is requested, the MVA will not reject any request to record a lien, for lack of an account number).

**SECOND AND ADDITIONAL LIENS** are recorded by attaching a "SECURITY INTEREST FILING STATEMENT" [Form VR-217](#). A \$40.00 lien fee is charged for each lien recorded. Second and additional lien holders will not receive a Notice of Security Interest Filing.

**NOTE:** Banks, credit unions, finance companies and dealers do not need to submit a lien contract at the time the lien is recorded. ALL OTHER LIEN HOLDERS MUST SUBMIT A COPY OF THE CONTRACT AT THE TIME THE LIEN IS RECORDED. A lien contract must contain a description of the vehicle to include the year, make and vehicle identification number. The lien contract must also contain language that there is

a security interest, and the signature(s) of all debtors. All contracts must be signed by "at least" all owners of the vehicle. There may also be additional co-signors on a lien contract.

An updated Lien Code file is provided to the ERT Vendors weekly.

### **Purchase Price Information and Calculation of Excise Tax**

Enter the purchase price.

**BILL OF SALE** - The names on the bill of sale must match the assigned title or certificate of origin. A bill of sale only needs to be submitted for vehicles sold by out of state dealers. Maryland Dealers complete the "Maryland Dealers Certification" on the Application for Maryland Certificate of Title [Form VR-005](#), or complete the price certification on the Maryland Dealers Reassignment (form VR-182), the price certification on the Dealers Reassignment on the reverse of the Maryland title or Maryland salvage certificate.

The person signing for the dealership needs to indicate their capacity after their signature or indicate that they have Power of Attorney to sign for the dealership.

The Power of Attorney of the person authorized to sign for the dealership must be kept on file at the dealership and be made available upon request by MVA.

**EXCISE TAX** - Is based on the price as certified by the dealer, less trade-in, with no allowance for down payment or manufacturers rebate.

#### Taxable items include:

- The retail purchase price
- The shipping or freight charges
- After manufacture items included with the vehicle at time of purchase, and
- Manufacturer rebates
- Maryland dealers may charge a processing fee up to \$800.00. This processing fee must be added to the purchase price and is taxable. NOTE: The processing fees charged by out of state dealers are sometimes higher. The "full amount" charged for a processing fee by an out of state dealer is taxable.

#### Non-taxable items include:

- Dealer trade-in allowance (see page 45)
- Dealer discounts or rebates
- Extended warranties
- Mechanical repair contracts
- Federal excise tax
- Electronic registration fee, and
- Equipment installed to accommodate a disabled person.

Maryland dealers are "Entitled" to keep 0.6% of the excise tax up to \$12.00 on all vehicle classes. The calculation of the 0.6% of the excise tax is shown on the **Maryland Dealer's Tax Certification** located on the Application for Certificate of Title [Form VR-005](#), the Maryland Dealer's Reassignment (form VR-182), Maryland Certificate of Title, the Maryland

Notice of Security Interest Filing (for sale of repossessed vehicles in this State), or the Maryland Certificate of Salvage.

**Code of Maryland Regulation 11.15.33** provides guidance in proper procedures for calculation of excise tax due on dealer sales and how and when to apply trade-in allowance. The regulation also provides guidance on which items are taxable and which are not taxable. The complete regulation is as follows:

**Title 11 DEPARTMENT OF TRANSPORTATION**  
**Subtitle 15 MOTOR VEHICLE ADMINISTRATION — VEHICLE REGISTRATION**  
**Chapter 33 Vehicle Trade-In Allowance**  
**Authority: Transportation Article, §§12-104(b), 13-809, and 13-812, Annotated Code of Maryland**

**01 Applicability.**

This chapter applies to the use of a dealer trade-in allowance to determine the total purchase price of a vehicle that is used to calculate the excise tax remitted when purchasing another vehicle.

**.02 Purpose.**  
The purpose of this chapter is to establish the requirements and guidelines for calculating the total purchase price of a vehicle when there is a dealer trade-in allowance, as set forth in Transportation Article, §13-809, Annotated Code of Maryland.

**.03 Definitions.**

- A. In this chapter, the following terms have the meanings indicated.
- B. Terms Defined.
  - (1) "Administration" means the Motor Vehicle Administration.
  - (2) "Certified selling price" means the full price of the vehicle purchased before the trade-in allowance is deducted.
  - (3) "Dealer" has the meaning stated in Transportation Article, §11-111, Annotated Code of Maryland.
  - (4) Lease.
    - (a) "Lease" means a signed contract or agreement for the rental or leasing of a vehicle for more than 180 consecutive days.
    - (b) "Lease" includes a lease where the vehicle is intended or not intended as security as defined in Transportation Article, §11-127.1, Annotated Code of Maryland.
  - (5) "Leased vehicle" means a vehicle acquired from a dealer, by the lessor, for lease of the vehicle to a lessee for payment under the terms and conditions of a lease.
  - (6) "Lessee" means a person or entity who, under the terms and conditions of a lease made at the time of acquisition from a dealer, has possession of the leased vehicle.
  - (7) "Lessor" means a person or entity who, at the time of acquisition from a dealer, relinquished possession of the vehicle to a lessee under the terms and conditions of the lease.
  - (8) "Non-leased vehicle" means a vehicle in which a person or business entity holds both title to, and possession of, the vehicle.
  - (9) "Taxable price" means the total purchase price as stated in Transportation Article, §13-809, Annotated Code of Maryland.
  - (10) "Trade-in" means a vehicle assigned to a dealer for the purpose of receiving a deduction in value that is applied to the purchase price of another vehicle.
  - (11) "Trade-in allowance" means the amount determined by the dealer that is deducted from the purchase price of another vehicle.

## **04 Total Purchase Price.**

A. The total purchase price or taxable price of a vehicle is determined by the certified selling price agreed on by the buyer and the seller, including any dealer processing charges as defined in Transportation Article, §15-311.1, Annotated Code of Maryland, less an allowance for the trade-in. There is no other nonmonetary consideration.

B. The taxable price of the vehicle shall include:

- (1) The retail purchase price;
- (2) The shipping or freight charges;
- (3) After manufacture items included with the vehicle at time of purchase; and
- (4) Manufacturer rebates.
- (5) Dealer Processing Fee (Optional for Dealer to charge Processing fee but if they do it is taxable and limited to \$800.00) Please note, item 5 is not in regulation but is in Maryland Vehicle Law. This has been inserted for clarity of the process.

D. A dealer may not include the cost for any nontaxable items when determining the taxable price of the vehicle. Nontaxable items include:

- (1) Dealer trade-in allowance;
- (2) Dealer discounts or rebates;
- (3) Extended warranties;
- (4) Mechanical repair contracts;
- (5) Federal excise tax;
- (6) Electronic registration fee; and
- (7) Equipment installed to accommodate a disabled person

## **05 Trade-in Allowance.<sup>1</sup>**

A. A dealer determines the trade-in allowance that is deducted from the purchase price of another vehicle.

B. A trade-in allowance may not be divided or deducted from the purchase price of more than one vehicle.

C. Only one traded-in vehicle can be applied to a sales transaction for purposes of the trade-in allowance deduction.

D. A vehicle titled in Maryland or out-of-State may be used as a trade-in.

E. If the vehicle traded-in is subject to a lien, the owner or co-owners of the vehicle are entitled to the full trade-in allowance, as stated in §A of this regulation, and deducted from the total purchase price. The trade-in allowance is not limited to the amount of equity the owner has in the vehicle.

F. If the trade-in allowance exceeds the trade-in value indicated in a national publication of used car values adopted for use by the Administration, the dealer shall provide documentation that satisfies the Administration that the higher trade-in value is justified. Documentation includes:

- (1) Evidence of the amount required to release the lien on the trade-in vehicle;
- (2) Evidence of the vehicle customization that increases the vehicle value;
- (3) A current valuation from an alternative national publication; or
- (4) If the traded-in vehicle has already been sold, the actual resale price of the trade-in vehicle.

## **06 Applying the Trade-in Allowance.**

A. When applying a trade-in allowance to the certified selling price to determine the taxable price of the vehicle purchased, the dealer shall complete one of the following forms:

- (1) Application for Certificate of Title (VR-5);
- (2) Maryland Dealers Reassignment (VR-182);

(3) Dealers Reassignment on the reverse side of the Maryland Certificate of Title (VR-2);

(4) The Dealer's or Auto Wreckers Re-Assignment on the reverse side of the Maryland Salvage Certificate (VR-108); or

(5) The Dealer's Reassignment on the reverse side of the Maryland Notice of Security Interest Filing (VR-2), if the dealer is selling a repossessed vehicle.

B. When applying a trade-in allowance, a dealer shall:

(1) Complete the Maryland Dealer's Certification portion of the application for title; or

(2) Provide an original bill of sale showing the certified selling price and amount of the trade-in allowance.

C. The dealer shall determine and enter on the Maryland Dealer's Certification portion of the application for title:

(1) The certified selling price;

(2) The trade-in allowance;

(3) The taxable price of the vehicle by deducting the amount of the trade-in allowance from the certified selling price;

(4) The gross tax remitted by calculating the applicable excise tax rate times the taxable price; and

(5) For licensed Maryland dealers, the net tax remitted by:

(a) Multiplying 0.6 percent times the gross tax remitted up to \$12; and

(b) Subtracting the result from the gross tax collected.

D. When the trade-in allowance is equal to, or higher than, the total purchase price, the excise tax shall be \$0.

E. When the excise tax is exempt under Transportation Article, §13-810, Annotated Code of Maryland, or calculated as \$0 as set forth in §D of this regulation, no additional allowance or refund shall be given to the purchaser of the vehicle.

F. When a certificate of title or a dealer reassignment is submitted without the required Maryland Dealer's Certification showing the trade-in allowance information on the form, a dealer shall submit with the certificate of title or a dealer reassignment:

(1) A completed Application for Certificate of Title (VR-5) containing the required certification; or

(2) An original bill of sale showing the:

(a) Purchase price and the amount of trade-in allowance;

(b) Vehicle identification number of the trade-in vehicle; and

(c) State in which the trade-in vehicle was last titled.

## **07 Qualifications for Trade-in Allowance.**

A. A trade-in allowance under Transportation Article, §13-809(a)(3)(i), Annotated Code of Maryland, shall only apply when:

(1) The owner or co-owner of the trade-in vehicle is the owner or co-owner of the vehicle being purchased; or

(2) The owner or co-owner of the trade-in vehicle is a relative as defined in §B of this regulation of the owner or co-owner of the vehicle being purchased.

B. In this regulation, a relative means a spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the owner or co-owner of the trade-in vehicle and is the owner or co-owner of the vehicle being purchased.

C. For a relative who qualifies for a trade-in allowance, the dealer shall submit an application for a certificate of title to the Administration with:

(1) A completed application for Maryland Gift Certification (VR-103) certifying the

relationship to the owner or co-owner of the trade-in vehicle and vehicle being purchased; and

(2) Proof of the relationship if the last names of the relatives are different.

D. A trade-in allowance may be applied when the owner of the trade-in vehicle is the primary beneficiary of an inter-vivos trust and the purchased vehicle is in the name of the inter-vivos trust.

**.08 Trade-in Allowance for Leased Vehicles.**

A. A trade-in allowance under Transportation Article, §13-809(a)(3)(ii), Annotated Code of Maryland, may be applied to the purchase price of a leased vehicle if:

(1) The trade-in is in the same owner's name as the name of the lessee on the purchased vehicle; or

(2) The vehicle is:

(a) Owned by the same leasing company purchasing the vehicle;

(b) Being assigned to the dealer; and

(c) Becoming a part of the dealers inventory for resale.

B. A trade-in does not include a vehicle acquired by a dealer but not assigned to a dealer.

**Effective date: April 6, 2009 (36:7 Md. R. 526)**

Regulation .05A, C amended effective November 24, 2014 (41:23 Md. R. 1374)

Regulation .05F adopted effective November 24, 2014 (41:23 Md. R. 1374)

Regulation .06C amended as an emergency provision effective August 18, 2011 (38:19 Md. R. 1146); amended permanently effective November 14, 2011 (38:23 Md. R. 1422)

**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**

(a) 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 or suspected violation of any law of the United States;

(3) A vehicle owned or leased by this State or any 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) An ambulance, rescue, or other vehicle owned and operated for the benefit of the public by a nonprofit rescue squad;

(6) A vehicle owned and operated by the Civil Air Patrol;

(7) A vehicle owned and held for the use of the public by a unit of a national veterans' 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 termini;
- (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 Maryland Department of Health 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) Registered under § 13-923 of this title;
- (18) Registered under § 13-933 of this title;
- (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)(2)(ii) 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;
- (24) A vehicle acquired by a religious, charitable, or volunteer organization exempt from taxation under § 501(c) of the Internal Revenue Code, the Department of Human Services, or a local department of social services for the purpose of transferring the vehicle to a Family Investment Program recipient or an individual certified by the Department of Human Services or a local department of social services as eligible for the transfer;
- (25) A rental vehicle; or
- (26) A vehicle that is transferred to a trust or from a trust to one or more beneficiaries in accordance with § 14.5-1001 of the Estates and Trusts Article.

(b) The provisions of subsection (c)(1) and (3) of this section do not apply to the transfer of a vehicle if:

- (1) A vehicle that is transferred was previously exempt under subsection (a)(17) or (18) of this section; and
- (2) The transferee of the vehicle titles and registers the vehicle under any other section of this title.

(c) On transfer of a vehicle titled in this State and issuance of a subsequent certificate of title, the vehicle is exempt from the excise tax imposed by this part, if it is:

- (1) A vehicle transferred to:
  - (i) A spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the transferor, and no money or other valuable consideration is involved in the transfer; or
  - (ii) A niece or nephew of the transferor if:
    1. The transferor is at least 65 years of age at the time of the transfer; and
    2. No money or other valuable consideration is involved in the transfer;

- (2) A vehicle repossessed under a security agreement, unless the sale of the vehicle is required under the agreement;
- (3) A vehicle transferred from an individual to a partnership, limited liability company, or corporation or from a partnership, limited liability company, or corporation to a subpartnership, subsidiary limited liability company, or subsidiary corporation, if the individual, partnership, limited liability company, or corporation is a partner, member, or principal stockholder of the newly formed partnership, subpartnership, limited liability company, subsidiary limited liability company, corporation, or subsidiary corporation, as the case may be;
- (4) A vehicle transferred to a legal heir, legatee, or distributee;
- (5) A vehicle involuntarily transferred as a result of divorce or separation proceedings;
- (6) A vehicle that is jointly owned and transferred to the name of one of the owners, if the transferee can establish to the satisfaction of the Administration that the transferor did not pay any part of the original purchase price of the vehicle or any applicable taxes or fees for the vehicle;
- (7) A vehicle transferred by a corporation to its stockholder or stockholders or by a limited liability company to its member or members as a liquidating distribution of tangible personal property where the vehicle or vehicles transferred are not a principal or substantial asset of the corporation or limited liability company as determined by the Administration;
- (8) A vehicle transferred as a result of a reorganization within the meaning of § 368(a) of the Internal Revenue Code or a vehicle transferred as a result of a statutory merger or consolidation of a corporation and a limited liability company if no gain or loss is recognized as a result of the transaction under § 332 and § 721 of the Internal Revenue Code;
- (9) A vehicle transferred to a Family Investment Program recipient or an individual certified by the Department of Human Resources or a local department of social services as eligible for transfer of the vehicle that was exempted from the excise tax imposed by this part under subsection (a)(24) of this section;
- (10) A vehicle transferred into a written inter vivos trust in which the transferor is the primary beneficiary; or
- (11) A vehicle transferred to a lessee who exercises an option under a vehicle leasing agreement for an initial term of more than 180 consecutive days to purchase the leased vehicle at the end of the lease.

(d) The Administration may exempt from the excise tax imposed by this part any vehicle of a law enforcement agency of the United States or of any other state, if the United States or other state provides a reciprocal exemption for law enforcement vehicles of this State.

(e) If the owner of a vehicle that is exempt under subsection (a)(17) or (18) of this section from the vehicle excise tax subsequently registers the vehicle under any other section of this title, the owner shall pay the excise tax based on the fair market value of the vehicle at the time the exemption was initially granted.

## **Registration of Vehicles**

**NEW TAGS** - If purchasing new tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one- year registration fee. See fees for registration plates under the Vehicle Services heading at [www.mva.maryland.gov](http://www.mva.maryland.gov). All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. Various tag schemes of license plates may be viewed in **Maryland Registration Tag System Form VR-131**.

**HALF YEAR REGISTRATION FEE**- applies when less than 6 months is left until the next scheduled renewal.

**QUARTERLY FEES**- apply to vehicles of the following classes registered at 27,000 lbs. or more: Class EPO(Truck), Class EFT (Farm Truck), Class F(Tractor), Class FF(Farm Tractor); Class EPD (Dump Truck), Class T (Tow Truck), Class TE (Tow Truck/Rollback).

**SURCHARGE**- a \$40 surcharge fee per registration year will apply to all classes except: L, Historic; N, Street Rod; G, Trailers; Interchangeable plates; and transactions that are "Gratis" under Maryland Vehicle Law 13-903. Surcharge does not apply to the issuance of 30-day temporary tags (for non-dealer transactions), however surcharge will be collected when permanent plates are issued.

**FLAGS and suspensions** of various types may prevent the issuance of new tags or prevent the transfer of tags. **MVA's Flagging Unit** may be reached at 410-768-7404 for guidance. The Flagging Program Jurisdictions and Locations <http://mvgbformsrv/FormsRepo/VR/VR-143.pdf> provides contact information for the jurisdictions flagging for parking, red light, electronic toll and speed camera violations.

The Flag Chart will also be of assistance in determining when a release is needed.<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:a924f5e3-dd0d-47f4-9082-ab95f4fac172>

**TRANSFER TAGS**- The fee to transfer tags is \$15.00: Under the multi-year registration system, if the tag is valid for less than 12 months, submit an additional year registration fee and \$40.00 surcharge. If the tag being transferred is due for renewal, collect the renewal fee (single or multiyear), and a surcharge of \$17.00 for each year and submit with this application (the \$15.00 transfer fee is not charged when tags that are being transferred are also renewed). If the tag is being transferred to a vehicle with a higher GVW (or GCW) you must collect the fee for the applicable increase in vehicle weight. Quarterly, half year, and multiyear registration need to be considered as well in cases of weight increases. These fees are calculated by both CUSTOMER CONNECT and ERT vendor software. Requirements for tag transfers are as follows:

- Tag and sticker number must be entered on the VR-005 application
- Must be A, M or E class vehicle to transfer
- REGISTRATION CARD needs to be submitted, *or for ERT dealers only, if the registration card is not available, the dealer's "TAG Pull /Transfer Request" sheet is acceptable.*
- Tags may be transferred from a vehicle in the same owner's name; the joint or individual names of a spouse(s); or the joint or individual names of parents and children of the owner.

Tags may be transferred from an individual (who is the primary beneficiary) to vehicle titled into an inter vivos trust.

- If tag transfer is requested, but the customer also requires a substitute set of tags, submit a form **Application for Substitute Plates/Stickers/Duplicate Registration Card Form VR-009** and copy of the Tag Return Receipt, if available. If the tags were lost or mutilated, an additional \$40.00 substitute tag fee will be charged. *Please note: ERT dealers may process the substitute tag transaction and then proceed to transfer the tag.*
- "Permanent" historic tags assigned to vehicle 60 years old and older "may not" be transferred.

- When transferring disability plates to another vehicle or applying for new disability license plates, the dealer must verify the customer disability certification card or verify with the MVA that the disability certification is valid. Attach a copy of the certification for the owner or co-owner of the vehicle.

**NOTE:** IF YOU WILL NOT HAVE ENOUGH TIME TO PROCESS THE CUSTOMERS TRANSACTION BEFORE THE EXPIRATION OF THEIR TAGS, ISSUE THE CUSTOMER A 60 DAY TEMPORARY TAG AND SUBMIT THEIR REQUEST FOR TRANSFER AND RENEWAL TO MVA ALONG WITH THE TITLING DOCUMENTS. THIS WILL PREVENT NEEDLESS FRUSTRATION AND INCONVENIENCE FOR THE CUSTOMER.

If substitute tags are needed, for tag transfer, submit an **Application for Substitute Plates/Stickers/Duplicate Registration Card** [Form VR-009](#) and receipt for returned tags (if available). If tags were lost or mutilated, a \$40.00 substitute tag fee will be charged. In addition, if the tags being transferred are due for renewal and a customer needs a replacement set of tags, there will be an additional \$40.00 substitute tag fee charged. If a customer has black and white plates and they request a Standard Issue plate at time of transfer, a \$40.00 substitute tag fee will be charged in addition to the usual transfer fees. Please note: if the customer is applying for substitute tags because the tags were stolen, and the customer can provide a police report, the substitute tags will be issued gratis. There will be an additional fee for the substitution of specialty plates, even if they have been reported stolen. Non-Organization or Organization Logo plates have an additional \$25.00 or \$35.00 fee respectively. Personalized and Ham Radio Operator plates have an additional \$20.00 fee. In all other cases, substitute tags are gratis.

Reference to Maryland Vehicle Law for transfer of registration plates are found in [13- 503 COMAR 11.15.11.02](#).

**REPURCHASE OF CERTAIN PLATES UNDER A NEW CLASS** –This procedure is in place to accommodate situations where a specialized plate (or Maryland's standard plate) is on a vehicle that is being sold, junked, traded, or otherwise disposed of, and the owner is purchasing a vehicle of a different class (i.e., car to truck; multipurpose to car, etc.). Repurchasing the tags under the new class is permissible when the following specialized plates are involved:

- Standard Plates
- Disabled person's plates (ADP, MDP, EDP)
- Personalized disabled person's plates (AVH, MVH, EVH)
- Organizational plates (AOR, MOR, EOR)
- Organizational logo plates (AOL, MOL, EOL)
- Amateur radio operator plates (HAM, HMM, HEM)
- Personalized plates (ASP, MSP, ESP)
- Agricultural plates (AGA MGA EGA also Disabled and Personalized)
- Bay plates (ABY, EBY, MBY also Disabled and Personalized)

#### PROCEDURE FOR REPURCHASING PLATES:

- Owners must be the "same" or can add or drop a spouse or child. Note: For organization plates, the organization member must remain as one of the owners.

- Must give disposition of the vehicle to which the plates were originally affixed (name and address of purchaser)
- Must submit the old registration card. Remit registration fee for the new vehicle including the surcharge (New month and year stickers will be issued to be affixed to the plate)  for ERT dealers only, if the registration card is not available, the dealer's "TAG Pull /Transfer Request" sheet" is acceptable.
- All Special Plates are available for 1 ton or less trucks

**SPECIAL REGISTRATION PLATES FOR DISABLED VETERANS**- Section 13-903 of the Maryland Vehicle Law exempts qualifying 100% totally disabled veterans from the "registration fees" when applying for special registration plates. To prove that the veteran is 100% or totally disabled, MVA needs a letter from the Veterans Affairs stating:

- 100% Disabled Veteran. Service Connected; or
- Totally and Permanently Disabled; or
- Unemployability Rate, Due to Service-Connected Disability is 100%

Any of these three categories certifies the Disabled Veteran meets the requirements of 100% total disability. 100% totally disabled veterans may apply for the DV plates and the DV plates with the Wheelchair logo gratis and will be issued a PERM sticker. The permanent decals (stickers) are only for DV tags with or without the wheelchair logo. The vehicle may be owned or leased by the 100% totally disabled veteran and their spouse, and still display the DV plates with the permanent sticker.

Other types of plates are available "gratis" to 100% totally disabled veterans, but they will have a year sticker placed on them and will need to be renewed. These plates are: organization plates; military plates; or regular disabled plates/placards (in quantities and combinations allowed by law).

**Note:** *Surviving spouse, who jointly own a vehicle with their deceased 100% totally disabled veteran spouse (as owner or co-owner), are entitled to gratis registration for that specific vehicle. If the vehicle has DV tags, those tags will be replaced by regular tags and issued a gratis registration. New vehicles or vehicles not jointly registered in the name of the surviving spouse are not included in this benefit. Surviving spouse is defined in Maryland Tax-Property Annotated code §7-208.*

**Note:** If a totally disabled veteran chooses to apply for Personalized plates, Chesapeake Bay plates, or Agricultural plates, the registration fee must be paid (not gratis) and the Personalized Plate, Bay or Agricultural plate fees must be paid as well.

**BAY AND AGRICULTURAL PLATES**- Complete the Application for Chesapeake Bay/Agricultural License Plates [Form VR-302](#) to apply. A fee of \$25.00 in addition to the annual registration fee must be paid at the time of issuance of the new plates. In addition to the one-time \$25.00 fee, the vehicle owner must pay a \$12.50 annual fee along with the annual registration fee. The plates may be issued to the following class of vehicles: Class A, Class E (26,000 lbs. or less) Class M, and Class G.

**DISABILITY PLATES AND PLACARDS** – Vehicle owners may apply for disability plates on their vehicle by completing the Application for Maryland Parking Placards/License Plates for Individuals with a Disability [Form VR-210](#). If this is the initial request for issuance of a disability plate or placard, Section C needs to be completed by a licensed physician, licensed chiropractor, licensed optometrist, licensed podiatrist, licensed physician's assistant, licensed physical therapist or licensed nurse practitioner. (See complete instructions on the reverse of the form).

Disabled individuals may request any of the combinations of placards and plates below:

- 1 set of plates
- 1 set of plates and 1 parking placard
- 1 parking placard (blue)
- 2 parking placards (blue)
- 1 temporary placard (red)
- 2 temporary placards (red)

**DISABILITY PLATES FOR LEASED VEHICLES** - If a “disabled individual” is shown on the title of the vehicle as the lessee, license plates may be issued with the completion of the form VR-210. However, for those leased vehicles where the leasing company does not appear on the title or registration, the disabled individual will need to use a placard to be entitled to special disabled parking privileges. Several leasing companies only want the address of the leasing company within Maryland.

#### DISABILITY PLATES FOR VEHICLES TITLED TO AN INTER VIVOS TRUST

Disability License plates may be issued to a vehicle titled to an inter-vivos trust if the disabled individual is the primary beneficiary of the trust.

**INSURANCE**- Enter “full” name of insurance company, policy or binder number, and agent’s name. (If an incomplete company name is given or if you only indicate the “insurance agency” the transaction will be rejected).

NOTE: Only “Rented” or “Leased Trailers” require insurance.

#### Maryland’s Insurance Compliance Process

Having a good understanding of MDOT MVA’s Insurance Compliance process will ensure that your customer’s vehicle is not flagged unnecessarily. Insurance Compliance is no longer handled through a standalone system. It has been fully integrated with Customer Connect.

#### Newly Titled Vehicles:

Upon the titling of a new vehicle the purchaser certifies that they have insurance at that time, and they must provide the name of the insurer and policy number on the application. Customer Connect will attempt to verify the policy during the transaction if the insurance provider is a participant in the Online Verification (OLV) process. If the insurance provider is not a participant, an inquiry will be sent to the insurance provider to validate the policy after completion of the title transaction. If a positive response is not received, an insurance lapse case will be created.

**Important:** When trading in a vehicle to purchase another vehicle, the customer MUST notify their insurance company that the vehicle was traded in when the tags were transferred and provide the insurance company with the information for the newly purchased vehicle.

## **Registration Renewal:**

Customer Connect will attempt to verify the insurance policy during the renewal transaction if the insurance provider is a participant in the Online Verification (OLV) process and there is a policy on record. If the insurance provider is not a participant, an inquiry will be sent to the insurance provider 90 days prior to renewal to validate the policy. If there is no policy on record, insurance information will be requested. If the insurance information is not provided, the transaction cannot be completed.

Customers have the opportunity to provide their insurance information using MDOT MVA's myMVA account. When a customer inputs their insurance information, a verification is sent to the provider and an inquiry case is created. Inquiry cases do NOT suspend or flag a vehicle registration. It is merely a verification of the policy.

## **Customer Connect will automatically send inquiry files to an insurance provider under certain circumstances:**

- Newly Titled Vehicle- 60 days after a vehicle is titled
- Pre- Renewal- 90 days before registration expiration

## **Customer Connect will not generate a notice to request verification of insurance if an event occurs on or before cancellation of insurance, for example:**

- Tags returned to MVA prior to cancelling the insurance
- Tags expire prior to cancelling the insurance
- Title transferred prior to cancelling the insurance
- New business reported by insurance company

## **Customer Connect will generate a notice to request verification of insurance if:**

- Newly titled vehicle's insurance cannot be verified, or insurance company sends cancellation of vehicle insurance
- If a vehicle is sold privately, and tags are not returned
- If a vehicle is sold privately, tags are not returned, and vehicle is not retitled

## **How Soundex Flags are Created**

Insurance Inquiry Flag (Soundex Flag)- If MVA receives a notice of cancellation on a vehicle's insurance, it will suspend the registration 15 days after the case is created. The flag will be applied to that vehicle and all other vehicles owned or co-owned by the vehicle's owners. The soundex flag prevents that owner from completing any registration transaction.

## **Paying an Insurance Compliance Penalty**

There are several payment methods available for customers once an Insurance Compliance penalty has been assessed. MVA provides 24-hour access to Insurance Compliance case information and will allow credit card payments of uninsured motorist penalty fee via:

- Interactive Voice Response (IVR) telephone system by calling 410-768-7431
- MVA online services [mymva.maryland.gov](http://mymva.maryland.gov)

Other payment options:

- Kiosk Self Service System- Provides fast and easy way to take care of MVA transactions. Visit any MVA location.
- Mail- Checks and/or money order payments may be mailed to:

MVA, Insurance Compliance Division  
Post Office Box 2278  
Glen Burnie, MD 21060-4278

- Visit any full service MVA location, with the option to pay by cash, credit card, check, or money order.

The vehicle title number and ICD case number will be required when attempting to make a payment online or by phone. No partial payments will be accepted. If the case was already referred to Central collection Unit (CCU), no payments can be made online or by phone, payments will have to be made directly to the CCU office or by calling 410-767-1220.

**ODOMETER MILEAGE-** Enter the odometer reading and check appropriate box if applicable. The transaction must contain an odometer disclosure statement on a Certificate of Origin, title, dealer's reassignment, or odometer disclosure statement that conforms to all federal requirements.

#### REASSIGNMENT ODOMETER DISCLOSURE LANGUAGE:

- Current odometer reading (no tenths)
- An indication whether the odometer reading reflects "ACTUAL MILEAGE", "ACTUAL MILEAGE IS IN EXCESS OF MECHANICAL LIMITS OF THE ODOMETER" or "NOT ACTUAL MILEAGE"
- Signature and printed name of the seller(s)
- Signature and printed name of the buyer(s)

NOTE: For odometers that have 6 digits, do not check "in excess of mechanical limits" unless the vehicle has at least one million miles.

#### MARYLAND TITLES WILL BE BRANDED ACCORDINGLY:

- a. ACTUAL MILEAGE
- b. EXCEEDS MECHANICAL LIMITS
- c. NOT ACTUAL MILEAGE

#### ODOMETER DISCLOSURE EXEMPTIONS

- ➔ Motor vehicle 10 model years old or older
- ➔ Vehicles having GVWR of more than 16,000 lbs.
- ➔ Vehicles not self-propelled
- ➔ New vehicle prior to its first transfer for purposes other than resale
- ➔ A vehicle sold directly from manufacturer to any agency of the U.S. in conformity with contractual specifications.

Note: For vehicles 10 years old or older, Maryland requires that the odometer be entered on the [Form VR-005](#), but will not reject the transaction if a federally conforming odometer disclosure statement is not present.

Note: The Truth in Mileage Act of 1986 is provided for your guidance at the end of this section.

**SIGNATURE ON APPLICATION:** Applicant(s) must sign and print their name and date the application.

**CO-SIGNER-** If an owner of a vehicle is under 18, a parent, spouse, employer, or other responsible adult must sign as co-signer. The purpose of the co-signer's signature in this section is to certify to the accuracy of the information on the application for title. (They will not be shown on the title).

**APPLICANTS MAY SIGN IN THEIR USUAL MANNER.** All of these are acceptable signatures:

- *John Henry Doe*
- *John H. Doe*
- *J. H. Doe*
- *John Doe*
- *J. Henry Doe*

**PRINTED SIGNATURES** are only acceptable with sufficient proof that the applicant cannot sign the name.

**“X” SIGNATURE** requires the signature of two (2) witnesses.

**COMPANY AND CORPORATE SIGNATURES**- Need to have the capacity of the individual stated after the signature. See examples below for capacities having authority to sign on behalf of the business entities:

Solely Owned Company or Sole Proprietorship -sole owner or sole proprietor Partnership - partner (even though one is acceptable, try to have all partners sign) Corporation - president, vice president, secretary, treasurer, any manager

Limited Liability Companies - member

If a business entity gives power of attorney to an individual to sign all documents to title and register any vehicles owned by that business entity, the power of attorney need not be submitted. It will only be necessary for the person signing to indicate that they have power of attorney to sign on behalf of that business entity. However, if a concern arises, the MVA reserves the right to request to see the power of attorney.

**TRUSTEE SIGNATURE** – The person or persons who are trustees in a trust need to indicate trustee after their signature. A copy of the trust agreement (only the part naming the trust and designating the trustees) must be attached to the application for title. If more than one trustee is appointed, they all have to sign, unless the trust agreement indicates that they may act separately (severally).

**RESTRICTED POWER OF ATTORNEY-** If an individual or business entity grants power of attorney to complete any documents necessary to assign, title or register a vehicle "SPECIFICALLY DESCRIBED BY YEAR, MAKE AND VIN" the original power of attorney or a notarized copy must accompany the transaction. Person(s) granting power of attorney and person(s) to whom power of attorney was granted need to sign the power of attorney [Form VR-470.pdf](#).

**GENERAL POWER OF ATTORNEY** - It is important that a general power of attorney have wording that indicates that it may be used for the transfer or acquisition of personal property as the case may be, or in a very broad sense implies the same.

**OWNER INCOMPETENT** requires signature of guardian and a copy of the court order appointing the guardian.

Please note: If a "durable power of attorney" (advanced directive) was executed by the individual prior to the time of their incompetence, stating that it will continue to be in effect in the event that the person granting becomes incompetent, it may be accepted without the need for guardianship. Be sure that the power of attorney covers the transfer of personal property.

#### **STATE OF MARYLAND, POWER OF ATTORNEY FOR ODOMETER DISCLOSURE**

**OF A MOTOR VEHICLE** is used when a vehicle titled in another state is traded-in to a Maryland dealer, and the title is in the possession of a lien holder; or a duplicate title is needed. Once the title is received from the lien holder or the duplicate title is received, this power of attorney allows the dealer to disclose the mileage and complete the assignment of ownership. All three sections of this form must be completed. Please note: This form is only available through the Maryland Automobile Dealers Association (MADA) <http://mdauto.org//> or the Maryland Independent Automobile Dealers Association (MIADA) <http://midatlanticautodealersunited.org>

(See [Truth in Mileage Act](#))

**Important Note:** If a duplicate title is issued it replaces any previously issued titles and it becomes the valid title.

STATE OF MARYLAND  
POWER OF ATTORNEY FOR ODOMETER DISCLOSURE  
OF A MOTOR VEHICLE

CONTROL  
NO.

99513

WARNING: This form may be used only when Title is physically held by a lienholder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE IDENTIFICATION NUMBER  YEAR  MAKE  BODY

**PART A. - POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I  appoint  (Transferor's name print) (Transferee's name print)

as my attorney-in-fact, to disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure. I state that the odometer now reads  miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked. (no limits)

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
 (2) I certify that the odometer reading is NOT the actual mileage.

**WARNING — ODOMETER DISCREPANCY**

Transferor's Signature:  Printed Name:  (Statement Date)

Transferor's Address:  (Street)  (City)  (State)  (Zip Code)

Transferee's Signature:  Printed Name:

Transferee's Name:  (Print or Type Name of Business or Company)

Transferee's Address:  (Street)  (City)  (State)  (Zip Code)

**PART B. - POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE.**

**(Part B Is Not Valid Unless Part A Has Been Completed.)**

I  appoint  (Transferor's name print) (Transferee's name print)

as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferor's Signature:  Printed Name:

Transferee's Name:  (Print or Type Name of Business or Company)

Transferee's Address:  (Street)  (City)  (State)  (Zip Code)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads  miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked. (no limits)

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
 (2) I certify that the odometer reading is NOT the actual mileage.

**WARNING — ODOMETER DISCREPANCY**

Transferor's Signature:  Printed Name:  (Statement Date)

Transferor's Address:  (Street)  (City)  (State)  (Zip Code)

**PART C. - CERTIFICATION**

I  (person exercising above powers of attorney, print) hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature:  Printed Name:  (Statement Date)

Address:  (Street)  (City)  (State)  (Zip Code)

THIS DOCUMENT IS VOID IF ANY INFORMATION ENTERED HEREON HAS BEEN ERASED OR ALTERED BY ANY MEANS.

UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS STRICTLY PROHIBITED.

VR-279 (5-90)

# MARYLAND CLEAN CARS ACT 2007



## **Maryland Clean Cars Act of 2007 SB-103 Effective June 1, 2007**

\*All vehicles starting with model year 2011, must comply with California's strict emissions standard. (CAL LEV)

\*This Bill does not affect vehicles with model year 2010 and older.

\*The Maryland title will indicate the 2011 + year vehicle meets the emissions standard for this state.

\*Vehicles starting with model year 2011 that do not meet the Maryland Clean Cars Act of 2007 cannot be titled in Maryland (see exemptions specifically noted below).

\*Many of the vehicles titled today are CAL LEV compliant.

\*The Bill was passed in 2007 requiring vehicles with a model year of 2011 and beyond to be CAL LEV compliant. This was to give the Manufacturers three years to become compliant as required by Federal Regulations.

\*The Motor Vehicle Administrations titling screens have been modified to require operators to enter a Y to reflect that the vehicle is CAL LEV compliant. This will allow the CAL LEV brand to print on the title certificate for future use.

## **Sample wording for CAL LEV, which appears on the front of the Certificate of Origin:**

\*This vehicle is certified for sale in all 50 states.

\*This vehicle conforms with applicable U.S. Federal Safety bumper and theft protection and with the applicable U.S. Federal and California emission requirements.

\*This vehicle certified according to Federal EPA and California ARB emission requirements for sale in any state within the U.S.

## **CAL LEV EXEMPTIONS**

The following exemptions were identified in the Maryland Department of Environment COMAR regulations:

- Transferred by inheritance
- Transferred by divorce, dissolution, or legal separation.
- Previously registered where mileage exceeds 7,500 miles,
- Purchased by a nonresident prior to moving to Maryland
- A Vehicle sold for the purpose of being wrecked or dismantled.
- A vehicle sold directly from one licensed dealer to another licensed dealer.
- A vehicle sold for registration out-of-state
- A vehicle sold for off-highway use
- A vehicle of a rental agency in Maryland as a result of a rental initiated in a state other than Maryland.
- An emergency vehicle
- A military tactical vehicle
- A vehicle exempted by California Health and Safety Code §43656
- A vehicle replacement vehicle acquired by a resident of Maryland out of State
- A vehicle designated as exempt by the Administration

This law is applicable to vehicles of the 2011 model year and each model year thereafter for passenger cars, light-duty trucks, and medium-duty vehicles. Includes Medium duty vehicles with gross vehicle weight rating of 14, 000 pounds or less.

# MARYLAND CLEAN CARS ACT 2022-2023

## House Bill 1391 Clean Cars Act of 2022

This bill was for the purpose of establishing the medium and heavy duty zero emission vehicle grant program for certain vehicles during fiscal years 2024-2027 and equipment to be administered by the Maryland Energy Administration for certain fiscal years, the vehicle excise tax credit for the purchase of certain vehicles; decreasing for the purposes of the electric vehicle tax credit, the limitation on the maximum base purchase prices of certain electric vehicles; reducing the vehicle excise tax credit for certain electric drive vehicles; requiring, for certain fiscal years

The requirements:

- the base purchase price should not exceed \$50k,
- the battery capacity needs to be at least 5.0 Kilowatt hours,
- the vehicle would have to be titled as new on or after 7/1/23 but before 2027,
- zero emission plug in and
- only one vehicle per individual and
- 10 vehicles per business entity is allowed to receive the credit.
- A person may claim an excise tax credit equal to
  - (1) \$3,000 for each zero-emission plug-in electric drive or fuel cell electric vehicle purchased; or
  - (2) \$2,000 for each three-wheeled zero-emission electric motorcycle or autocycle purchased; or
  - (3) \$1,000 for each two-wheeled zero-emission electric motorcycle purchased.

The issuance of the tax credit is subject to available funding.



## TRUTH IN MILEAGE ACT OF 1986

### The Law

Congress enacted the federal odometer law in 1972 to prohibit tampering with odometers and to establish safeguards for the protection of consumers. In 1976, the law was amended to strengthen the enforcement provisions. In 1986, the Truth in Mileage Act of 1986 was enacted to enhance the paper trail of odometer readings. The Truth in Mileage Act also doubled the civil penalties to \$2,000 and made knowing and willful violations a felony. In 1988 the Pipeline Safety Reauthorization Act amended the odometer law to permit the use of a secure power of attorney in connection with the mileage disclosure. The laws and amendments are codified and can be found in Title IV of the Motor Vehicle Information and Cost Savings Act, 15 U.S.C. Sections 1981 – 1991.

The National Highway Traffic Safety Administration (NHTSA) was charged with the responsibility of implementing the provisions of the law. The final rulemaking was advertised in the Federal Register on August 30, 1989.

### Unlawful Acts

The Act makes it unlawful for any person:

- 1) To advertise for sale, to sell, to use, or to install or to have installed, any device which causes an odometer to register an inaccurate mileage;
- 2) To disconnect an odometer;
- 3) To reset or alter the odometer of any motor vehicle with intent to change the mileage;
- 4) To drive, with fraudulent intent, a motor vehicle with a disconnected or nonfunctional odometer;
- 5) To conspire with any other person to violate the provisions of the Act;
- 6) To fail to issue a disclosure statement or to issue a false statement; and
- 7) If a dealer or distributor, to fail to receive a complete mileage disclosure statement.

### REMEDIES

Private Civil Actions – Anyone violating any requirement “with intent to defraud” is liable for three times actual damages or \$1500, whichever is greater, plus costs and attorney fees. This action may be brought by an attorney in a State or Federal court within two years from the date on which liability arises.

Injunctive Relief – The United States Attorney General may bring an action to restrain violations of the Act.

State Enforcement – The chief law enforcement officer in a State (usually the Attorney General) may bring an action to restrain violations or to recover amounts for aggrieved consumers.

Civil Penalty – The Secretary of the Department of Transportation has the authority to assess civil penalties which are collectable in a civil action brought by the United States Attorney General. Any person who violates any provision of the Federal law is subject to a civil penalty not to exceed \$2,000 for each violation, with a maximum penalty of \$100,000.

Criminal Penalty – The criminal penalty, subjects a person, including an individual director, officer or agent of a corporation, to a fine of not more than \$50,000 or to imprisonment for not more than three years, or both, for knowingly and willfully committing any of the unlawful acts.

The American Association of Motor Vehicle Administrators created a Task Force to analyze the final rule and develop guidelines for the states to follow in implementing the law.

The Task Force reduced the pertinent issues regarding the act to six.

- **Power of Attorney**
- **Secure documents**
- **Non-conforming Documents**
- **Reassignment/Disclosure Language**
- **Involuntary Divestiture**
- **Odometer/Mileage Reading Brands**

#### POWER OF ATTORNEY

- The Final Rule prohibits the use of a Power of Attorney in any situation where the transferor (seller) and the transferee (buyer) are the same person or agents of the same person or corporation.
- The Pipeline Safety Reauthorization Act of 1988 allows for the use of a Power of Attorney when the transferor and the transferee are the same person, or an agent of the same person or corporation and the title is in the possession of a lien holder.
- Legitimate uses of a Power of Attorney will continue to be recognized by NHTSA. Such uses include but are not limited to estate administrators or personal representatives, lessor/lessee dealings and most situations where an owner or joint owner is unavailable.

#### PIPELINE SAFETY REAUTHORIZATION ACT OF 1988

- Requires each jurisdiction to issue Power of Attorney forms by means of a secure printing process.
- Requires that the original form be returned to the jurisdiction by the person who was granted the Power of Attorney and a copy be retained by that person, firm or corporation.
- Requires the Power of Attorney form to have a certified odometer disclosure statement with a signature line for both the person granted the Power of Attorney and the transferee. NHTSA requires certification that the title is, in fact, in the possession of a secured party.
- The use of the Power of Attorney is voluntary on the part of the customer. They are under no obligation to sign a Power of Attorney and if they elect to return to the dealership after they receive the title, the dealer must comply.

#### POWER OF ATTORNEY FORM

Three Part Form:

- Part A Mileage Disclosure
- Part B Is used to show that the party granted the Power of Attorney has reviewed the title document and acknowledge disclosure.
- Part C Is a certification to all information appearing on the Power of Attorney Form and that there are no indications of mileage discrepancies.

STATE OF MARYLAND  
POWER OF ATTORNEY FOR ODOMETER DISCLOSURE CONTROL  
OF A MOTOR VEHICLE

NO. 99513

WARNING: This form may be used only when Title is physically held by a Benholder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE IDENTIFICATION NUMBER: \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ BODY: \_\_\_\_\_

**PART A. - POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I \_\_\_\_\_ appoint \_\_\_\_\_ (Transferor's name print)  
as my attorney-in-fact, to disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure.  
I state that the odometer now reads \_\_\_\_\_ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked. (no words)

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
(2) I certify that the odometer reading is NOT the actual mileage.

**WARNING — ODOMETER DISCREPANCY**

Transferor's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ (Statement Date)

Transferor's Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Transferee's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Transferee's Name: \_\_\_\_\_ (Print or Type Name of Business or Company)

Transferee's Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

**PART B. - POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE.**  
(Part B Is Not Valid Unless Part A Has Been Completed.)

I \_\_\_\_\_ appoint \_\_\_\_\_ (Transferor's name print)  
as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Transferee's Name: \_\_\_\_\_ (Print or Type Name of Business or Company)

Transferee's Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads \_\_\_\_\_ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked. (no words)

(1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
(2) I certify that the odometer reading is NOT the actual mileage.

**WARNING — ODOMETER DISCREPANCY**

Transferor's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ (Statement Date)

Transferor's Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

**PART C. - CERTIFICATION**

I \_\_\_\_\_ (Person exercising above powers of attorney, print)  
herby certify that the mileage I have disclosed on  
the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any  
reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is  
greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new  
or additional liability under Federal or State law.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

THIS DOCUMENT IS VOID IF ANY INFORMATION ENTERED HEREON HAS BEEN ERASSED OR ALTERED BY ANY MEANS.  
UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS STRICTLY PROHIBITED.

VR-279 (5-90)

## SECURE DOCUMENTS

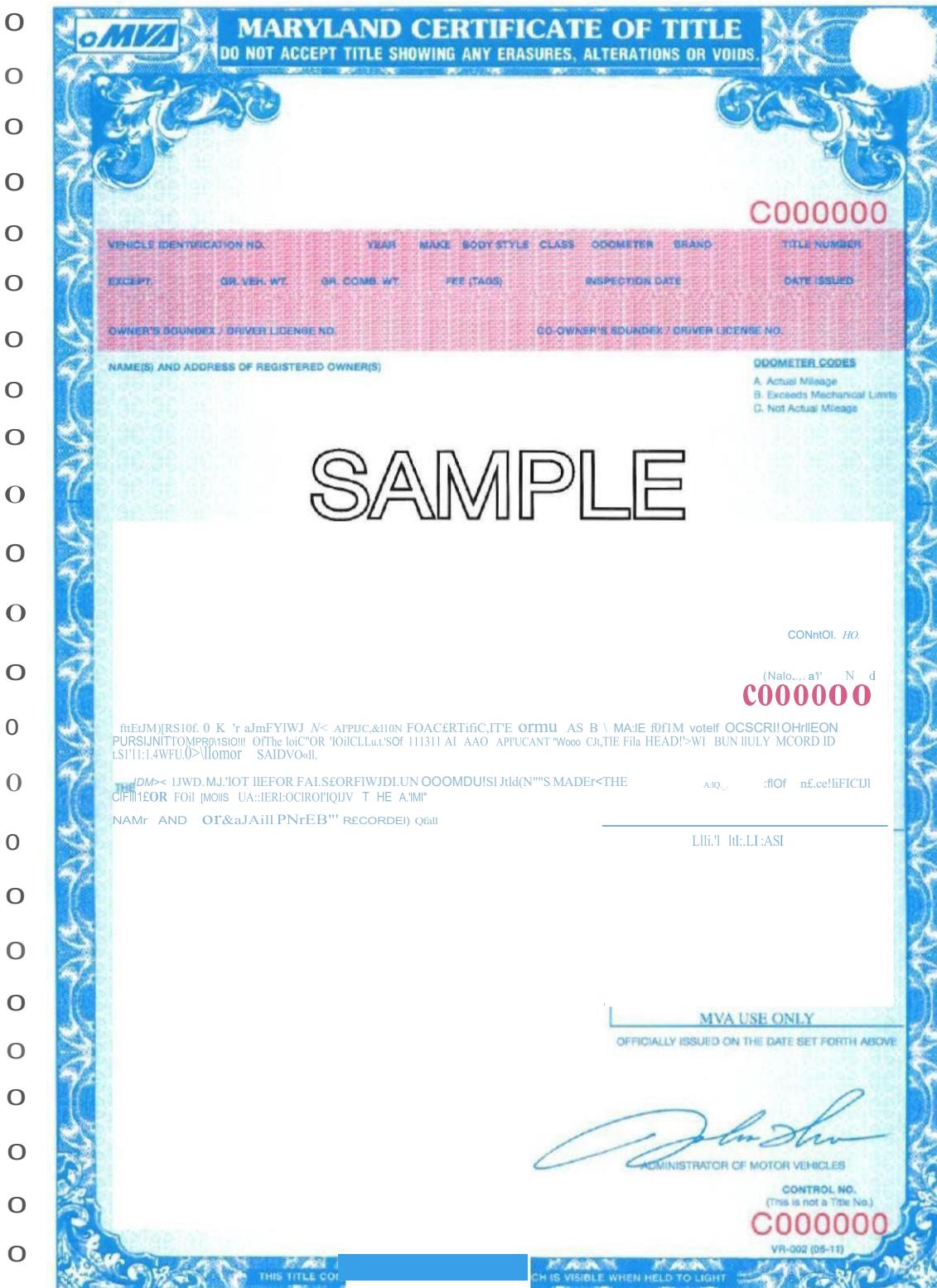
The certificate of title and any documents used to reassign the title shall be set forth by a secure process; however, the assignment documents do not need to be set forth by the same secure process as the title certificate.

AAMVA is recommending as a minimum:

- **Pantograph Void Feature**
- **Erasure Sensitive Background Inks**
- **Security paper**

These features will deter or detect counterfeiting and will allow alterations to be visible to the naked eye.

***CERTIFICATE OF TITLE (Front)***



IMPORTANT NOTICE: This certificate is transferable only when recorded and filed with the Motor Vehicle Administration and is valid only while the vehicle described on the face is owned by this individual, firm or corporation named thereon. TITLE AND SECURITY INTEREST WILL BE ASSUMED BY THE PURCHASER IF THE VEHICLE IS SOLD OR LEASED BY THE OWNER OF THE VEHICLE. THE PURCHASER WILL BE SUBJECT TO LIENS OR ENCUMBRANCES NOT FILED WITH THE MOTOR VEHICLE ADMINISTRATION. IF THIS IS A DUPLICATE TITLE, IT MAY BE FILED AGAINST THE PURCHASER.

|  |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
|--|--------------------------------|---|--------------------------------|---|---------------|---|----------------|--------------|-------------------------|-----------------------|--|--------------------------|--|------------------|------------|---------------------------|---|--|--|---------|--|--|
| <b>ASSIGNMENT OF OWNERSHIP</b>   |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| <p>The undersigned hereby certifies that the vehicle described in this title has been transferred to the following:</p> <p><b>1. Buyer(s)</b></p> <p>Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____</p> <p>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:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage.</p> <p><b>WARNING - ODOMETER DISCREPANCY</b></p> <p>SIGNATURE OF SELLER(S) _____ SIGNATURE OF CO-SELLER(S) _____<br/>     PRINTED NAME OF SELLER(S) _____ PRINTED NAME OF CO-SELLER(S) _____<br/>     SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____<br/>     PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p>  |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| <p><b>2. Buyer(s)</b></p> <p>Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____</p> <p>Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.</p> <table border="1" style="width: 100%;"> <tr> <td>BUYER'S DRIVER'S LICENSE NO.<br/>MD VEHICLE TITLE NO.</td> <td>DATE OF BIRTH<br/>DATE OF BIRTH</td> <td>CO-BUYER'S DRIVER'S LICENSE NO.<br/>MD VEHICLE TITLE NO.</td> <td>DATE OF BIRTH</td> </tr> <tr> <td>IF NOT SUBJECT TO A LIEN, INDICATE "NONE"</td> <td>AMOUNT OF LIEN</td> <td>DATE OF LIEN</td> <td>KIND OF LIEN (DESCRIBE)</td> </tr> <tr> <td colspan="2">NAME OF SECURED PARTY</td> <td colspan="2">ADDRESS OF SECURED PARTY</td> </tr> </table> <p>I/we hereby make application for <input type="checkbox"/> New Title <input type="checkbox"/> New Title and Tags <input type="checkbox"/> Transfer of Tags <input type="checkbox"/> New Title Only <input type="checkbox"/> No Tags IF MOTORCYCLE, LIST ENGINE NUMBER _____ F 1/VA CTOV TRW LIR, IJT W 0-8<br/>     (Check applicable block) <input type="checkbox"/> ACW</p> <p>If you are transferring tags from a vehicle that you sold to this vehicle, give the following (if applicable)</p> <table border="1" style="width: 100%;"> <tr> <td>CLASS OF VEHICLE</td> <td>TAG NUMBER</td> <td>VALIDATION STICKER NUMBER</td> </tr> <tr> <td colspan="3">NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE</td> </tr> <tr> <td colspan="3">ADDRESS</td> </tr> </table> <p>CERTIFICATION OF INSURANCE <input type="checkbox"/> NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY)<br/>     POLICY OR BINDER NUMBER <input type="checkbox"/> NAME OF AGENT</p> <p>IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS BY ENTIRETIES</p> <p>NOTARY NOT REQUIRED</p> <p>I/we certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle.</p> <p>Witness My/Our Hand(s) And Seal</p> <p>This _____ Day of _____ 20_____<br/>     This _____ Day of _____ 20_____<br/>     CO-SIGNATURE OF PARENT, GUARDIAN OR RESPONSIBLE ADULT REQUIRED WHEN APPLICANT IS UNDER 18 YEARS OF AGE.<br/>     MUST BE SIGNED BY OWNER(S), OFFICER(S) OF CORPORATION, OR PARTNER IN PARTNERSHIP.</p> |                                | BUYER'S DRIVER'S LICENSE NO.<br>MD VEHICLE TITLE NO.    | DATE OF BIRTH<br>DATE OF BIRTH | CO-BUYER'S DRIVER'S LICENSE NO.<br>MD VEHICLE TITLE NO. | DATE OF BIRTH | IF NOT SUBJECT TO A LIEN, INDICATE "NONE" | AMOUNT OF LIEN | DATE OF LIEN | KIND OF LIEN (DESCRIBE) | NAME OF SECURED PARTY |  | ADDRESS OF SECURED PARTY |  | CLASS OF VEHICLE | TAG NUMBER | VALIDATION STICKER NUMBER | NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE |  |  | ADDRESS |  |  |
| BUYER'S DRIVER'S LICENSE NO.<br>MD VEHICLE TITLE NO.   | DATE OF BIRTH<br>DATE OF BIRTH | CO-BUYER'S DRIVER'S LICENSE NO.<br>MD VEHICLE TITLE NO. | DATE OF BIRTH                  |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| IF NOT SUBJECT TO A LIEN, INDICATE "NONE"  | AMOUNT OF LIEN                 | DATE OF LIEN  | KIND OF LIEN (DESCRIBE)        |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| NAME OF SECURED PARTY  |                                | ADDRESS OF SECURED PARTY                                |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| CLASS OF VEHICLE   | TAG NUMBER                     | VALIDATION STICKER NUMBER                               |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE  |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| ADDRESS  |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| <b>APPLICATION FOR TITLE AND REGISTRATION</b>  |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| <p>The undersigned hereby certifies that the vehicle described in this title has been transferred to the following:</p> <p><b>1. Buyer(s)</b></p> <p>Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____</p> <p>SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____<br/>     PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p> <p>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:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage.</p> <p><b>WARNING - ODOMETER DISCREPANCY</b></p> <p>SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____<br/>     PRINTED NAME OF AUTHORIZED AGENT _____<br/>     PRINTED NAME OF DEALERSHIP _____</p> <p>VIN OF TRADE-IN _____ STATE _____<br/>     COL. FEE 0.6% OF GROSS OR \$12 MAX. FEE ALLOW.</p> <p>IF NOT SUBJECT TO A LIEN, INDICATE "NONE" <input type="checkbox"/> AMOUNT OF LIEN <input type="checkbox"/> DATE OF LIEN <input type="checkbox"/> NET TAX REMITTED</p> <p>NAME OF SECURED PARTY <input type="checkbox"/> ADDRESS OF SECURED PARTY</p>   |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |
| <p><b>2. Buyer(s)</b></p> <p>Address of Buyer(s) _____ STREET ADDRESS _____ CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____</p> <p>SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____<br/>     PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p> <p>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:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage.</p> <p><b>WARNING - ODOMETER DISCREPANCY</b></p> <p>SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____<br/>     PRINTED NAME OF AUTHORIZED AGENT _____<br/>     PRINTED NAME OF DEALERSHIP _____</p> <p>VIN OF TRADE-IN _____ STATE _____<br/>     COL. FEE 0.6% OF GROSS OR \$12 MAX. FEE ALLOW.</p> <p>IF NOT SUBJECT TO A LIEN, INDICATE "NONE" <input type="checkbox"/> AMOUNT OF LIEN <input type="checkbox"/> DATE OF LIEN <input type="checkbox"/> NET TAX REMITTED</p> <p>NAME OF SECURED PARTY <input type="checkbox"/> ADDRESS OF SECURED PARTY</p>   |                                |   |                                |   |               |   |                |              |                         |                       |  |                          |  |                  |            |                           |   |  |  |         |  |  |

ANY ALTERATION OR ERASURE VOIDS THIS TITLE.

NOTICE OF SECURITY INTEREST FILING (Front)

**MARYLAND NOTICE OF SECURITY INTEREST FILING**  
DO NOT ACCEPT THIS DOCUMENT SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.

**THIS IS NOT A TITLE**

| VEHICLE IDENTIFICATION NO. | YEAR         | MAKE          | BODY STYLE | CLASS       | ODOMETER | BRAND           | TITLE NUMBER |
|----------------------------|--------------|---------------|------------|-------------|----------|-----------------|--------------|
| EXCEPT:                    | GR. VEH. WT. | GR. DOME. WT. |            | FEES (TAGS) |          | INSPECTION DATE | DATE ISSUED  |

OWNER'S SOUNDEX / DRIVER LICENSE NO.      CO-OWNER'S SOUNDEX / DRIVER LICENSE NO.

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)

ODOMETER CODES

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

**SAMPLE**

THIS IS TO CERTIFY THAT THE SECURITY INTEREST IS AS SET OUT IN THE SECURITY AGREEMENT. THIS DOCUMENT IS NOT A TITLE.

TERMINATION STATEMENT

I HEREBY CERTIFY THAT THE VEHICLE IS IN THE POSSESSION OF THE SECURED PARTY.

SIGNATURE OF SECURED PARTY      OFFICIAL CAPACITY      DATE OF SIGNATURE

JOHN D. SMITH  
ADMINISTRATOR OF MOTOR VEHICLES

OFFICIALLY ISSUED ON THIS DATE: JUNE 11, 2011

THIS DOCUMENT IS A SECURITY AGREEMENT.

REMARK WHICH IS VISIBLE WHEN HELD TO LIGHT

VR-002 (06-11)

**IMPORTANT NOTICE:** This certificate of repossession is to be completed  
DRAFT ONLY AND IS NOT A MARYLAND CERTIFICATE OF TITLE OR CONVEYANCE DOCUMENT.

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.

## **NON-CONFORMING DOCUMENTS**

After April 29, 1989, all jurisdictions were required to accept the new odometer disclosure form. Inasmuch as most jurisdictions' titles did not contain the new odometer statement, a separate disclosure document was developed. This document is presently being used whenever a non-conforming certificate of title is issued to transfer ownership of a vehicle.

A non-conforming title need only be accompanied by a separate conforming odometer disclosure document when the vehicle is sold to the retail purchaser. NHTSA will verify that odometer disclosure statements were furnished between dealers through audits of dealer records. This document does not need to be printed by any secure process.

A separate odometer disclosure is not required when transferring new vehicles between dealers.

When the new vehicle is sold retail, a separate conforming odometer disclosure statement must accompany any non-conforming certificate of origin.

Most states requested and received an extension beyond the April, 1989 implementation date. Maryland was granted an extension for implementation until April, 1991.

## **REASSIGNMENT / DISCLOSURE LANGUAGE**

The final rule gives very clear direction on language regarding reassignments and disclosures and NHTSA requires jurisdictions to issue title documents with this new disclosure language.

The following information must be contained in each assignment on the back of the title.

1. Current odometer reading (no tenths).
2. An indication whether the odometer reading reflects ACTUAL MILEAGE or is NOT ACTUAL MILEAGE, or that the ACTUAL MILEAGE IS IN EXCESS OF MECHANICAL LIMITS OF THE ODOMETER.
3. The signature and printed name of the seller.
4. The signature and printed name of the buyer.

The statement regarding the federal mileage disclosure law need only be included at the top of the first assignment area and the address of the seller must appear somewhere on the document. The printed name of the seller and buyer shall reflect the name of the person signing, not just the company or corporate name.

## DEALER'S BILL OF SALE FORM AND/OR RE-ASSIGNMENT FOR NEW & USED VEHICLES

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or Imprisonment.

THIS DOCUMENT IS VOID IF ANY INFORMATION

### DEALER'S BILL OF SALE

THIS FORM IS TO BE USED BY UCEHSEDEALER

ENTERED HEREON HAS BEEN ERASED OR ALTERED  
BY ANY MEANS UNAUTHORIZED PRINTING OR  
REPRODUCTION OF THIS DOCUMENT IS STRICTLY  
PROHIBITED.

### AND/OR RE-ASSIGNMENT FOR NEW AND USED VEHICLES

FOR THE PURPOSE OF RE-ASSIGNMENT OF A VEHICLE  
THE PROPERLY ASSIGNED OWNERSHIP DOCUMENTS  
MUST ACCOMPANY THIS FORM.

ASSIGNMENT

7680001

| YEAR   | MAKE | BODY STYLE | MODEL | ATTACHED TITLE NO. |
|--|------|------------|-------|--------------------|
| SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS  |      |            |       |                    |
| <p>The undersigned hereby certifies that the vehicle described in this title has been transferred to the following Date Of Sale _____</p> <p>Name(s) of Buyer(s) _____</p> <p>Address of Buyer(s) (City, State, Zip) _____</p> <p>(STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)</p> <p>SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____</p> <p>PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p> <p>"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:<br/>(no tenth) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.<br/><input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING — ODOMETER DISCREPANCY</b></p> <p>ODOMETER READING _____</p> <p>SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____</p> <p>PRINTED NAME OF AUTHORIZED AGENT _____</p> <p>PRINTED NAME OF DEALERSHIP _____</p> <p>NAME OF SECURED PARTY _____</p> <p>ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____</p> <p><input type="checkbox"/> Sold for dismantling or rebuilding - VIN of Trade-in _____ State _____</p> |      |            |       |                    |
| <p>The undersigned hereby certifies that the vehicle described in this title has been transferred to the following Date Of Sale _____</p> <p>Name(s) of Buyer(s) _____</p> <p>Address of Buyer(s) (City, State, Zip) _____</p> <p>(STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)</p> <p>SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____</p> <p>PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p> <p>"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:<br/>(no tenth) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.<br/><input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING — ODOMETER DISCREPANCY</b></p> <p>ODOMETER READING _____</p> <p>SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____</p> <p>PRINTED NAME OF AUTHORIZED AGENT _____</p> <p>PRINTED NAME OF DEALERSHIP _____</p> <p>NAME OF SECURED PARTY _____</p> <p>ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____</p> <p><input type="checkbox"/> Sold for dismantling or rebuilding - VIN of Trade-in _____ State _____</p> |      |            |       |                    |
| <p>The undersigned hereby certifies that the vehicle described in this title has been transferred to the following Date Of Sale _____</p> <p>Name(s) of Buyer(s) _____</p> <p>Address of Buyer(s) (City, State, Zip) _____</p> <p>(STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)</p> <p>SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____</p> <p>PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____</p> <p>"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:<br/>(no tenth) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.<br/><input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING — ODOMETER DISCREPANCY</b></p> <p>ODOMETER READING _____</p> <p>SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____</p> <p>PRINTED NAME OF AUTHORIZED AGENT _____</p> <p>PRINTED NAME OF DEALERSHIP _____</p> <p>NAME OF SECURED PARTY _____</p> <p>ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____</p> <p><input type="checkbox"/> Sold for dismantling or rebuilding - VIN of Trade-in _____ State _____</p> |      |            |       |                    |

STATE OF MARYLAND FORM VR-182 (07/11)

**Exceptions to odometer disclosure requirements:** The following is a list of exceptions from the odometer disclosure requirement:

- 1) Dealer transfers prior to the first sale.**
- 2) Vehicles with GVWR above 16,000 pounds.**
- 3) Vehicles not self-propelled.**
- 4) Government vehicles,**
- 5) Vehicles 10 years old or older.**

**Five year statement retention required:** The new regulations require dealers to retain the odometer disclosure statements for five years and you must have a retrieval system in place.

**ODOMETER DISCLOSURE STATEMENT**

**ODOMETER DISCLOSURE STATEMENT**

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, \_\_\_\_\_ (transferor's name) state that the odometer now reads \_\_\_\_\_ (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                          | MODEL | BODY TYPE |
| VEHICLE IDENTIFICATION NUMBER |       | YEAR      |

X \_\_\_\_\_  
TRANSFEROR'S SIGNATURE

PRINTED NAME \_\_\_\_\_

TRANSFEROR'S ADDRESS (CITY, STATE, ZIP CODE)  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DATE OF STATEMENT  
X \_\_\_\_\_  
TRANSFEREE'S SIGNATURE

PRINTED NAME \_\_\_\_\_

TRANSFEREE'S ADDRESS (CITY, STATE, ZIP CODE)  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ODOM. NR. \_\_\_\_\_

## *INVOLUNTARY DIVESTITURE (NON-OWNER INVOLVEMENT)*

**There are many reasons for ownership of a vehicle to change without owner involvement. Reasons include, but are not limited to court order, mechanic's/storage lien, repossession, police sale or probation of an estate.**

Where an involuntary transfer occurs, an odometer disclosure statement is required if the transferee and transferor are not the same person. An odometer disclosure from the previous owner is not required; however, the current odometer reading must be noted on both the application for title or a separate disclosure form. The applicant makes the disclosure.

## *ODOMETER/MILEAGE READING BRANDS*

It is important to recognize the difference between odometer reading and vehicle mileage. The Final Rule defines mileage as "...actual distance that a vehicle has traveled." Because odometer readings and mileage can be different, it is necessary to brand odometer readings.

Because there is a lack of common definitions of brands, NHTSA created a national definition of these brands.

- **ACTUAL MILEAGE**
- **NOT ACTUAL MILEAGE**
- **EXCEEDS THE MECHANICAL LIMITS**

## *EXEMPTIONS*

- Motor vehicles 10 model years old or older.
- Vehicles having a gross vehicle weight rating of more than 16,000 pounds.
- Vehicles that are not self-propelled.
- A new vehicle prior to its first transfer for purposes other than resale.
- A vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications.

## **RECORD RETENTION ODOMETER DISCLOSURE STATEMENT**

**Dealers and distributors who are required to execute an odometer disclosure statement shall retain for (5) five years a copy of each odometer disclosure statement which they issue and receive.**

The records shall be maintained at their primary place of business.

Lessors shall retain for five years following the date they transferred ownership of the leased vehicle each odometer disclosure statement they received from a lessee.

The record shall be maintained at their primary place of business.

Each auction company shall retain for five years following the date of sale of each motor vehicle the following records.

- a) The name of the most recent owner (other than the auction company);
- b) The name of the buyer;
- c) The vehicle identification number; and
- d) The odometer reading on the date which the auction company took possession of the motor vehicle.

The record shall be maintained at their primary place of business.

## **POWER OF ATTORNEY**

Dealers and distributors who are granted a power of attorney shall retain a copy for five years at their primary place of business.

## **LEASED VEHICLES**

Each lessor of a leased motor vehicle shall notify the lessee in writing that the lessee is required to provide a written disclosure to the lessor regarding the mileage. This notice shall contain a reference to the federal law.

The lessee shall furnish to the lessor a written statement regarding the mileage of the vehicle. This statement must be signed by the lessee and shall contain the following information:

- 1) The printed name of the person making the disclosure;
- 2) The current odometer reading (not to include tenths of miles);
- 3) The date of the statement;
- 4) The lessee's name and current address;
- 5) The lessor's name and current address;
- 6) The identity of the vehicle, including its make, model, year and body type, and its vehicle identification number;
- 7) The date that the lessor notified the lessee of disclosure requirements;
- 8) The date that the completed disclosure statement was received by the lessor; and
- 9) The signature of the lessor.

The lessee shall certify that to the best of his knowledge the odometer reading reflects the actual mileage; or

If the lessee knows that the odometer reading reflects the amount of mileage in the excess of the designed mechanical odometer limit, he shall include a statement to that effect; or

If the lessee knows that the odometer reading differs from the mileage and that the difference is greater than that caused by odometer calibration error, he shall include a statement that the odometer reading is not the actual mileage and should not be relied upon.

If the lessor transfers the leased vehicle without obtaining possession of it, the lessor may indicate on the title the mileage disclosed by the lessee unless the lessor has reason to believe that the disclosure by the lessee does not reflect the actual mileage of the vehicle.

# CERTIFICATE OF ORIGIN?

## What is a Certificate of Origin?

The Certificate of Origin is the ownership document for a “new” vehicle and must accompany the title application when submitted to the MVA. It is defined in law as follows:

### § 13-101. "Certificate of origin" defined.

In this subtitle, "certificate of origin" means a certification by the manufacturer, on a form that the Administration approves, that:

(1) Certifies that the vehicle described in it has been transferred to the dealer or other person named and that the transfer is the first transfer of the vehicle in ordinary trade and commerce; and

(2) Describes the vehicle by including:

(i) Its make, model, year, vehicle identification number, type of body, number of cylinders, and engine number; and

(ii) Any other information that the Administration requires.

[An. Code 1957, art. 661/2, § 1-147; 1977, ch. 14, § 2.]

What information is contained on the front of the Certificate of Origin?

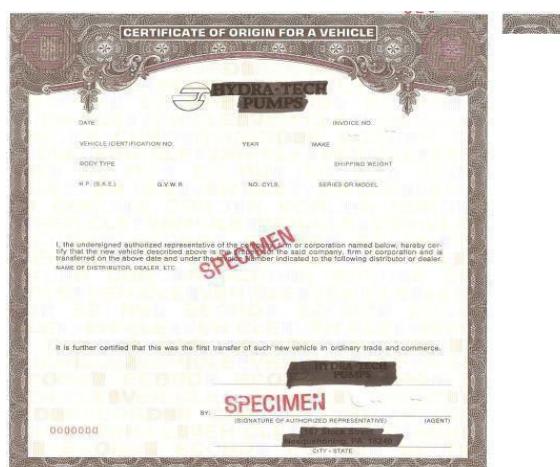
### FRONT OF THE CERTIFICATE OF ORIGIN

The “top portion of the front” of the Certificate of Origin provides the description of the vehicle including the vehicle identification number, year, make, shipping weight, H.P.

(S.A. E.), GVWR, number of cylinders, and series or model. This is the source document that provides the vehicle information that you will enter on the application for certificate of title.

The “middle portion of the front” of the Certificate of Origin shows the first assignment by the manufacturer to a licensed distributor or dealer.

The “lower portion of the front” of the Certificate of Origin contains the manufacturer’s name and address and also contains a space for the signature of the manufacturer’s agent.



## REVERSE OF THE CERTIFICATE OF ORIGIN

The reverse of the Certificate of Origin contains dealer/distributor reassessments where a licensed dealer may assign ownership of vehicles for which they have a franchise to sell. The reassignment area must be completed in full including name of purchaser, address, odometer reading (including designation as to actual mileage, not actual mileage, or exceeds mechanical limits), dealer number, and signature of the dealer. There must be a complete sequence of ownership from the manufacturer to the dealer(s), to the retail buyer of the vehicle. For dealer-to-dealer transfers, the odometer reading is to be stated within each dealer reassignment, but once the ownership transfers to the retail buyer, the federally conforming odometer disclosure statement on the bottom of the certificate of origin needs to be completed; otherwise, a separate odometer disclosure statement needs to accompany the Certificate of Origin that has been completed and signed by the dealer and the retail buyer. There is also a space to provide lien information if applicable. If there is no lien, enter "NONE" in the space for lien holder's name.

|  |   |   |  |  |  |  |  |
|--|---|---|--|--|--|--|--|
|  |   | <p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is now and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p>FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</p> |  |  |  |  |  |
| DISTRIBUTION-DEALER<br>ASSIGNMENT NUMBER 1 | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
|  | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
| DISTRIBUTION-DEALER<br>ASSIGNMENT NUMBER 2 | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
|  | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
| DISTRIBUTION-DEALER<br>ASSIGNMENT NUMBER 3 | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
|  | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
| DISTRIBUTION-DEALER<br>ASSIGNMENT NUMBER 4 | <p>NAME OF PURCHASER(S): _____<br/>ADDRESS: _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ BY: _____<br/>DEALER NAME OF DEALERSHIP DEALERS LICENSE NUMBER Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date _____ No Tenth(s)</p> <p>State of _____<br/>County of _____ Notary Public</p>  |   |  |  |  |  |  |
|  | <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p> <p>Federal Law requires you to state the odometer mileage in connection with the transfer of ownership. 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 Pending _____ <input checked="" type="checkbox"/> The mileage stated is in excess of its mechanical limit. <input type="checkbox"/> The odometer reading is not the actual mileage. <input type="checkbox"/> WARNING ODOMETER DISCREPANCY.</p> <p>Signature(s) of Seller(s): _____ Dealer's No. _____ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s): _____ Signature of Purchaser(s): _____</p> <p>Printed Name(s) of Purchaser(s): _____ Company Name (if Applicable): _____ Notary Public</p> <p>Address of Purchaser(s): _____</p> <p>USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p> |   |  |  |  |  |  |
| LIENHOLDER<br>FOR RETAIL SALE              | <p>1st lien in favor of _____<br/>whose address is _____</p> <p>2nd lien in favor of _____<br/>whose address is _____</p>   |   |  |  |  |  |  |

REV 4-99

## COMAR's Requirement for a Uniform Certificate of Origin

### **Code of Maryland Regulation 11.15.25 Is as follows:**

#### **Certificate of Origin**

**Authority: Transportation Article, §§12-104(b), 13-101, and 13-104.1(1), Annotated Code of Maryland**

##### **.01 Definition.**

In this chapter, "certificate of origin" has the meaning stated in Transportation Article, §13-101, Annotated Code of Maryland

##### **.02 Uniform Manufacturer's Certificate of Origin.**

A. The Manufacturer's Certificate of Origin for a new motor vehicle shall have the security features and be in the form recommended by the American Association of Motor Vehicle Administrators.

B. A distributor of motor vehicles, licensed under Transportation Article, Title 15, Annotated Code of Maryland, may issue the uniform certificate of origin on behalf of the manufacturer of a new motor vehicle.

C. The Manufacturer's Certificate of Origin for trailers, with a gross vehicle weight of 3,000 pounds or less, may be exempt from the security features required in §A of this regulation.

##### **.03 Return of Certificate of Origin.**

The Administration may not return a certificate of origin unless the certificate of origin accompanies an application for title reflecting a vehicle different than the vehicle actually sold.

**Effective date: November 8, 1993 (20:22 Md. R. 1708) Chapter revised effective October 15, 2012 (39:20 Md. R. 1307)**

What is meant by the term "Uniform Certificate of Origin"

The American Association of Motor Vehicle Administrators (AAMVA) has approved security specifications for the paper, which is used for the ownership documents. The approved security revisions for the Certificate of Origin (C/O's) are consistent with AAMVA's specifications recommended for the paper used for the vehicle titles in the various jurisdictions.

The American Association of Motor Vehicle Administrators has set forth the standards for Certificates of Origin.

Certificates conforming to all AAMVA standards may be ordered from the following AAMVA associate members:

- De La Rue Security Printing  
703-450-1300 ext. 2265 or 571-224-0185
- American Banknote  
615- 261-0610

Please note: There are other secure printing companies that issue Certificates of Origin that contain all features that are required by AAMVA as well.

All "Certificates of Origin" should contain the following nine (9) features:

#### **(1) Paper**

- a. Sensitized Security paper – paper that is reactive to chemicals commonly used to alter documents.
- b. Non-Optical Brightener Paper – paper without added optical brighteners, which will not fluoresce under ultraviolet light.

- (2) Engraved border – a border produced from engraved art work which shall appear on the front of the document.
- (3) a. Prismatic – rainbow printing which is used as a deterrent to color copying, and/or  
b. Copy void Pantograph – the word “void” appears when the document is copied.
- (4) Complex Colors – colors which are developed by using a mixture of two or more of the primary colors (red, yellow, or blue) and black if required.
- (5) Erasable Fluorescent Background Inks – fluoresces under ultraviolet light and reacts to any attempt to erase in such a manner as to be immediately detectable.
- (6) Background Security Design – a repetitious design consisting of a pattern which hinders counterfeiting efforts.
- (7) Microline – a line of small alpha characters in capital letters which requires a magnifying glass to read.
- (8) Consecutively numbered – documents that contain a number which is consecutively numbered for control purposes
- (9) a. Security Thread – with or without watermark, and/or  
b. Intaglio Print – with or without latent image.

DOCUMENT SIZE – “Certificate of Origin” size specifications shall be seven(7) inches by eight (8) inches.

PAPER STOCK- Sixty (60) pound offset or equivalent durability CONSTRUCTION – Unless

otherwise specified by the user, the forms should be constructed and fan-folded for use on high-speed pin-fed computer printer and/or continuous typewriters.

LAYOUT – Text matter space for 1/10 inch horizontal and 1/6-inch-deep characters per AAMVA H-12 Policy for standard format.

FACILITY SECURITY – To ensure the integrity of the manufacturers “Certificate of Origin”, the user should require the vendor to maintain secure printing and storage facilities.



# MARYLAND CERTIFICATE OF TITLE

What information is contained on the front of the MD

## title?

The front of the Maryland title contains a complete description of the vehicle by year, make and vehicle identification number, body style, odometer reading, brands, title number, exception codes for special conditions (such as JT, TBE, number of axels, number of passengers etc.), gross vehicle weight and gross combination weight, tag fee, inspection date, date issued, and the owner and co-owner soundex. This critical information is protected from alteration by a background of safety block microprint.

Directly below the safety block area on the left side is the name and address of the vehicle owner. On the right side directly below the safety block printing are the odometer codes and their meanings.

Below the owner's name and address you may see additional branding information such as "Rebuilt Salvage", "Flood", "Vehicle Returned-Automotive Warranty Enforcement Act-History on File", etc. If you see brands in this area, this indicates that there are conditions in the vehicle's past that may substantially reduce the vehicle's value, and/or safety.

The lower portion of the front of the title is used to record lien information. The certificate of title is able to hold lien information for 4 lien holders. If there are more than 4 liens, the title will contain the words "and more" on older titles. There is also a box on the lower half of the title where MVA may stamp the title clear of liens if provided with sufficient proof that the liens have been released. It is acceptable to provide the proof of lien satisfaction with the title at time of ownership change, instead of having the title stamped clear.

What information is on the reverse of the Maryland title?

The top section on the reverse of the Maryland title is the "Assignment of Ownership". This is the section where the owner(s) of the vehicle will complete an assignment, as required by law, showing the name and address of the party or parties to whom they are transferring the ownership of the vehicle. The odometer reading stated in accordance with all federal requirements needs to be entered as well. For vehicles transferred to a dealer, the word "RESALE" is usually entered for selling price. In other circumstances, the selling price, GIFT etc., is entered. All federally conforming titles have both the printed name and signature of the buyer(s) and seller(s).

The next section on the reverse of the Maryland title is an "Application for Certificate of Title". The customer purchasing the vehicle has the option of completing this section or completing the Application for Certificate of Title (Form VR-005).

The next two sections on the reverse of the "Certificate of Title" are dealer

reassignments. Maryland dealers may use these reassignments or if the title has been assigned to an out of state dealer, they may use these sections as well. The dealer reassignments have a place for the dealer to assign ownership to another dealer, the retail buyer, or any other transferee. There is also a federally conforming odometer certification and spaces for the signature and printed name of the buyer(s) and seller(s). There is a space for the certified selling price of the vehicle and space for Maryland dealers to show trade in value and calculate the gross and net tax remitted. A space for VIN and state of trade is provided on titling documents printed in 2009 or later. There is a space for the dealer to provide lien information (if there is no lien, write "NONE"). Once all reassignments are full on a title, a Maryland dealer may attach a separate dealer's reassignment or apply for a dealer resale title, excise tax exempt.



## MARYLAND NOTICE OF SECURITY INTEREST FILING (SIF)

What is the Maryland Notice of Security Interest Filing (SIF)?

The State of Maryland is a two-part titled state. When a vehicle is titled, the Certificate of

Title is mailed to the owner of the vehicle. If the vehicle is subject to a lien, the second part of the title called the Notice of Security Interest Filing (SIF) is mailed only to the first lien holder, even though there may be second and additional lien holders recorded. The Notice of Security Interest Filing contains the same information on the front that is contained on the Certificate of Title. It has a similar appearance to the title but is a different color. It also has a statement at the top saying "THIS IS NOT A TITLE". The reverse of the document contains a certification of repossession, assignment of ownership, application for title and a dealer's reassignment.

**Please Note:** Effective July 1, 2024, the MVA no longer issues the paper SIF. If a lienholder generates more than 50 liens a year, they will be required to sign up with a Electronic Lien Service vendor. If a lienholder generates less than 50 years a year, a MVA business portal account has been created to add and remove liens. There will be extenuating circumstance where a paper SIF may be issued. (i.e., owner moves out of state and the new state requires the SIF.)

#### What is the purpose of the Notice of Security Interest Filing?

The Notice of Security Interest Filing serves two purposes. It may be utilized as a lien release, or in the case of repossession, it serves as an ownership document

## How is the Notice of Security Interest Filing used as a lien release?

When the lien is satisfied, the lien holder needs to **sign in the place provided on the front of the document**, the lien holder is then required to mail or give the Notice of Security Interest filing to the vehicle owner to keep with their title. The ownership of a vehicle may not be transferred unless this document, accompanies the title. If the owner chooses, they may submit the title and the properly released Notice of Security Interest Filing to the MVA for a clear title for no additional charge.

If the Notice of Security Interest Filing has been lost, the lien holder may either (1) apply for a duplicate by completing the Application for Duplicate Security Interest Filing [\*\*Form VR-048\*\*](#) for a \$40.00 fee; or (2) prepare a letter on their original letterhead, identifying, the vehicle by year, make and vehicle identification number also providing the name(s) of the debtor(s), the amount and date of original lien, account number, date of release, signature and capacity of the secured party releasing the lien, printed name of the person releasing the lien, and the telephone number of the lien holder. 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.

## How is the Notice of Security Interest Filing Used when a Lien Holder “Repossesses a Vehicle”?

The Notice of Security Interest Filing serves as an ownership document when a lien holder repossesses the vehicle. To utilize the form for repossession, the lien holder needs to **complete the Certification of Repossession** on the reverse of the document including the **odometer disclosure statement**. The lien holder may then apply for a “repossession title” by completing the **application for title and submitting it to the Motor Vehicle Administration with a fee of \$200.00**. The MVA also requires a **Condition Report** as an additional source of odometer mileage verification. Note 1: If the lien holder is anyone “other than” a bank, credit union, or finance company, a copy of the lien contract must be provided for repossession. Note 2: This transaction is excise tax exempt as long as the vehicle was titled in Maryland in the debtor’s name and the lien holder is only applying for title in their name to transfer the vehicle to a new owner.

If the lien holder does not wish to apply for a repossession title in their name, they may **use the SIF to assign ownership**. In this case, the **certification of repossession is completed including the odometer disclosure**, and the **lien holder also completes the assignment of ownership section** on the reverse of the document. In this case the SIF serves as the ownership document for the vehicle. A **Condition Report** is also

required as an additional source of odometer mileage verification. **Note: If the lien holder is anyone other than a bank, credit union, or finance company, a copy of the lien contract must be provided for repossession.**

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## MD DEALER REASSIGNMENT

How do dealers obtain and use "Maryland Dealer Reassignments"?

Dealer Bill of Sale and/or Reassignment for New and Used Vehicles (form VR-182) must be purchased from the Maryland Automobile Dealers Association (MADA) or Maryland Independent Automobile Dealers Association (MIADA). These forms will only be sold to licensed Maryland dealers and will not be sold to out of state dealers. They are not available from the Maryland Motor Vehicle Administration. The forms are blue in color, are printed on secure paper and have a void pantograph security feature. This form bears a control number.

Dealer reassignments are also located on the reverse of the Maryland title. When the dealer reassignments on the back of the Maryland title (or out of state title) are full, a Maryland dealer has the option of using a separate dealer's reassignment or applying for a tax-exempt dealer resale title. Most dealers choose to use the dealer reassignment. There is no limit to the number of dealer reassignments that can be used with a title. As long as there is a complete sequence of ownership, and appropriate forms from all states involved are attached, the transaction should be acceptable. All documents must be completed in full, not altered and properly signed by all required parties.

The dealer reassignments on the reverse of the Maryland title may be used by out of state dealers as well. In 1991 when the MVA developed the title conforming to the "Truth in Mileage Act of 1986" the wording "Maryland Dealer's Reassignment" was replaced with "Dealer Reassignment". This was done specifically so that all dealers could reassign on Maryland's titles. Most states changed their titles so that our dealers would be able to use the dealer reassignments on the title. However, on the separate

Maryland Dealer's Reassignment (VR-182), as long as a Maryland dealer reassigns on the first reassignment, out of state dealers may reassign on subsequent reassessments.  
MVA WILL REJECT any transaction if an out of state dealer completed the first reassignment on the Maryland Dealer Reassignment (form VR-182).



## OUT OF STATE TITLES

Out of State titles are quite different and need to be read carefully before being assigned to your dealership, to ensure that they are properly completed. Some have the assignment of ownership on the front; others have it on the reverse. Some out of State titles only have a place for the owner to sign to release their ownership of the vehicle; if there is no place to show who the buyer is, a separate statement will be required showing that the owner assigned the vehicle to your dealership.

Your dealer's association will also be able to give you the names of several reference manuals that will have instructions for each state, as well as examples of the titles and other forms used by that state. These manuals will assist you at the time of taking an out of State vehicle in trade, as well as give guidance on what other states require when you are selling a vehicle to an out of State resident.

**Helpful tip:** For both out of State and Maryland titles, it may benefit your dealership to have the vehicles title history searched through one of the companies that specialize in online vehicle history.



## LIEN RELEASE

**Please Note:** Effective July 1, 2024, the MVA no longer issues the paper SIF. If a lienholder generates more than 50 liens a year, they will be required to sign up with the Electronic Lien Service. If a lienholder generates less than 50 liens a year, a MVA business portal account has been created to add and remove liens. A lien release letter will be accepted for liens placed before this date if unable to release the lien electronically.

The State of Maryland is a two-part title State. When a vehicle is titled in this State, the title is mailed to the vehicle owner and a "Notice of Security Interest Filing (SIF)" is mailed to the lien holder. Once the lien has been satisfied, the lien holder signs off on the front of the SIF to release the lien and mails it to the vehicle owner or if the lienholder is with a Electronic lien service vendor the lien will be released electronically. The vehicle owner may keep the SIF with their title as proof that the lien is paid, or they may submit the title and lien release to the Motor Vehicle Administration to have a clear title issued at no charge. on the title or receive a corrected title with the lien removed.

If the SIF has been lost, the lien holder may apply for a duplicate SIF by completing form VR-048 at a cost of \$40.00; or the lien holder may provide a lien release on their original letterhead containing the following information:

- Contact telephone number of the secured party
- The name of the debtor
- A description of the vehicle to include the year, make, and VIN
- The date and amount of the original lien
- The date lien was released the printed name, signature and capacity of the secured party's representative **a photocopy must be made of the driver's license or state issued ID of the person submitting the lien release letter.**



- **NOTE:** Only the first lien holder receives the Notice of Security Interest Filing. Subsequent lien holders will need to use a letter as described above to release their lien(s).
- **NOTE:** If a lien release letter is faxed directly from the lien holder to an ERT dealer, the dealer may use that lien release to process the transaction through the ERT network.

# Electronic Lien Recording

**IMPORTANT:** The purpose of this notice is to advise lien holders and dealers who offer the service of financing motor vehicles liens, and regularly engage in the business or practice of financing motor vehicles, of changes in the law for submitting lien releases electronically within the required time as specified in Maryland Vehicle Law 13-108.1.

**Effective January 1, 2021, the law also went into effect requiring all liens to be “recorded electronically”. Most liens are already recorded electronically through Electronic Lien and Title (ERT) and Customer Connect at the MVA. Additionally, the MVA has developed a process in Electronic Lien Service (ELS), for lenders to both add, release and record liens on existing titles. A process for the “Refinance” of a lien on a vehicle is under development. The refinancing of a lien should still be sent in paper format to the Central Lien Unit at the MVA Contact your ELS Vendor for instructions on this process.**

## **SUMMARY OF LIEN RELEASE REQUIREMENTS**

All lien holders and dealers who offer the service of financing motor vehicle liens, and engage in the business or practice of financing motor vehicles, are required to:

- Electronically submit their lien releases to the MDOT MVA, through their selected Electronic Lien Service (ELS) vendor, within 5 business days of receiving full payment for a motor vehicle lien, and
- If a lien holder/dealer meets the above qualifications and is not already a participant of ELS, they need to contract with one of the specified vendors for ELS in Maryland before January 1, 2021.

Once a lien holder contracts with an ELS vendor, in addition to sending their lien releases electronically to their vendor for submission to the MDOT MVA, ELS-participating lien holders will also receive electronic notifications of liens recorded on their behalf on Maryland titles. The MDOT MVA will not send a Notice of Security Interest Filing paper document to any lienholder signed up for ELS, unless title maintenance (i.e., correction) is performed outside the ELS system.

## CONTRACTING WITH AN ELS VENDOR

To contract with a vendor for ELS and/or apply for a lien code, please use the following form and contact the vendor of your choice below. Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System ([Form VR-466](#))

### **The following vendors have contracted with the MVA to provide Electronic Lien Service**

#### **Secure Title Administration, Inc.**

2975 Breckinridge Blvd  
Duluth, GA 30096  
1-866-742-1466  
Email: [securetitleinfo@secureta.com](mailto:securetitleinfo@secureta.com)  
Website: [www.secureta.com](http://www.secureta.com)

#### **Decision Dynamics, Inc.**

1 Wellness Blvd. Suite 201  
Irmo, SC 29063  
Phone: (803) 808-0117  
Email: [info@etitlelien.com](mailto:info@etitlelien.com)  
Website: [www.etitlelien.com](http://www.etitlelien.com)

#### **Vitu Collateral Management Solutions, Inc**

29901 Agoura Hills Road  
Agoura Hills, CA 91301  
844-848-8468  
Email: [lendersales@vitu.com](mailto:lendersales@vitu.com)

#### **PDP Group, Inc.**

10909 McCormick Road  
Hunt Valley, MD 21031  
Office: (800) 666-3008  
Fax: (410) 584-0404  
Email: [contact@simplyelt.com](mailto:contact@simplyelt.com)  
Website:  
<http://www.simplyelt.com>



## SAFETY INSPECTION REQUIREMENTS

**Maryland Safety Inspections (MSI) must be submitted to the Motor Vehicle Administration Electronically. Even though the Safety Inspection Station provides a detailed report of what was inspected, the submission of the MSI certificate is electronic.**

### **New Vehicles**

**Brand new vehicles** are not required to be Maryland safety inspected. Brand new vehicles must be sold by dealers licensed to sell new vehicles and must hold a franchise with the manufacturer.

**Demonstrator vehicles** are considered used if they have been driven for more than 7,500 miles. The fact that they have never been titled or registered is not a matter that determines whether they are new or used. The mileage of more than 7,500 is the determining factor to indicate that they must be sold as a used vehicle with a Maryland Safety inspection. The term "new" may not be used to describe a demonstrator vehicle. This information can be found under [\*\*COMAR 11.12.01.14.H\*\*](#).

**Licensed dealer without franchise to sell** - If a licensed dealer acquires a brand- new vehicle and they do not have a franchise to sell that make of vehicle, they must title the vehicle in their name and pay excise tax before transferring the vehicle to another dealer or a retail buyer.

**Damaged vehicles** - There are circumstances when a vehicle has sustained damage, and the dealer and/or manufacturer has determined that the vehicle must be sold as a used vehicle, even though it has never been titled. In this case, the Certificate of Origin needs to be stamped "SOLD AS USED" and a Maryland Safety inspection is required prior to selling the vehicle to a retail buyer. Of course, the damage needs to be disclosed to the buyer as required by law. Note: If the damage to the vehicle is extensive the vehicle may need to be salvaged.

**Manufacturers going out of business** – If a dealer has a franchise to sell a particular make of vehicle, and the manufacturer goes out of business or a particular make goes out of production, the vehicle may only be sold as new if the manufacturer will honor the warranty. If the manufacturer is not honoring the warranty, the vehicles will need to be safety inspected and sold as used, even though they have not been titled.

## **Used Vehicles**

### **When does a dealer have to sell vehicles inspected?**

Maryland dealers are required to sell the following classes of vehicles inspected:

Class A Passenger Vehicles

Class E Truck up to  $\frac{3}{4}$  ton

Class M Multipurpose Vehicle (class M buses also need annual inspection) Class J Van Pool (also need annual safety inspection)

Class F Tractors

Class G Trailers

Class B for Hire

Class D

Motorcycles

Exception: Trucks 1 ton and larger, tractors, and freight trailers may be sold un-inspected by dealers and the transferee may obtain the required inspection certificate.

**What length of time is a Maryland Safety Inspection Valid?** Inspection Certificates are valid for 6 months from date of inspection or until 1,000 miles has been added to the odometer, for vehicles held in dealer inventory. For non-dealer transactions, inspection certificates are valid for 90 days, and if already recorded, are valid for 30 days on resale to a subsequent owner.

If an inspection certificate is valid on the "date of delivery to the customer", it is valid for acceptance both for worked processed at the MVA and transactions processed through the Electronic Registration Titling systems (ERT).

**Dismantling or Rebuilding** - Except as noted above, dealers may only sell a vehicle un-inspected if it is sold for "Dismantling or Rebuilding" which is defined in law as needing extensive repairs to the body, frame, engine, suspension, or drive train. In

this case, the dealer must clearly mark the bill of sale as “Sold for Dismantling or Rebuilding”; or the box on the separate Maryland Dealers Reassignment form may be checked. If a Maryland dealer sells a vehicle for dismantling or rebuilding to a Maryland resident, the Maryland resident needs to be told that the dealer will not issue 60-day temporary registration, and the MVA will not issue 30-day temporary registration for that vehicle. The customer should be made aware once repairs are made, they will need to have the vehicle towed to an authorized Maryland Safety Inspection station (Note: Customers should contact the inspection station first to ensure the station has a transporter tag to place on the vehicle for the required road test.). If the customer chooses title only, the inspection field will be marked “NID” (Not Inspected by Dealer).

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## VEHICLES ACQUIRED BY DEALERS UNDER UNUSUAL CIRCUMSTANCES

### **BANKRUPTCY**

If a vehicle owner is in bankruptcy and property of that owner needs to be sold, the bankruptcy court will appoint a trustee to sell the property. A copy of the bankruptcy trustee's appointment is required and the trustee signs as seller on the title and completes the assignment of ownership to the purchaser/transferee.

A bankruptcy trustee is also authorized to obtain a duplicate title by completing an Application for Duplicate Title Form **VR-018** and providing a copy of their appointment by the court. **Important Note:** If a duplicate title is issued it replaces any previously issued titles and it becomes the valid title.

### **DEATH OF VEHICLE OWNER**

<http://www.mva.maryland.gov/About-MVA/INFO/27300/27300-36T.htm>

When a surviving spouse or personal representative of a deceased person wishes to sign a vehicle over to a dealer, either as a trade or a sale to the dealer, the following documents are needed.

If the vehicle is **jointly owned by husband and wife and one is deceased**, the surviving spouse needs to complete the "assignment of ownership" section on the reverse of the title to transfer the vehicle to the dealer. When the surviving spouse is completing the seller signature area, they need to print the name of the deceased on one of the blanks and write "deceased" after the printed name entered. On the other blank as the seller (or co-seller) the surviving spouse signs and prints in the space provided indicating "surviving spouse" after their signature. The title must be accompanied by a certified copy of the death certificate bearing the seal of the bureau of vital statistics.

If the vehicle is titled in the **individual name of the deceased**, the personal representative of the deceased individual signs as seller indicating personal representative or executor after their signature, in the assignment of ownership area to transfer ownership to the dealer. A letter of administration with the seal of the court must accompany the title.

For vehicles **jointly titled with someone other than a spouse**, the surviving owner may take their title and a certified copy of the death certificate to the MVA and apply for a title in the name of the survivor that will be mailed to the survivor. The new title received may then be used to transfer ownership to the dealer.

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## SUPPORTING DOCUMENTS

### **What is required?**

**Code of Maryland Regulation 11.15.14 provides guidance on what is required for all types of titling transactions. The specific sections referencing dealer work are 11.15.14.03 and 11.15.14.04**

The complete regulation is provided for your guidance. Please note the regulation is specific to documents related to titling only. Any other documents and requirements for registration of vehicles are in addition to the titling requirements.

It includes information on the required documents for titling and gives reasons that the Administration may reject titling transactions. The sections specifically applying to dealer transactions are highlighted in **blue**. Title Services will find the complete regulation helpful in handling non-dealer title transactions. The regulation is as follows:

# Title 11 DEPARTMENT OF TRANSPORTATION

## Subtitle 15 MOTOR VEHICLE ADMINISTRATION — VEHICLE REGISTRATION

### Chapter 14 Certificate of Title

**Authority: Transportation Article., §§12-104(b), 13-106, and 13-110, Annotated Code of Maryland**

#### **01 Purpose.**

The purpose of this chapter is to specify the documents and information needed for the Administration to issue a certificate of title for a vehicle and to clarify the Administration's policy regarding the refusal to issue a certificate of title for a vehicle if an applicant fails to furnish certain information or documents required by statute or regulation for the following title transaction types:

- A. New vehicles;
- B. Used vehicles sold by a dealer;
- C. Used vehicles sold or transferred from someone other than a dealer;
- D. Used vehicles titled in the applicant's name in another jurisdiction and now being titled in Maryland;
- E. Vehicles being titled as a result of a repossession;
- F. Vehicles being titled as a result of a mechanic's lien;
- G. Vehicles being titled as the result of a sheriff's sale;
- H. Vehicles being titled by a court order;
- I. Reconstructed vehicles;
- J. Glider kits and kit cars;
- K. Homemade trailers; and
- L. Kit trailers.

#### **02 Definitions.**

- A. In this chapter, the following terms have the meanings indicated.
- B. Terms Defined.
  - (1) "Administration" means the Motor Vehicle Administration.
  - (2) "Applicant" means the person requesting a certificate of title for a vehicle.
  - (3) "ASED" means the Automotive Safety Enforcement Division of the Department of State Police.
  - (4) "Bill of sale" means a written statement certifying the:
    - (a) Ownership of something has been transferred; and
    - (b) Exchange of property for an agreed sum of money or other valuable consideration.
  - (5) Certificate of Title.
    - (a) "Certificate of title" means a document evidencing ownership and commonly associated with motor vehicles.
    - (b) "Certificate of title does not include a salvage certificate.
  - (6) "Dealer" has the meaning stated in Transportation Article, §11-111, Annotated Code of Maryland.
  - (7) "Vehicle" has the meaning stated in Transportation Article, §11-176, Annotated Code of Maryland.
  - (8) "Vehicle identification number (VIN)" has the meaning stated in Transportation Article, §11-177, Annotated Code of Maryland.

#### **.03 New Vehicles.**

- A. An applicant for a certificate of title for a new vehicle shall provide the Administration with:
  - (1) A certificate of origin;
  - (2) A completed application for a certificate of title;
  - (3) A dealer's reassignment or reassignments;
  - (4) A dealer's bill of sale; and
  - (5) An odometer disclosure certification as required by COMAR 11.13.06.
- B. Instead of a dealer's bill of sale, Maryland dealers may complete the purchase price certification on an

application for a certificate of title or a dealer's reassignment.

C. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A transaction involves a bankruptcy and a copy of the court appointment for the bankruptcy trustee is not furnished;

(5) A transaction involves a legal dependent and a copy of a court appointment for the legal guardian is not furnished;

(6) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statement does not clarify the error or alteration to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) For a mobile home, a receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home, is not furnished;

(12) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms; or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work, or

(ii) A bond release letter;

(13) The applicant has requested a replacement VIN but has not:

(a) Furnished an application for an assigned VIN; or

(b) Had a VIN inspection completed by an authorized police officer in this State;

(14) The vehicle is a two-stage vehicle and both certificates of origin are not presented; or

(15) The vehicle is purchased directly from a manufacturer and an invoice is not presented.

#### *.04 Used Vehicles Sold by a Dealer.*

A. An applicant for a certificate of title to be issued for a used vehicle sold by a dealer shall provide the Administration with:

(1) A properly assigned certificate of title or other acceptable ownership document from the jurisdiction in which the vehicle was last registered;

(2) A completed application for a certificate of title;

(3) A dealer's reassignment or reassessments;

(4) A dealer's bill of sale;

(5) Except for §C(14) of this regulation, a Maryland safety inspection certificate; and

(6) An odometer disclosure certification as required by COMAR 11.13.06.

B. Instead of a dealer's bill of sale, Maryland dealers may complete the purchase price certification on the application for a certificate of title or dealer's reassignment.

C. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the

writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A transaction involves a bankruptcy and a copy of the court appointment for the bankruptcy trustee is not furnished;

(5) A transaction involves a legal dependent and a copy of a court appointment for the legal guardian is not furnished;

(6) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statement does not clarify the error or alteration to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of the lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) For a mobile home, a receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home sold before January 1, 1989, is not furnished;

(12) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms; or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work; or

(ii) A bond release letter;

(13) The vehicle was subject to a security interest and a proper termination statement is not furnished:

(a) On a Maryland Notice of Security Interest Filing form;

(b) On a title;

(c) On a letter on the lien holder's letterhead; or

(d) By electronic transmission from an approved vendor;

(14) Except for trucks with a gross vehicle weight of 1 ton or more, truck tractors, and freight trailers, which Maryland dealers may sell without an inspection, the vehicle was sold by a Maryland dealer and the:

(a) Vehicle's most current safety inspection is over 6 months old;

(b) Vehicle has traveled more than 1,000 miles since the inspection certificate was issued; or

(c) Vehicle was sold uninspected for dismantling or rebuilding and the dealer has not furnished a statement to indicate that the vehicle was sold for dismantling or rebuilding;

(15) The ownership document is a salvage certificate from this State or another state and the inspection by a police officer in this State who is authorized to inspect salvage vehicles has not been furnished;

(16) The applicant has requested a replacement VIN but has not:

(a) Furnished an application for an assigned VIN; or

(b) Had a VIN inspection completed by an authorized police officer in this State; or

(17) The ownership document is a salvage certificate branded "Not Rebuildable — Parts Only — Not To Be Retitled".

## **05 Used Vehicles Sold or Transferred from Someone Other Than a Dealer.**

A. An applicant for a certificate of title for a used vehicle transferred from someone other than a dealer shall provide the Administration with a:

(1) Properly assigned certificate of title or other ownership documentation acceptable to the Administration from the jurisdiction in which the vehicle was last registered; and

(2) Completed application for a certificate of title.

B. The Administration shall refuse to issue a certificate of title if:

- (1) The required documents are not furnished or the information is incomplete;
- (2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;
- (3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;
- (4) A transaction involves a bankruptcy and a copy of the court appointment for the bankruptcy trustee is not furnished;
- (5) A transaction involves a legal dependent and a copy of a court appointment for the legal guardian is not furnished;
- (6) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statements does not clarify the error or alteration to the satisfaction of the Administration;
- (7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;
- (8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;
- (9) Certain documents are lost or omitted and the applicant fails to furnish:
  - (a) A letter of indemnification which is subject to the approval of the Administration; and
  - (b) Photocopies of lost documents;
- (10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:
  - (a) Letters of administration/testamentary;
  - (b) A legal heir form; or
  - (c) A death certificate;
- (11) For a mobile home, a receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home sold before January 1, 1989, is not furnished;
- (12) The vehicle is an import and the following documents are not furnished:
  - (a) One of the following:
    - (i) Appropriate U.S. Customs forms; or
    - (ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and
  - (b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:
    - (i) Receipts for conversion work, or
    - (ii) A bond release letter;
- (13) The vehicle was subject to a security interest and a proper termination statement is not furnished:
  - (a) On a Maryland Notice of Security Interest Filing form;
  - (b) On a title;
  - (c) On a letter on the lien holder's letterhead; or
  - (d) By electronic transmission from an approved vendor;
- (14) The ownership document is a salvage certificate from this State or another state and the inspection by a police officer in this State who is authorized to inspect salvage vehicles has not been furnished;
- (15) The applicant has requested a replacement VIN but has not:
  - (a) Furnished an application for an assigned VIN; or
  - (b) Had a VIN inspection completed by an authorized police officer in this State;
- (16) The ownership document is a salvage certificate branded "Not Rebuildable — Parts Only — Not To Be Retitled";
- (17) The vehicle is less than 7 years old and the applicant:
  - (a) Did not furnish a notarized bill of sale; and
  - (b) Refuses to pay excise tax based on the greater of the purchase price or the book value of the vehicle;
- (18) The purchase price on the title is left blank and the applicant fails to produce a bill of sale;
- (19) The assignment of ownership is signed by the seller, but:
  - (a) The space provided for the purchaser's name is left blank; and
  - (b) A bill of sale is not furnished;
- (20) A Maryland titled vehicle is transferred as a gift between family members and the applicant fails to furnish

a:

- (a) Gift certification form; and
- (b) Proof of relationship certification;

(21) A vehicle with an open lien is transferred as a gift between a parent and child, and the transferor and transferee fail to furnish a statement signed by both parties, identifying the individual who:

- (a) Paid the down payment;
- (b) Paid the taxes;
- (c) Made all previous payments; and
- (d) Incurred the obligation for continued payment; or

(22) The vehicle is transferred as a result of a divorce and the divorce decree is not furnished.

#### **06 Used Vehicles Transferred from Another Jurisdiction to Maryland.**

A. An applicant for a certificate of title for a used vehicle presently titled in the applicant's name in another jurisdiction and who is now applying for a Maryland certificate of title shall provide the Administration with an:

(1) Out-of-State title or other acceptable ownership document from the jurisdiction where the vehicle was last registered; and

(2) Application for a Maryland certificate of title.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents and information are not submitted or are not complete;

(2) The out-of-State title or other acceptable ownership document is held by a lien holder and the lien holder refuses to relinquish the title or other ownership document to the Administration;

(3) The ownership document presented to the Administration is a:

- (a) Nonnegotiable title; or
- (b) Memorandum title;

(4) The application for a certificate of title is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(5) The application is signed by a legal guardian and the court appointment is not furnished;

(6) The applicant's name has changed through marriage, divorce, court order, or other method and a change of name and address notice and proof of the name change such as a marriage certificate, divorce decree, or court order is not furnished;

(7) The vehicle previously had a salvage certificate issued in this State or another state and a VIN inspection has not been completed by a police officer of this State authorized to inspect salvage vehicles;

(8) The vehicle was previously salvaged in this State or another state and has been branded "Parts Only — Not Rebuildable";

(9) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

- (i) Appropriate U.S. Customs forms; or
- (ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

- (i) Receipts for conversion work, or
- (ii) A bond release letter;

(10) The applicant has requested a replacement VIN but has not:

- (a) Furnished an application for an assigned VIN number; or
- (b) Had a VIN inspection completed by an authorized police officer in this State;

(11) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statement does not clarify the error to the satisfaction of the Administration;

(12) Certain documents are lost or omitted and the applicant fails to furnish:

- (a) A letter of indemnification subject to the approval of the Administration; and
- (b) Photocopies of lost documents; or

(13) The ownership document is a salvage certificate branded "Not Rebuildable — Parts Only — Not to be Retitled", or with an equivalent term

#### **.07 Vehicles Being Titled Because of Repossessions.**

A. An applicant for a certificate of title for a vehicle which has been repossessed shall provide the Administration with:

(1) A Notice of Security Interest Filing form;

- (2) An out-of-State title or other ownership document acceptable to the Administration;
- (3) A certification of repossession;
- (4) An assignment of ownership or bill of sale;
- (5) An odometer disclosure certification as required by COMAR 11.13.06;
- (6) A condition report; and
- (7) An application for a certificate of title.

B. The Administration shall refuse to issue a certificate of title if the:

- (1) Required documents are not furnished or information is incomplete;
- (2) Lien holder was a dealer or someone other than a bona fide lending institution and a clear copy of the lien contract is not furnished;
- (3) Lien holder was not holding first position and a previous lien holder has not been released;
- (4) Vehicle was not titled in the debtor's name and the lien holder cannot furnish a copy of the contract;
- (5) Vehicle is titled in Maryland, but the security interest has not been perfected and the applicant cannot furnish a copy of a contract;
- (6) Applicant is not the secured party shown on the title and cannot furnish an assignment of lien;
- (7) Applicant is a dealer but the lien contract does not state that the dealer has full recourse for the secured party named in the contract;
- (8) Vehicle was titled out of State and the forms required by that state for repossession have not been furnished; or
- (9) Lien contract does not contain:
  - (a) The signature of all vehicle owners;
  - (b) A full description of the vehicle; and
  - (c) A notation of the security interest.

**.08 Vehicles Being Titled Because of Mechanic's Lien.**

A. An applicant for a certificate of title for a vehicle being titled due to a mechanic's lien shall provide the Administration with:

- (1) A completed application for a certificate of title;
- (2) A certification by the garage owner or the person having the lien, and the auctioneer, including the odometer disclosure as required by COMAR 11.13.06, on a form provided by the Administration, that the auction was held in compliance with Commercial Law Article, Title 16, Annotated Code of Maryland;
- (3) A digital photograph of the VIN;
- (4) A certification that a newspaper advertisement has run once a week for the 2 consecutive weeks immediately preceding the sale, in a newspaper of general circulation in the county or city where the vehicle was repaired or originally stored, with the last advertisement appearing the week immediately preceding the sale;
- (5) A copy of the newspaper advertisement required by §A(4) of this regulation;
- (6) A storage or repair order as specified in Commercial Law Article, §14-1008, Annotated Code of Maryland, containing an affirmative request by the vehicle owner for the repair services or storage services requested or, if applicable, a written statement from the lienor that the lienor stored the vehicle in accordance with an agreement with an insurer;
- (7) Signed receipts for a certified or registered letter in a format prescribed by the Administration sent to the individual who left the vehicle for repairs, the vehicle owner, the lien holder, and the MVA or the unopened, undeliverable certified or registered letter or letters; and
- (8) The national vehicle history report.

B. The Administration shall refuse to issue a certificate of title if:

- (1) The required documents or information are not furnished or are incomplete;
- (2) The address on the returned, unopened certified or registered letter or letters sent to the vehicle owner, individual who left the vehicle for repairs, or lien holder is different from the Administration's most current records;
- (3) The receipt for the certified or registered letter sent to the owner, lien holder, or individual who left the vehicle for repairs was signed by someone other than the person to whom the letter was addressed;
- (4) The provided national vehicle history report shows that the vehicle was stolen and the reporting police agency has not issued a recover report;
- (5) There is a discrepancy or alteration in the paperwork and the letter of explanation or certified statements do not clarify the discrepancy to the satisfaction of the Administration;
- (6) The signatures on the submitted documents or the application are signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;
- (7) A notarized bill of sale is not submitted and the customer refuses to pay the excise tax on the greater of the

book value or the purchase price;

(8) The digital photograph VIN is illegible;

(9) The vehicle was not advertised in a newspaper as specified in §A(4) of this regulation;

(10) The vehicle description by year, make, and VIN in the newspaper advertisement is different than in the supporting documents furnished;

(11) The newspaper advertisement does not contain the time, date, place of auction, and description of the vehicle by year, make, and VIN;

(12) The vehicle was previously salvaged in this State or another state and the applicant fails to furnish a certification by a police officer in this State who is authorized to inspect salvage vehicles;

(13) The vehicle was previously salvaged in this State or another state, with a brand reflecting "Not Rebuildable — Parts Only — Not To Be Retitled" or an equivalent brand; or

(14) The Administration has been notified that action in accordance with Commercial Law Article, §16-206, Annotated Code of Maryland, is being taken and that the Administration has received notification of the action before the close of the business day following the action.

#### **.09 Vehicles Being Titled Due to a Sheriff's Sale.**

A. An applicant for a title for a vehicle being titled due to a sheriff's sale shall provide the Administration with:

(1) A court order or writ directing the sale;

(2) An application for a certificate of title;

(3) A copy of the required newspaper advertisement; and

(4) A bill of sale from a sheriff.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The application for certificate of title is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A transaction involves a bankruptcy and a copy of the court appointment for the bankruptcy trustee is not furnished;

(5) A transaction involves a legal dependent and a copy of a court appointment for the legal guardian is not furnished;

(6) The documents furnished contain an error or alteration and letters of explanation or certified statements do not clarify the errors or alterations to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) For a mobile home, a receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a used mobile home sold before January 1, 1989, is not furnished;

(12) The applicant has requested a replacement VIN but has not:

(a) Furnished an application for an assigned VIN; or

(b) Had a VIN inspection completed by an authorized police officer in this State;

(13) The previous ownership document was a salvage certificate and the inspection by a police officer in this State who is authorized to inspect salvage vehicles is not furnished; or

(14) A security interest termination statement for liens on the previous Maryland title record is not furnished.

#### **10 Vehicles Being Titled Because of Court Orders.**

A. An applicant for a title for a vehicle being titled as a result of a court order shall provide the Administration with:

- (1) An application for a certificate of title; and
- (2) A writ of mandamus or show cause order.
- B. The Administration shall refuse to issue a certificate of title if:
  - (1) The court order does not clearly indicate that the Administration is to take the ordered action;
  - (2) A lien shows on the previous Maryland record and a security interest termination statement for each lien is not furnished;
  - (3) The vehicle is not fully described by year, make, and VIN;
  - (4) A salvage certificate has been previously issued in this State or another state and an inspection from a police officer in this State authorized to inspect salvage vehicles is not furnished; or
  - (5) A salvage certificate had been previously issued containing the brand "Not Rebuildable — Parts Only — Not To Be Retitled" or an equivalent term.

## **.11 Reconstructed Vehicles.**

- A. An applicant for a certificate of title for a reconstructed vehicle shall provide the Administration with:
  - (1) An application for a certificate of title;
  - (2) An application for an assigned VIN;
  - (3) A certificate of title for the frame;
  - (4) A bill of sale or a copy of the title for the body;
  - (5) Receipts for parts and labor used to reconstruct the vehicle; and
  - (6) A garage inspection by an authorized police officer in this State.
- B. The Administration shall refuse to issue a certificate of title if:
  - (1) The required documents are not furnished or the information is incomplete;
  - (2) A title for a vehicle less than 7 years old is being assigned to the applicant and the applicant:
    - (a) Does not furnish a notarized bill of sale; and
    - (b) Refuses to pay excise tax on the book value of the vehicle;
  - (3) An individual bringing the vehicle to the Administration for a garage inspection by the ASED does not furnish a power of attorney authorizing the individual to sign for the applicant;
  - (4) The garage inspection reveals stolen parts; or
  - (5) A security interest termination statement has not been furnished for each lien shown on the Administration's records.

## **.12 Glider Kits and Kit Cars.**

- A. An applicant for a certificate of title for a vehicle constructed from a glider kit or a car kit shall provide the Administration with:
  - (1) An application for a certificate of title;
  - (2) A certificate of origin for the kit;
  - (3) A bill of sale for the kit;
  - (4) A title for the frame;
  - (5) Bills of sale or receipts for all parts and labor;
  - (6) An application for an assigned VIN; and
  - (7) A garage inspection at the Administration or, in the case of a glider kit, a certified statement that the vehicle was assembled by a Maryland licensed dealer or repair shop.
- B. The Administration shall refuse to issue a certificate of title if:
  - (1) The required documents are not furnished or the information is incomplete;
  - (2) The individual bringing the vehicle to the Administration garage is not the applicant and cannot furnish a power of attorney authorizing the individual to sign for the applicant;
  - (3) The garage inspection reveals stolen parts;
  - (4) The application is being processed at a branch office of the Administration, and a statement certifying that the glider kit has been assembled by a Maryland licensed dealer or repair shop is not furnished;
  - (5) A security interest termination statement has not been furnished for each lien shown on record; or
  - (6) A title for a vehicle less than 7 years old is being assigned to the applicant and the applicant:
    - (a) Does not furnish a notarized bill of sale; and
    - (b) Refuses to pay excise tax on the greater of the book value or the purchase price of the vehicle.

## **13 Homemade Trailers.**

- A. An applicant for a certificate of title for a homemade trailer shall provide the Administration with:
  - (1) A rear view and a side view photograph of the trailer;
  - (2) Receipts for the parts used to build the trailer;

- (3) A certified statement listing the parts used to construct the trailer and the total value of the trailer;
- (4) An application for an assigned VIN; and
- (5) An application for a certificate of title.

B. The Administration shall refuse to issue a certificate of title if the:

- (1) Required documents or information are not furnished or are incomplete;
- (2) Trailer is other than a boat, utility, or camping trailer which:
  - (a) Weighs 10,000 pounds or less; and
  - (b) Has not had an inspection completed by an authorized police officer in this State; or
- (3) Homemade trailer was previously issued a Maryland-assigned VIN, and the:
  - (a) Maryland-assigned VIN has been lost; or
  - (b) Owner refuses to have the vehicle inspected by an authorized police officer in this State.

**14 Kit Trailer.**

- A. An applicant for a certificate of title for a kit trailer shall provide the Administration with:
  - (1) A certificate of origin;
  - (2) An application for a certificate of title; and
  - (3) A bill of sale or receipt.
- B. The Administration shall refuse to issue a title if the:
  - (1) Required documents and information are not furnished or are incomplete; or
  - (2) Applicant's signature is signed by an individual to whom power of attorney is granted and the power of attorney is not furnished.

**15 Vehicle Titled by Survivor When Co-owner is Deceased.**

- A. A joint tenant or joint tenants applying for a certificate of title by right of survivorship shall provide the Administration with:
  - (1) If the Maryland Department of Health has not made electronic notification to the Administration of the deceased, a certified death certificate for the deceased co-owner;
  - (2) A completed application for certificate of title; and
  - (3) The title from the Administration bearing the names of the decedent and the applicant or applicants as co-owners.
- B. The Administration shall refuse to issue a title if the:
  - (1) Required documents and information are not furnished or are incomplete; or
  - (2) **Applicant's signature is signed by an individual to whom power of attorney is granted and the power of attorney is not furnished.**

**Administrative History**

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## Dealer Resale Titles

**Obtaining a Dealer Resale Title** – A Maryland dealer resale title is a Maryland Certificate of Title that lists the dealer as the vehicle owner. Even though the law does not require a dealer to title the vehicle in their name before transferring ownership, there are certain circumstances that arise in which the dealer may need to obtain a title in the name of their dealership. The Maryland Vehicle Law 13-810 allows a Maryland dealer to obtain a 'Dealer Resale Title' **"excise tax exempt** under the following circumstances:

- The vehicle is registered in a jurisdiction whose laws do not require titling.
- The vehicle is involuntarily transferred to a licensed dealer and the certificate of title is not available (i.e.) repossession, court order, or a mechanic's lien.
- The vehicle is salvaged but has been restored by the licensed dealer and inspected in accordance with State law.
- The vehicle is acquired for resale and the dealer reassignment sections contained on the certificate of title have been used.

**Note: In all other situations, the dealer must pay excise tax when obtaining a dealer resale title.**

**A \$200.00 title fee must be paid on all Dealer Resale Titles.**

A resale title may be applied for at any full service MVA, by mail or at any licensed tag and title service.

The documents needed include:

- Submit the vehicle's current reassigned title or other ownership document such as a Maryland Security Interest Filing document, a court order or proof that you have a mechanics lien or other ownership document.

- A completed application for Maryland Title using the application section on the back of the Maryland title or the Application for Certificate of Title [Form VR-005](#).
- Odometer disclosure statement if needed.
- If the existing title indicates a lien you must submit a lien release.
- Power of attorney if someone other than the owner or officer of the dealership is signing the title application or other forms.
- Certificate of repossession if the reposessing lien holder is applying for a title for conveyance of ownership of a reposessed vehicle.

Dealer resale titles are mailed to the dealer. Dealer resale titles for repossession, when the dealer is the lien holder, may be issued over the counter the same day or mailed.

**Please remember that all requests for dealer resale titles are subject to review and approval by the Administration before issuance.**

## Affidavit in Lieu of Title (VR-449A)

**Important Note:** The Affidavit in Lieu of Title (VR-449A) form is a form for dealers to use and is to be used when taking a vehicle in trade and a title is not available and applying for the duplicate title in a timely manner is not an option. This form must be submitted **with** the previously issued Maryland title. This form cannot be used to transfer an out of state title to Maryland. If the vehicle is to be transferred at auction or out of state, the Application for Dealer's Duplicate Certificate of Ownership should be completed and submitted.

If the vehicle was sold to a Maryland resident, prior to obtaining a duplicate title in the name of the person who traded-in the vehicle, and 60-day temporary tags were issued to the new buyer of that vehicle, that moves the NMVTIS pointer and prevents the issuance a duplicate title. In most cases, the MVA can issue a duplicate title by accessing the previous record. However, if that is not the case, the "Affidavit in Lieu of Title", form, VR-449A, may be submitted to the Maryland Motor Vehicle Administration **with** the previously issued title, along with all other required titling documents, to have the vehicle titled in the new owner's name in Maryland.

If the vehicle was sold to an out of state resident, prior to obtaining a duplicate title in the name of the person who traded-in the vehicle and 60-day temporary tags were issued to the new buyer of the vehicle, that moves the NMVTIS pointer and prevents the issuance of a duplicate title. In this case, an excise tax exempt Dealer Resale Title will be processed after review and approval by the MVA. The dealer will need to submit an "Affidavit in Lieu of Title" form VR-449, with the previous MD title and all required documents, including the Application for title, lien releases, odometer disclosure statements, bill of sale identifying the vehicle as a trade-in, letter of explanation from the dealer on letterhead, and any other documents that may be required. A supervisor or manager, at the MVA needs to be involved in this transaction. Title fee of \$40.00 is required.



## Reasons Title Work May Be Rejected:

### **Maryland Vehicle Law §13-110 Grounds for refusing certificate of title**

The Administration shall refuse to issue a certificate of title of a vehicle if:

- (1) The application contains any false or fraudulent statements.
- (2) The applicant has failed to furnish information or documents required by statute or regulations adopted by the Administration.
- (3) Any required fee has not been paid.
- (5) The application is not entitled to a certificate of title under the Maryland Vehicle Law.
- (5) The Administration has reasonable grounds to believe:
  - (i) That the applicant is not the owner of the vehicle.
  - (ii) That the issuance of a certificate of title to the applicant would be a fraud against another person, or
  - (iii) That the vehicle does not comply with Title, 2, Subtitle 11 of the Environment Article or any regulation adopted under that subtitle.

**Note:** Also see the COMAR regulation 11.15.14 which includes details on what is required, and reasons transactions may be rejected for title transactions.

## Dealer Duplicate Titles

**Obtaining a dealer duplicate title** – A dealer duplicate title cannot be issued prior to 10 days after sale of the new vehicle. Only licensed Maryland, Delaware, Pennsylvania, West Virginia, and Virginia dealers can apply for a dealer duplicate title. The application for Dealer's Duplicate Certificate of Ownership VR-003 must be completed. If a duplicate title is issued it replaces any previously issued titles and it becomes the valid title.



ERT dealers do not have to wait 10 days to submit the [Form VR-003](#) request. The following documents must also be attached to the application:

- Copies of the vehicle buyer's order, identifying the vehicle as a trade-in.
- Signed VR-003 by customer or a signed VR-279 Secured Power of Attorney. If the customer has not signed the VR-003, The duplicate title will be mailed to the dealership and will indicate the current mileage.
- Odometer mileage statement.
- The transaction must be logged on a VR-205 (order form from warehouse) Transmittal Sheet and submitted.

Delaware, Pennsylvania, West Virginia and Virginia dealer duplicates must be mailed to the dealership. Maryland dealer duplicates may be handed across the counter if they meet all the requirements.

**Here are links to the applications:**

**Application for Duplicate Certificate of Title** (VR-018) (to be used by a vehicle owner applying for a duplicate title)

<https://mva.maryland.gov/Documents/VR-018.pdf>

And

**Application for Dealer's Duplicate Certificate of Ownership** (VR-003) (to be used by a dealer taking a vehicle as a trade-in.)

<https://mva.maryland.gov/Documents/VR-003.pdf>

## **Excise Tax Credit for Lemon and 60 Day Buy Back Vehicles**

(Maryland Commercial Vehicle Law 14-1501, 14-1502, and 14-1503)

### **Excise Tax Credit for Vehicle Returned under the Lemon Law**

When a dealer takes a vehicle back on behalf of the manufacturer, as a "Lemon" proper disclosure must be made in writing to the MVA. Upon receipt of the disclosure, the MVA will brand its database "Vehicle Returned, Automotive Warranty Enforcement Act, History on File".

After the vehicle has been returned, the customer may apply for either tax credit towards a replacement vehicle or excise tax refund for the portion of excise taxes paid on the repurchase price of the vehicle. If the price charged for a replacement vehicle is greater than the repurchase price of the returned vehicle, the dealer must submit the additional tax due.

#### **If a replacement vehicle is purchased the dealer must submit:**

Application for Certificate of title (for replacement vehicle), [\*\*FormVR-005\*\*](#)

Copy of the Registration Card (if transferring tags)

Odometer Disclosure Statement (if conforming Certificate of Origin is not used)

Manufacturer's letter for the replacement vehicle, which also states the repurchase price.

Arbitration papers may be submitted as well for review.

\*When calculating tax due, take the price of the replacement vehicle minus the repurchase price of the returned vehicle. The amount remaining is the taxable amount for which the dealer needs to submit tax. The rest will be covered by the tax credit.

**Note:** If the repurchase price is the same as the replacement vehicle price, no additional tax needs to be submitted. If the repurchase price is greater than the price of the replacement vehicle, you may send a request for a refund to: Refund Section, Vehicle Records, Room 202 at the Glen Burnie location of the Motor Vehicle Administration.

### **Excise Tax Credit for Vehicle Returned to the Dealer as a 60 Day Buy Back**

Excise tax credit for vehicles bought back by the dealer within 60 days is handled in a similar way. If no replacement vehicle is being purchased, a refund of the excise tax may be requested through Refunds.

To receive excise tax credit for buy backs toward tax due on replacement vehicle submit:

- Copy of title for buy back vehicle, front and back, showing assignment to dealer
- Application for Certificate of Title, [\*\*FormVR-005\*\*](#) for replacement vehicle
- Copy of Registration card (if transferring tags)
- Certificate of Origin or Title for Replacement Vehicle
- Odometer Disclosure Statement
- Letter from the customer(s) stating why they have returned the vehicle
- Letter from the dealer on letterhead stating that they have taken the vehicle back.

Subtract the price of the buyback vehicle from the price of the replacement vehicle and remit any additional tax due with the transaction. If the prices are the same, do not submit any tax. If the cost of the replacement was less than that of the vehicle bought back, a refund may be applied for through the Refund Unit, Vehicle Records, Room 202 at the Glen Burnie location of the MVA.



### **Salvage Certificates**

**Effective Date**

**October 1, 2010**

All vehicles acquired by an insurance company as a result of a total loss claim will be branded salvage regardless of the percentage of damage to the vehicle, with the sole exception being recovered stolen vehicles with less than 75% damage.

### **Salvage Program**

Cosmetic Brand will no longer be an option for damages unless a Salvage Certificate is being corrected or a duplicate is being issued/printed.

Modify the previous salvage brand "EQUAL TOORLESS THAN FAIR MARKET VALUE" to show "DAMAGE IS 75% OR LESS OFF FAIR MARKET VALUE". The brand will be used for all vehicles acquired by an Insurance Company as a result of a claim settlement and the cost to repair is 75% or less of the fair market value. Any Salvage Certificates requiring a correction in which the brand is "EQUAL TO OR LESS THAN FAIR MARKET VALUE" will be branded with the new verbiage.

When the Insurance Company estimates the damage for a claim settlement, they cannot include the cost of towing, storage, vehicle rental or repair for cosmetic damage.

For a vehicle retained by the original owner(s), if the Damage is 75% or less of the fair market value, a Maryland Safety Inspection will not be needed. The Insurance Company will not be required to obtain the owner(s) Certificate of Title and no correction will be needed to the vehicle record. This vehicle will not be branded. The application for Salvage (VR-028) is has been revised to show the new brands and requirements.

## **Titling Program for Previously Salvaged Vehicles**

The Cosmetic Brand will no longer be an option for damage when titling a previously salvaged vehicle. The Certificate of Title will be issued without a brand for any previously salvaged vehicles branded "COSMETIC", with the exception of a corrected or duplicate Certificate of Title.

Develop a new brand to be used for damage on the Certificate of Title if the previously salvaged vehicle contains a notation the "DAMAGE IS 75% OR LESS OF FAIR MARKETVALUE" or "Abandoned". This brand will be displayed as "XSALVAGE". The "XSALVAGE" notation will appear on the new Certificate of Title and will update the IBM record to show "XSALVAGE".

If a previously salvaged vehicle contains a notation the "DAMAGE IS 75% OR LESS OF FAIR MARKET VALUE" and the CUSTOMER CONNECT Operator fails to choose a brand for the new titling transaction, the Certificate of Title will automatically be branded with "XSALVAGE". This procedure is like the current one used for "Rebuilt Salvage."

## **SALVAGE CHART**

This chart has been developed to assist customer agents in the proper branding of titles for vehicles that have been previously salvaged in Maryland or other States. The left column shows brands on salvage certificates that may be presented. The right column has instructions on how to brand (or not brand) the title in each case.

| <b>SALVAGE CERTIFICATE BRAND TYPE</b>   | <b>TITLE BRANDING IN CUSTOMER CONNECT</b>  |
|---|--|
| <b>Damage to vehicle is greater than 75% of fair market value for this vehicle, and the vehicle is repairable</b> on salvage certificates issued October 1, 2008 or later ... Or for salvage certificates issued before October 1, 2008 branded <b>Damage is greater than fair market value</b> | <b>Enter 1 in the damage field</b> on the CUSTOMER CONNECT screen. This will cause the title to be branded " <b>REBUILT SALVAGE</b> ." All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.   |
| <b>Damage is equal to or less than fair market value</b> Effective October 1, 2010 this brand will be modified to show Damage is 75% or less of fair market value.  | <b>Enter 2 in the damage field.</b> The title will be branded " <b>REBUILT SALVAGE</b> ." All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.  |
| <b>Parts Only / Not Rebuildable (JUNK)</b>  | <b>Title CANNOT be issued.</b>   |
| <b>Abandoned Vehicle</b>  | <b>Enter 4 in the damage field.</b> The title will be branded " <b>XSALVAGE OR REBUILT</b> ." All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.  |
| <b>The Vehicle Has Sustained Flood Damage</b>   | <b>Enter 6 in the damage field.</b> The title will be branded " <b>FLOOD DAMAGED</b> ." All vehicles will be branded when converted to a title. The brand will carry through to subsequent titles. * Not shown as indicator.   |
| <b>Damage to the vehicle is greater than 75% of Fair Market Value for this vehicle, and the damage is cosmetic</b> This brand is <b>obsolete effective October 1, 2010</b>  | <b>Enter 7 in the damage field.</b> The title will not be branded.   |
| <b>Recovered Stolen</b> (will be used only when vehicle has been recovered and damage is 75% or less)   | <b>Enter 5 in damage field.</b> Title will be branded " <b>XSALVAGE or REBUILT</b> ". All vehicles will be branded when converted to a title. The brand will carry through to subsequent titles.   |
| <b>Stolen</b> (Only MVA's database is branded stolen. Salvage certificate will not be issued until vehicle is recovered)  | Once recovered, the Insurance company may apply for an unbranded title if the insurance company makes a statement that the <b>vehicle has sustained 75% damage or less</b> . An application for certificate of title needs to be completed together with the Application for Salvage Certificate with Box 8 checked. A \$40.00 title fee must be collected, but transaction is excise tax exempt under 13-810(a)(9). The Salvage Unit in Room 104 Glen Burnie will issue initial titles produced for recovered theft vehicles. |
| <b>Out of State Salvage Certificates</b>  | <b>Enter 1 or 2 in the damage field</b> to brand <b>REBUILT SALVAGE or XSALVAGE, or use a notation as indicated on the out of state certificate.</b> Brand carries to subsequent titles.   |

Please be reminded that all salvage vehicles are required to be inspected by a Police Officer in this state that is authorized to inspect Salvage vehicles. The Police Officer will inspect VIN's on the vehicle and make sure the car is roadworthy. An additional Maryland Safety Inspection is needed if registration is required.

**NOTE:** If the document presented is an out of state title that indicates rebuilt salvage, x-salvage, flood, etc., the POLK or NADA Title and Registration Textbook is very helpful in determining how each state brands their title and what that brand means. If the Reference Guides state the brand is the Rebuilt Salvage title, these vehicles have already gone through the rebuilding process in another state and do not need a MD State Police Salvage Inspection. We must enter brands (or similar notations) from other state titles when transferring to MD regardless of model year. Enter brand information in the six-digit brand field on the CUSTOMER CONNECT title screen and carry it through to subsequent titles.

**NOTICE:**

Please be reminded that all salvage vehicles are required to be inspected by a Police Officer in this state that is authorized to inspect Salvage vehicles. The Police Officer will inspect VIN's on the vehicle and make sure the car is roadworthy. An additional Maryland Safety Inspection is needed if registration is required. **Note: If the document presented is an out of state title that indicates rebuilt salvage, xsalvage, flood, etc., The POLK or NADA Title and Registration Textbook is very helpful in determining how each state brands their title and what that brand means. If the Reference Guides state the brand is the Rebuilt Salvage Title, these vehicles have already gone through the rebuilding process in another state and do not need a MD State Police Salvage inspection. We must enter brands (or similar notations) from other state titles when transferring to MD regardless of model year. Enter brand information in the six-digit brand field on the CUSTOMER CONNECT title screen and carry it through to subsequent titles.**

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FRAUD ALERT

**TITLE FRAUD, ODOMETER FRAUD AND IDENTITY THEFT HURTS ALL OF US.**

Protect your business and your customers by obtaining proper identification from all customers. For Maryland customers this would be a Maryland Driver License or Maryland Identification Card. **MAINTAIN COPIES OF THE IDENTIFICATION PRESENTED.**

When receiving titling documents, be cautious of the following "red flags": Alterations, erasures, holes, discolorations, cuts and tears, especially in areas containing critical information. Titles are secured documents with special features that make alterations easily detectable. Report suspicious activity to the Maryland Motor Vehicle Administration Investigations Division at 410-768-7541 for assistance.

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## Titling Import Vehicles - Gray Market or Overseas Vehicles

The following items are needed to title a vehicle coming into the U.S. from overseas:

- Foreign registration/title or certificate of origin
- Lien release (if applicable)
- Maryland Safety Inspection (if applicable)
- Proof of Maryland Insurance
- Bill of Sale (notarized if non-dealer sale of vehicle less than 7 years old)
- [Application for Certificate of Title](#)
- [\\*U.S. Department of Transportation Declaration Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Bumper and Theft Prevention Standards \(US DOT form #HS-7\)](#) - either box 1 or 2A must be checked, verifying the vehicle meets U.S. specifications. Additional documentation is required if box 2B or 3 is checked. If any other box is checked, additional requirements will be listed on the EPA form #3520.\*
- [U.S. Environmental Protection Agency](#) (Entry form 3520-1) all information must match the information that appears on the US DOT form #HS-7.
- [\\*U.S. Customs Entry Document](#) (formerly U.S. Customs form 3461) As Customs and Border Protection (CBP) has gone paperless, the Cargo Release "1C" will be provided digitally, so a screen printout should be provided with the following information: shipment ID, quantity being released, the type of release, as well as clear identification of who presented the release information.
- [Gray Market Checklist](#)

**U S Department of Transportation Phone Number:** (202) 366-5313

**US Customs Inspectors**

**General Information** 410-962-2666

**Vehicle Imports/Exports** 410-288-3183

**EPA Import Help Line:** 202-564-9660

**International Auto Logistics:** (410) 551-1239

**National Highway Traffic Safety Administration**

Import and Certification Division

Phone Number: (202) 366-5291

e-mail: [importandcertification@dot.gov](mailto:importandcertification@dot.gov)

**For Active Military or Military Civilian Personnel assistance**

(410) 631-5751

If further assistance is needed, you can contact the customer service center at (410) 768-7000.

## **Vehicle Programs**

New Legislation 2022-2023

### **HB 0497/SB 0109 Vehicle Excise Tax – Exemption – Active-Duty Military**

#### **Effective July 1, 2022**

For the purpose of exempting a vehicle owned by a member of the military on active duty or who returns to the State from active duty from the vehicle excise tax under certain circumstances; and generally relating to an exemption from the vehicle excise tax for active-duty military members.

Under 13-810 of Maryland Vehicle Law "MILITARY" includes the Commissioned Corps of the Public Health Service, the National Oceanic and Atmospheric Administration, the Coast and Geodetic Survey as well as all branches of the military. A vehicle is exempt from the EXCISE TAX IMPOSED on issuance of an Original Certificate of Title if the vehicle:

- Is owned by a member of the Military on active duty, and
- Was formerly titled and registered in another state by the military member.

#### **The documents that are required to submit via the portal or in-person are:**

- Out of State Title in The Military person's name applying for the tax exemption, or
- Military Order or DD-214, and
- VR-005 - Application for certificate of title, revised form dated 06-22

### **HB1150/SB0579 Vehicle Equipment – Highway Maintenance and Service – Green Flashing Lights**

#### **Effective April 21, 2022**

For the purpose of authorizing certain highway maintenance and service equipment and vehicles, while in use for snow removal or the protection of highway maintenance workers, to be equipped with and display green flashing lights simultaneously with yellow or amber flashing lights; and generally relating to the use of green flashing lights on highway maintenance and service equipment and vehicles.

### **HB0038 Maryland Transportation Authority – Video Tolls – Collection**

#### **Effective June 1, 2022**

For the purpose of clarifying that the Maryland Transportation Authority may refer a delinquent account for unpaid video tolls to the Central Collection Unit; authorizing the Authority to recall certain delinquent accounts from the Central Collection Unit and waive unpaid tolls and associated penalties; prohibiting the Central Collection Unit from collecting a delinquent account that is recalled by the Authority; and generally relating to the collection of video tolls.

## **HB 1391 Clean Cars Act of 2022**

### **Effective July 1, 2022**

For the purpose of establishing the Medium-Duty and Heavy-Duty Zero-Emission Vehicle Grant Program for certain vehicles and equipment to be administered by the Maryland Energy Administration; extending and altering, for certain fiscal years, the vehicle excise tax credit for the purchase of certain electric vehicles; decreasing, for purposes of the electric vehicle excise tax credit, the limitation on the maximum total base purchase price of certain electric vehicles; reducing the vehicle excise tax credit for certain electric drive vehicles; requiring, for certain fiscal years, a certain amount to be transferred from the Maryland Strategic Energy Investment Fund to the Transportation Trust Fund to offset certain revenue reductions; and generally relating to the electric vehicle excise tax credit.

#### **Please note:**

This Bill applies to Zero Emission plug-in electric drive vehicles that

- Has a base price not exceeding \$50,000
- Has a battery capacity of at least 5.0 Kilowatt-hours
- Must be a new vehicle titled for the first time **on or after July 1<sup>st</sup> 2023 to June 30<sup>th</sup> 2027**
  - The Tax Credit allowed under this section shall equal
    - \$3,000 for each zero-emission plug in electric drive vehicle or fuel cell electric vehicle purchased or
    - \$1,000 for each two wheeled zero emission electric motorcycle purchased or
    - \$2,000 for each three wheeled zero emission electric motorcycle or autocycle purchased

This will be a back-office transaction only. The dealer must certify on the form VR-334 (Excise Tax credit Request for Plug-in Vehicles) and submit the form separately from title work to [MVAelectricREFUNDs@mdot.maryland.gov](mailto:MVAelectricREFUNDs@mdot.maryland.gov).

The issuance of the tax credit is subject to available funding.

## **SB 705 Vehicle Laws- Certificate of Title – Surviving Spouse**

**Effective October 1, 2023 ( Implemented at MVA July 7, 2023**

The bill allows the title transfer of a solely owned Maryland titled vehicle to be transferred to the surviving spouse without charging the \$100 title fee.

### **What should be submitted: (This transaction must be submitted in the e-services portal)**

- The Application for Exemption from Estate Administration to Transfer a decedent's Vehicle (VR-481) or Letter of Administration if an estate has been established.
  - **Please note: The VR-481 only applies if the decedent owns no more than 2 vehicles, is the sole owner of the vehicles and the spouse is the only heir or legatee, and an estate has not been established.**
- Proof of marriage or;
- Death certificate showing spousal relationship or MVA system must be flagged by the Department of Vital Statistics; and
- Maryland Title
- Application for certificate of title (VR-005)
- Lien Release (if applicable)
- No inspection is required
- Tags may be transferred for \$10, plus one year registration fee if tags are valid for less than one year

Updated 11/25