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.
MVA’s Mission

“To provide exemplary and secure driver and vehicle services that support Maryland’s safe mobility.”
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# MOTOR VEHICLE ADMINISTRATION (MVA) CONTACTS

## Business Licensing & Driver Instructional Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>410-768-7332</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>410-787-7035</td>
</tr>
<tr>
<td>Section Manager ERT UNIT</td>
<td>410-762-5047</td>
</tr>
<tr>
<td>Supervisor BLS</td>
<td>410-787-7951</td>
</tr>
<tr>
<td>Compliance Manager</td>
<td>410-787-7950</td>
</tr>
</tbody>
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## Insurance Compliance Division

<table>
<thead>
<tr>
<th>Role</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>410-762-5163</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>410-424-3096</td>
</tr>
<tr>
<td>Section Manager</td>
<td>410-768-7310</td>
</tr>
<tr>
<td>Supervisor - Phone Panel/Helpdesk</td>
<td>410-424-3615</td>
</tr>
<tr>
<td>Supervisor - Mail Review</td>
<td>410-787-7963</td>
</tr>
<tr>
<td>Supervisor - Media Processing/UMC + Judgement Cases</td>
<td>410-768-7699</td>
</tr>
<tr>
<td>Insurance Compliance Flags</td>
<td>410-768-7431</td>
</tr>
</tbody>
</table>

## Motor Carrier & Electronic Services

- To contact someone in this unit you may dial or 410-787-2951 or
  
  You may send an email to mvairp@mva.maryland.gov 410-787-2971

## Data Management

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>410-787-2970</td>
</tr>
<tr>
<td>Supervisor Edits</td>
<td>410-768-7329</td>
</tr>
<tr>
<td>Supervisor Certified Copies/Tag Return/Refunds/DPS</td>
<td>410-787-2972</td>
</tr>
<tr>
<td>Supervisor OOSTWL/Corrections</td>
<td>410-787-7871</td>
</tr>
<tr>
<td>Supervisor DIWS/ERT Mail</td>
<td>410-424-3647</td>
</tr>
</tbody>
</table>

## Vehicle Services

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Manager</td>
<td>410-768-7062</td>
</tr>
<tr>
<td>Section Manager Vehicle Response Unit/Online Services</td>
<td>410-787-7828</td>
</tr>
<tr>
<td>Supervisor Central Liens/Mail Unit</td>
<td>410-782-5080</td>
</tr>
<tr>
<td>Supervisor Specialty Plates/Counter</td>
<td>410-768-7365</td>
</tr>
<tr>
<td>Supervisor Flagging Unit/Salvage Unit</td>
<td>410-424-3679</td>
</tr>
</tbody>
</table>
MVA’S WEBSITE

www.mva.maryland.gov
You will find helpful information at our website

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 the Application for Certificate of Title, Form VR-005 f, and submit the following documents:

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 www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.
Registration Card - If transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred, provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owners name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.
Tag transfer fee is $10.00. 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% 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 $300.00. 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.
Title Fee $100.00, except for rental vehicles $50.00, and motor scooters and mopeds $20.00. Lien Filing Fee $20.00 for each lien recorded.
USED VEHICLE PURCHASED FROM A DEALER

Complete the Application for Certificate of Title, Form VR-005 or complete the application for title on the reverse of the Maryland title, and submit the following documents:

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 to watch the title count and make sure you have the most recent title.

Dealer Reassignments (if Needed) – 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 vehicles 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 Needed) - 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 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. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

Registration Card - If transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred. Also provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owner’s name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.

Tag transfer fee is $10.00. 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% 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 $300.00. 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.

Title Fee $100.00, except for rental vehicles $50.00, and motor scooters and mopeds $20.00. Lien Filing Fee $20.00 for each lien recorded.
USED VEHICLE PURCHASED FROM SOMEONE “OTHER THAN” A DEALER

Complete the Application for Certificate of Title, Form VR-005 or complete the application for title on the reverse of the Maryland title, and submit the following documents:
Certificate of Title properly assigned. When titling a vehicle, be sure to watch the title count and make 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 less than 7 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 Needed) - 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. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.
Registration Card - if transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred, provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owner’s name, and
between parents and children, and spouses. Tags may only be transferred to vehicles of the same class.
Tag transfer fee is $10.00. 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% 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% of the greater of the purchase price on the title, or the NADA book value of the vehicle. Minimum excise tax is $38.40 ($19.20 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
$38.40 ($19.20 for trailers).
Title Fee $100.00, except for rental vehicles $50.00, and motor scooters and mopeds
$20.00. Lien Filing Fee $20.00 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 to watch the title count and make 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 $38.40($19.20 for trailers). Letter of permission from the lien holder as stated above is, 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 owners 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 $20.00 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.

**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. Transfers from Aunt/Uncle over 65 years of age to Niece/Nephew are excise tax exempt.

**Registration Card** – if transferring tags from the gifted vehicle or another vehicle that has been sold, junked, traded, or otherwise transferred. Also provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owner’s name, and between parents and children, and 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. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

**Tag transfer fee is $10.00.** 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** $100.00, mopeds and motor scooters $20.00.

**Lien Filing Fee** $20.00 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 the Application for Certificate of Title Form VR-005 and submit the following documents:

Out of State Title (or ownership document required in that state) – Customer will need to go to a full services MVA office. The customer will need to have their current vehicle registration card and the fax number of their lien holder. MVA will fax a completed VR-056 to the lien holder and the out of state unit in the Glen Burnie branch room 202. The transaction will be processed as a HOLD TITLE No title or SIF will be printed until the title is received.

Lien Release, if needed

Maryland Safety Inspection Certificate - 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. Temporary Registration Fee is $20.00. Note: The fee for the regular plates will be paid when the safety inspection certificate is submitted.

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% 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 $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 $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. 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.

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. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

Title Fee $100.00, except for rental vehicles $50.00, and motor scooters and mopeds $20.00. Lien Filing Fee $20.00 for each lien recorded, if applicable.
Homemade Trailer

Complete the **Application for Certificate of Title** [Form VR-005](#) and submit the following documents:

**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.

**Receipts for parts** that were purchased to build the trailer.

**Certified Statement** – Must itemize all parts used to build the trailer (provide receipts as stated above). 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 full service 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 $20.00** (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. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

**Excise Tax** – Excise tax will be 6% of the total value of the trailer. Minimum excise tax for trailers is $19.20.

**Title Fee $100.00, except for rental vehicles $50.00, and motor scooters and mopeds $20.00.** Lien Filing Fee $20.00 for each lien recorded, if applicable.
PROPER ASSEMBLY OF TITLE RECORDS
PROPER ASSEMBLY OF TITLE RECORD DOCUMENTS

Bundle report should be on top of all the title records in that bundle report. All title records should be listed in order as seen in that bundle report.

Each title record should be as follows:
FROM TOP TO BOTTOM
  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
  Maryland Safety Inspection Certificate
  Vehicle Emission Report (if submitted)
  Copy of owner(s) driver license(s), state issued identification card

EACH TITLE RECORD SHOULD BE SEPARATED.

DO NOT USE AN EXCESSIVE NUMBER OF STAPLES. DO NOT USE HIGHLIGHTERS.

DO NOT FOLD FORMS.
SUBMITTING TITLE WORK TO THE MVA
Submitting Title Work to the MVA

The dealer must submit to MVA all required documents, 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.**

Even though dealers are not required to submit the documents, taxes and fees for other classes of vehicles, if there is a lien to record, you may want to exercise the option to submit the documents, taxes and fees to ensure that the lien is properly recorded. Maryland Vehicle Law Reference 13-113(e)

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 that is “dropped off” 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. Exception: For walk-in transactions processed at branch offices, the transmittal sheet is not required.

See sample of properly completed transmittal sheet below:
ELECTRONIC REGISTRATION AND TITLING (ERT) DEALER WORK SUBMISSION
SPECIAL NOTE FOR ERT DEALER WORK

**SUBMISSION** – Any work processed through the ERT dealer networks must be “transmitted” within 3 days of the date of transaction when payment type is cash/credit card and must be transmitted within 10 days of the date of transaction when payment type is a check. Bundles, containing title and registration records, need to be submitted to the MVA immediately after transmission by delivering them to counter 202 in the Glen Burnie headquarters building of the MVA; or mailed to the MVA at the following address:

Maryland Motor Vehicle Administration  
6601 Ritchie Highway NE  
Data Management, Room 202  
Glen Burnie, MD 21062

**Effective October 1, 2010, the transmission date is used for proof of submission to MVA.**
WHAT
ERT
DEALERS
“CAN” DO
&
“CAN’T” DO
What transactions “CAN” ERT dealers process electronically?

- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal of tags (T3)
- New title only (T5)
- Title for ATV’s - Need to use class D, enter NR in the inspection field and enter AT for 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.

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.
- **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
ERT
TITLE SERVICES
“CAN” DO
&
“CAN’T” DO
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)
- Soundex issuance with proper documents - must fax Driver License, ID card, or Military ID from this country to MVA ERT UNIT (otherwise transaction needs to be submitted to MVA)
- Can do work on behalf of dealer (but cannot get .6% unless both dealer # and title service # are entered)
- Tag return
- 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).

What transactions **"CANNOT"** 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.
- **No** VIN plate assignment
- **No** new issuance of disability plates, only transfer of disability plates
- **No** new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
- **No** taxi (class B), **no** limousine (class Q), **no** ambulance/funeral (class C)
- **No** state and local government (not new or transfer)
- **No** law enforcement
- **No** tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
- **No** tax exempt - individual transferring to inter vivos trust
- **No** excise tax credit for new residents
- **No** out of country – (gray market vehicles)
- **No** registration correction (RC)
- **No** transfer tags (TT)
- **No** transfer with renewal (TR)
Forms

To download the most commonly used MVA forms:
Go to www.mva.maryland.gov then go to Online Services/Download forms

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

Fax: 410-762-5136

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.

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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 http://mdauto.org/

or,

HOW DO I PURCHASE A MARYLAND VEHICLE LAW BOOK?

CALL TOLL FREE 800-562-1197

OR

ORDER ONLINE AT WWW.LEXISNEXIS.COM/BOOKSTORE
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 to watch the title count and make sure you have the most recent title.
The MVA should contact me at: ___________________________ or ___________________________ for any questions regarding this application.

**APPLICATION FOR CERTIFICATE OF TITLE**

**READ INSTRUCTIONS ON REVERSE SIDE**

**APPLICANT'S FIRST NAME** _______________ **CO-APPLICANT'S FIRST NAME** _______________

**APPLICANT'S LAST NAME** _______________ **CO-APPLICANT'S LAST NAME** _______________

**APPLICANT'S MIDDLE NAME** _______________ **CO-APPLICANT'S MIDDLE NAME** _______________

**DOMICILE** _______________ **CO-APPLICANT'S DOMICILE** _______________

**APPLICANT'S DRIVER'S LICENSE NO.** _______________ **CO-APPLICANT'S DRIVER'S LICENSE NO.** _______________

**STATE** _______________ **CO-APPLICANT'S STATE** _______________

**COUNTY** _______________ **COUNTY** _______________

**CITY OR TOWN** _______________ **CITY OR TOWN** _______________

**ADDRESS** _______________ **ADDRESS** _______________

**ZIP CODE** _______________ **ZIP CODE** _______________

**DATE OF BIRTH** _______________ **DATE OF BIRTH** _______________

**MONTH** _______________ **MONTH** _______________

**DAY** _______________ **DAY** _______________

**YEAR** _______________ **YEAR** _______________

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

☐ Joint Tenants  ☐ Tenants by Entitlement

If the name entered above is a joint owner or legal, order the FERI here: _______________. Check the type of business entity below: © Trust  ☐ Partnership  ☐ Professional Association  ☐ Limited Liability Partnership  ☐ Corporation  ☐ Limited Liability Company  ☐ Joint Venture  ☐ Other (please specify) _______________.

Please attach a copy of the BUSINESS LICENSE or any other verification of the application for proof acceptable to this Administration.

**VEHICLE DESCRIPTION**

**MAKE OF VEHICLE** _______________ **MAKE OF VEHICLE** _______________

**MODEL YEAR** _______________ **MODEL YEAR** _______________

**MILEAGE** _______________ **MILEAGE** _______________

**MODEL NO.** _______________ **MODEL NO.** _______________

**BODY STYLE** _______________ **BODY STYLE** _______________

**VEHICLE IDENTIFICATION NUMBER** _______________ **VEHICLE IDENTIFICATION NUMBER** _______________

**IF THIS VEHICLE IS SUBJECT TO ANY LiENS OR encumbrances, complete the following section(s). Attach form V9-27 for additional LiEN filings. LiEN FILING FEE $25.00 for each LiEN filed. IF NOT SUBJECT TO A LiEN, WRITE THE WORD "NONE" BELOW.**

**NAME OF LiEN HOLDER** _______________ **STREET ADDRESS OF LiEN HOLDER** _______________ **DATE OF LiEN** _______________

**NAME OF SECURITY PARTY** _______________ **STREET ADDRESS OF SECURITY PARTY** _______________ **DATE OF LiEN** _______________

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

**IF VEHICLE RECENTLY PURCHASED**

**MARYLAND DEALER'S CERTIFICATION**

**DEALERS ONLY**

**MD. Excise**

**TAX% OF** _______________ **FULL PURCHASE PRICE** _______________

**ATTACH A NOTARIZED (O.A. OF SALE SIGNED (BY SELLER) AND PURCHASES)**

**DEALER'S NUMBER** _______________ **NAME OF DEALERSHIP** _______________ **SIGNATURE OF DEALER** _______________ **DATE** _______________

**FRONT OF TRUCK** _______________ **STATE** _______________ **SOLL. FEE % OF GROSS OR $11.00 FEE ALONE** _______________ **NET TAX PAID** _______________

**MAT. FEE** _______________ **GROSS TAX COLLECTED** _______________ **GROSS TAX COLLECTED** _______________

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or provide 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 TENANT
- [ ] 1. The mileage stated is in excess of the mechanical limits.
- [ ] 2. The odometer reading is the actual mileage. WARNING - ODOMETER DISCREPANCY.

**APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES**

If you do hereby make application for: ☐ New Tags  ☐ Transfer of Tags  ☐ 30 Day Inspection Plate  ☐ Title Only  ☐ Class of Tags desired _______________ Is this vehicle to be operated for short term rental? ☐ Yes ☐ No  ☐ If transferring plates, complete below:

**TAO NO.** _______________ **and STICKER NO.** _______________

Name of Insurance Co. ___________________________ Policy or Binder No. ___________________________ Agent or broker ___________________________

I hereby certify that I have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and that I agree to that this vehicle is subject to the fees or any other applicable fees, taxes, or other governmental fees. The vehicle is in compliance with the Maryland Motor Vehicle Law and is not subject to any lien or encumbrance. The vehicle is not subject to any lien or encumbrance and is not subject to any lien or encumbrance by the Maryland Motor Vehicle Law, and further certify that this vehicle will be continuously insured throughout the registration period. I further certify under penalty of perjury that the statements made 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/his/her Hand(s) and Seal(s) this day of ___________________________ year ______

Signature of Co-Signer ___________________________

Relationship ___________________________

Soundex ___________________________

Date of Birth ___________________________

6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062

For more information visit our website at www.mva.maryland.gov, call 1-800-766-7000 or 1-800-492-4575.
<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED FOR OBTAINING A MARYLAND CERTIFICATE OF TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW VEHICLES</td>
</tr>
<tr>
<td>1. A Manufacturer's Certificate of Origin or other ownership documents required by law.</td>
</tr>
<tr>
<td>2. Original title if any.</td>
</tr>
<tr>
<td>NEW VEHICLES IN MARYLAND</td>
</tr>
<tr>
<td>1. A Manufacturer's Certificate of Origin and;</td>
</tr>
<tr>
<td>2. Maryland dealers complete the Maryland Dealer's Certification located on the front of this application or submit the original Title if any. Note: Costomer purchasing new and used vehicles from licensed dealers need to obtain the original Title to ensure proper donation for trade-in, donation, resale, Maryland Title or for a second owner to complete proper vehicle information.</td>
</tr>
</tbody>
</table>

| USED VEHICLES FROM A TITLE STATE                              |
| 1. An out of state Certificate of Title in the applicant's name; |
| 2. A properly signed 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. |

| USED VEHICLES FROM A NON-TITLE STATE OR FOREIGN COUNTRY       |
| 1. The registration from the non-title state is required. If the registration is not available, a verification of registration from the non-title state is acceptable if the owner shows the registration to the buyer or seller. |
| 2. 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. |

| BUSINESS ENTITY PROOF OF LEGAL EXISTENCE                      |
| • Articles of Incorporation for Stock, Non-Stock, Closed, Religious, or Tax-Exempt Non-Profit Corporation |
| • Partnership Agreement or Certificate of Limited Liability Partnership |
| • Statement of Eligibility, Registration, and/or Trade Name Application from IUB, 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 |
| • Trade Agreement (Only the party owning the trust and identifying the trustees need to be submitted along with the signature and seal) |

<table>
<thead>
<tr>
<th>GEOMETRY LIENS STAND-ALONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal and State law requires that you indicate the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fees and/ or imprisonment.</td>
</tr>
</tbody>
</table>

| MOTOR VEHICLE SAFETY INSPECTION REQUIREMENTS                |
| Used vehicles listed as CLASS A passenger, CLASS B for tow, CLASS D heavy truck, CLASS E utility, CLASS G trailer, CLASS FF farm truck, CLASS J van, and CLASS M multi-purpose passenger vehicles being titled and registered in Maryland must be inspected at an authorized Maryland Safety Inspection Station. The vehicle inspection must accompany this application unless a Temporary Inspection Plate is required. CLASS J vans and 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, evaluated, and repaired at least every 25,000 miles or 12 months, whichever occurs first, and to provide written certification that the vehicle(s) below mentioned is in a prearranged maintenance program approved by the Motor Vehicle Administration and the Maryland State Police Automotive Safety Enforcement Unit. |

| SECURITY INTEREST FILING FEE                                 |
| $20.00 For Each Unit Recorded                                |

| TRANSFER OF REGISTRATION PLATES                             |
| If the annual registration fee is the same or less than the previously owned vehicle, the transfer fee is $5.00. If the annual registration fee is more than that of the previously owned vehicle, the transfer fee is $10.00 plus any difference in the two registration fees. If you are transferring titles with less than 12 months before the registration expiration, the registration will be renewed for an additional year. (Note: Vehicles with classic or custom restrictions apply.) |

| TITLE FEE                                                    |
| $150.00, except short-term rentals 50.00, mopeds and scooters 25.00 and all-terrain vehicles 25.00 |

| JOINT TENANTS/TENANTS BY ENTIRETY                           |
| Joint tenants and tenants by entirety are forms of ownership with rights of survivorship. Ownership by joint tenancy may be selected by any two or more persons. Only joint ownership between spouses may select tenants by entirety. Upon transfer to the survivor, the application must be accompanied by a certified copy of the death certificate. Please note: Effective July 1, 2013, transfer of a vehicle jointly titled to spouses, will be exempt from the title fee, if one of the owner's is deceased and the vehicle is transferred to the surviving spouse. |

| MARYLAND EXCISE TAX                                         |
| If the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance. Transfers of vehicles less than 3 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the full purchase price plus the retail price of the vehicle, if the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance. If the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance. |

| On passenger cars, multi-purpose vehicles, and all-terrain vehicles, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding Maryland). The excise tax shall apply, but at a rate reduced by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be $200. If the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance. |

| Maryland residents leasing vehicles must 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. Active duty military living in Maryland and stationed in Maryland, an adjoining state, or DC, and residing 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 filing and registering their vehicles in Maryland or in the state that is their home of record. |

| REGISTRATION PLATES AND FEES                                 |
| Multi-year registration - All classes of vehicles will be issued a 2-year registration except for trucks (1 ton and larger), and tractors. Surcharge - To issue a state-funded for Maryland’s world-renowned emergency medical services (EMS) system, a “surcharge” of $17.00 per registration year will be collected with the registration fee. The EMS system includes med-rail helicopters, ambulances, fire equipment, rescue squads, and trauma units. The surcharge does not apply for Class I vehicles, Class M Street Rod, Class G Tralers, Interchangeable and CUSTOM registrations. Half-year rates are effective on or after the first day of the seventh month of the registration year. Quarterly rates are in effect for trucks 7,500 lbs or more. |


| For further assistance, please contact the MVA customer service center at 410-766-7000. |

| PAYMENT: Please mail checks or money orders payable to MVA. The check must include (1) the Pennsylvania address, (2) the vehicle’s license number (if necessary), (3) home or work telephone number, (4) company checks must have the Federal Employer Identification Number (FEIN), (5) MasterCard, American Express, and visa are acceptable for payment in person. |
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). For customer’s having no middle name, indicate with NMN. 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. See change of name procedures in the “What’s New Section” of this manual.

**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. The co-owners’ names are shown as ET AL and the co-owners’ soundex will be Z-977-777-777-777. **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 before a “new” Z soundex number can 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 or 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 a new Z soundex number is needed, 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 is normally used when the owner of a vehicle is located out of state, but the vehicle is being used in the State of Maryland. Since the law requires a Maryland address, the application must reflect the name and address of the person using or leasing the vehicle in Maryland preceded by c/o. The title application is completed as follows:

Owner
Any Company Leasing
Soundex Number (use “Z” Soundex) (use soundex of c/o) 519 Best
Street
Anywhere AA Maryland 21987

A “Z” Soundex is always used with a c/o for the owners soundex. Important Note: The soundex of the person or business shown as the c/o and the address for both leasing company and the lessee (c/o) 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 preceded by c/o, 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 c/o may not sign the title application unless they are granted Power of Attorney.

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:

Owner
John Brown
Number (use “Z” Soundex) 111 Browns Parkway
Glen Burnie AA Maryland 21009

Co-Owner
T/A Browns Little Company Soundex
**APPLICATION FOR CERTIFICATE OF TITLE**

<table>
<thead>
<tr>
<th>APPLICANT'S FIRST NAME</th>
<th>MIDDLE</th>
<th>LAST</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN</td>
<td>QUINCY</td>
<td>PUBLIC</td>
<td>01 48</td>
</tr>
</tbody>
</table>

**CO-APPLICANT'S FIRST NAME | MIDDLE | LAST | DATE OF BIRTH |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**APPLICANT'S STREET ADDRESS | CITY OR TOWN | ZIP CODE | EMAIL ADDRESS | MAIL ADDRESS | COUNTY | STATE | ZIP CODE | EMAIL ADDRESS | MAIL ADDRESS**
| 0123 ANYWHERE STREET | BALTIMORE | 21222 | JOP@GMAIL.COM | BALTIMORE | MD | 21222 | JOP@GMAIL.COM | BALTIMORE | MD | 21222 |

**IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTITIES?**
- [ ] JOINT TENANTS
- [ ] TENANTS BY ENTITIES

Always assign a "Z" Soundex 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 completely 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 TARIS and the individual's name (do not use c/o in this case) as co-owner. The title application must contain the "Z" Soundex number and the co-owner's soundex number. However, TARIS will only accept the "Z" Soundex number: the co-owner's soundex will be left blank in TARIS. 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** - Enter complete and accurate soundex numbers. DO NOT USE OUT OF STATE DRIVERS LICENSE NUMBERS. If the applicant does not have a Maryland soundex 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 soundex 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 410-787-7823 to receive assistance with soundexing. The ERT unit can only issue a soundex 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. ERT dealers who need a soundex issued must fax their request to 410-424-3629. Be sure to fax a complete Application for Certificate of Title Form VR-005 showing a Maryland address, a copy of the out of state driver's license and a cover sheet with the dealers name and contact information.

Soundex Numbers for Business Owned Vehicles - When titling vehicles owned by companies, corporations, limited liability companies, limited liability partnerships, partnerships, etc., be sure to use the assigned Z soundex number if it is available. Only use the same Z soundex number if all name and address information is identical. If there is a different address or c/o is shown, a new Z soundex number must be assigned. Any application received for a business owned vehicle must include the FEIN (Federal Employer Identification Number) in the area provided in the co-owner soundex/FEIN area. If a new Z soundex number is needed, have them complete a Business Entity Submission of Proof for Vehicle Titling Form VR-475.

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 Z Soundex 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.

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.

DATE OF BIRTH - Date of birth is required.
**ADDRESS** - Give a complete Maryland address (street address, 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.

For leased vehicle transactions, be sure to include the soundex number and address for both lessor and lessee. 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 completed and signed by the employer and the employee.

**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 need to be entered into the exception field as "JT" or "TBE". 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.

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 Form VR-151. All Death Certificates submitted must contain the seal of the Bureau of Vital Statistics.
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

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Required Statement of Origin</th>
<th>Vehicle Identification # Shown on Title</th>
<th>Model, Year Shown on Title *(1)</th>
<th>Model, Name Shown on Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Type A: Motorhome</td>
<td>1st and 2nd stage</td>
<td>1st stage manufacturer’s</td>
<td>2nd stage manufacturer’s</td>
<td>2nd stage manufacturer’s</td>
</tr>
<tr>
<td>2. Type B: Van Conversions meeting the definition of Motorhome</td>
<td>1st and/or 2nd stage manufacturer’s</td>
<td>1st stage manufacturer’s</td>
<td>1st or 2nd stage manufacturer’s *(3)</td>
<td>1st or 2nd stage manufacturer’s *(3)</td>
</tr>
<tr>
<td>3. Type C: Chopped Vans (Mini-Motorhomes)</td>
<td>1st and 2nd stage manufacturer’s</td>
<td>1st stage manufacturer’s</td>
<td>2nd stage manufacturer’s</td>
<td>2nd stage</td>
</tr>
</tbody>
</table>
EXCEPTIONS
1-A – Motor Vehicle Administration will accept the model year as certified by the 2nd 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 1st stage Certificate of Origin’s vehicle identification number, year and model name.

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 10,000 lbs. 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 letters "SP" will be entered in the exception field on the registration to indicate a 1/2 or 3/4-ton truck raised to its maximum weight of 10,000 lbs. 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, if desired.

A one-ton truck's minimum GVW is 10,000 lbs. Place N/A in the exception field. One-ton trucks may select a higher weight.
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 Form VR-098.

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 TARIS 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 TARIS 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 TARIS 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 TARIS 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.
VEHICLE DESCRIPTION

[Table]

DUMP TRUCKS IN COMBINATION WITH FREIGHT TRAILERS IN EXCESS OF 20,000 LBS: When a dump truck is pulling a trailer in excess of 20,000 lbs, it must show both GW and GCW on the registration card. Registration fees for dump trucks operating in combination are calculated as follows:

1. Find the fee for the “GW” 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 GW;

4. Multiply the “difference” times the “dollar per thousand” figure; and add the result to the cost for the GW 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 20,000 lbs, the weight selected for GCW “may be” equal to or only slightly higher” than the GW because the truck may be operated empty while pulling the heavy trailer.

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.
<table>
<thead>
<tr>
<th>VEHICLE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOW TRUCKS</strong> - Complete Tow Truck Certification Form VR-294 entering Gross Vehicle Weight Rating (GWWR) and required insurance certification information. Tow trucks must have a minimum manufacturer’s GWWR of 10,000 lbs. or more and be equipped as a tow truck or rollback. Vehiclen showing a GWWR of 26,000 lbs. or under will show U26 in the exception field on the registration. The registration fee will be $185.00 plus a $17.00 surcharge. Vehicles showing a GWWR over 26,000 lbs. will show O26 in the exception field on the registration. The registration fee will be $550.00 plus a surcharge of $17.00. Indicate tow truck or rollback on the form.</td>
</tr>
<tr>
<td><strong>Class T</strong> will be selected for tow trucks used exclusively for towing. N/A will be shown for GW and GCW. Fee for U26 is $185.00. Fee for O26 is $550.00. A $17.00 surcharge will also be assessed.</td>
</tr>
<tr>
<td><strong>Class TE</strong> will be selected for rollbacks and tow trucks used for towing and other hauling. GWV must be entered and GCW may be entered if applicable. If weight selected is 18,000 lbs. or less fee is $185.00 and the $17.00 surcharge. Over 18,000 lbs., but less than 26,000 use fee from regular truck chart see Truck Schedule of Fees (Form VR-042A). If the weight selected is above 26,000 lbs. up to 40,000 lbs., the fee is $550.00. Over 40,000 lbs. use fee from regular truck chart by clicking on the link above.</td>
</tr>
<tr>
<td><strong>TRUCK TRACTORS (CLASS F)</strong> – Indicate the gross combination weight (GCW) only.</td>
</tr>
<tr>
<td><strong>FARM TRUCKS</strong> - must have a GWWR above 6,000 lbs. to qualify. The minimum GW 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.</td>
</tr>
<tr>
<td><strong>FARM TRUCK TRACTORS (CLASS FF)</strong> - 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.</td>
</tr>
</tbody>
</table>
BUS – Buses operating as class P must state the number of passengers, and this will show on the registration in the exception field, example 25P. Class P buses operating Intrastate (only in Maryland) need to submit their Public Service Commission Vehicle Listing (TR605) stamped approved by the PSC before plates can be issued. A Maryland Safety Inspection is not required at the time registration or renewal of registration is processed since they are already subject to inspections through the PSC. The phone number for the Public Service Commission is 410-767-8000.

Class P buses operating Interstate (both in Maryland and Out of State) are required to provide a “certificate of authority” form obtained from the Federal Motor Carrier Safety Administration. FMCSA completes an inspection of these vehicles at the time the DOT number is assigned. The phone number for Federal Motor Carrier is 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), signed and embossed, must be submitted 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 form must contain the embossed seal of either 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.

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 with (NAI) indicated in the exception field.

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.
### VEHICLE DESCRIPTION

<table>
<thead>
<tr>
<th>NEW VEHICLE</th>
<th>MODEL YEAR</th>
<th>MAKE OR VEHICLE</th>
<th>MODEL</th>
<th>BODY STYLE</th>
<th>VEHICLE IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
<td>KIA</td>
<td>26</td>
<td></td>
<td>1A12345678012345678</td>
</tr>
</tbody>
</table>

**NOTE:** 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.

<table>
<thead>
<tr>
<th>DATE OF SECURED PARTY</th>
<th>STREET ADDRESS OF SECURED PARTY</th>
<th>TYPE OF TRAILER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY OR TOWN</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>AMOUNT OF LIEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MOTORCYCLE** - Enter engine number and engine size. 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. "NR" will be entered in the inspection field on the title in this case.

**AUTOCYCLES** - Complete the Autocycle Certification Form VR-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. See complete details by clicking the link below:

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 D (motorcycle) with “R” in the exception field. LV will be placed in the body style for all low speed vehicles. Original completed documents involving a Low Speed Vehicle must be sent to Vehicle Services Room 104 at the Glen Burnie MVA, along with a credit voucher for the fees. Class “R” tags are only available at the Glen Burnie MVA.

ALL TERRAIN VEHICLES (ATV)- Registration may not be issued. However, a title shall be processed through the Electronic Titling and Registration System (ERT). 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 Form VR-337. Should the selling dealership indicate they do not have the ERT System please refer the applicant to the MVA web site www.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 GW 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 GW. Show weight in increments of 1,000 lbs.:
- 3,000 lbs. or less Fee $25.50
- 4,000 or 5,000 lbs. Fee $51.00
- 6,000 lbs. 7,000 lbs. 8,000 lbs. 9,000 lbs. 10,000 lbs. Fee $80.00
- 11,000 lbs. 12,000 lbs. 13,000 lbs. 14,000 lbs. 15,000 lbs. 16,000 lbs. 17,000 lbs.
- 18,000 lbs. 19,000 lbs. 20,000 lbs. Fee $124.00

Freight Trailer is a trailer in excess of 20,000 lbs. pulled by a truck; or a trailer in excess of 10,000 lbs. pulled by a tractor. Fee $38.25

**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.
TheClass/FeeChart: **FormVR-238** provides a complete list of vehicle classes, requirements and registration fees.

**LIEN RECORDING**- Give complete and accurate lien information: amount of lien, kind of lien, account number, date of lien and 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 $20.00 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 Manual is provided to the ERT Vendors. Please contact your vendor for access to the Lien Code Manual.
**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 $300.00. 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 COMAR 11.15.33)
- 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:

11.15.33.00

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

11.15.33.01

1. 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.

11.15.33.02

2. 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. 11.15.33.03

3. 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 consecutivedays.
         (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) "Nonleased 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.

11.15.33.04

.4 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.
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. 11.15.33.05

.5 Trade-in Allowance.
A. A dealer determines the trade-in allowance that is deducted from the purchase price of another vehicle. The amount of the trade-in allowance may not exceed the trade-in value indicated in the national publication of used car values adopted for use by the Administration.
B. A trade-in allowance may not be divided or deducted from the purchase price of more than one vehicle.
C. The trade-in allowance shall be limited to the vehicle with the highest trade-in value.
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.

11.15.33.06

.6 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); etc.
   (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; 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. 11.15.33.07

.7 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.

11.15.33.08

.8 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. 11.15.33.9999

Administrative History

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

**Exemptions**

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

1. A mobile home over 35 feet long;
2. A vehicle owned by the United States and used in the investigation of any violation of suspected violation of the law of the United States;
3. A vehicle owned or leased by this State or a political subdivision of this State;
4. A fire engine or other Fire Department emergency apparatus, including any vehicle operated by or in connection with any Fire Department;
5. 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 veteran's organization;
8. A vehicle owned and operated by a Maryland chapter of the American Red Cross;
9. A vehicle acquired by an insurance company as a result of a comprehensive or collision claim;
10. A vehicle registered in a jurisdiction the laws of which do not require titling and acquired for resale by a licensed dealer;
11. A vehicle that is involuntarily transferred to a licensed dealer and for which a certificate of title is not available;
12. A school bus owned by a religious organization or a private school which is exempt from federal income tax under § 501 c (3) of the Internal Revenue Code;
13. A privately owned bus used only for operating the transportation system of any political subdivision in this State, if the bus is used for the transportation of the public on regular schedules and between fixed termini;
14. A vehicle otherwise exempt for the excise tax by any other applicable law;
15. A vehicle which is used regularly for the transportation of individuals with disabilities and owned by a nonprofit organization providing direct care services to individuals with disabilities which is licensed by the Department of Health and 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) Applicability of subsections (c) (1) and (3). The provisions of subsection (c)(1) and (3) of this
section do not apply to the transfer of a vehicle if:
(1) The 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) Vehicles exempt on transfer. — 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,
corporation is a partner, member, or principal stockholder of the newly formed partnership, sub
partnership, limited liability corporation, 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 Services 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) Reciprocal exemptions for law enforcement vehicles. — The Administration may exempt from
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) Registration of vehicles exempt under subsection (a)(17) or (18).— If the owner of a
vehicle 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. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected. Various tag schemes of license plates may be viewed in [Maryland Registration Tag System Forms VR-131](http://www.mva.maryland.gov).

**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 $17.00 surcharge 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 Form VR-143 provides contact information for the jurisdictions flagging for parking, red light, electronic toll and speed camera violations. The Flag Chart Form VR-143 will also be of assistance in determining when a release is needed.

**TRANSFER TAGS** - The fee to transfer tags is $10.00: Under the multi-year registration system, if the tag is valid for less than 12 months, submit an additional year registration fee and $17.00 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 $10.00 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 GW (or GVW) 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 TARIS and ERT vendor software. Requirements for tag transfers are as follows:

- Tag and sticker number must be entered on the application
- Must be same class of vehicle
- 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 $20.00 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 $20.00 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 $20.00 substitute tag fee charged. If a customer has black and white plates and they request a Standard Issue plate at time of transfer, a $20.00 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. Organizational Logo plates have an additional $15.00 or $25.00 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 trucks
SPECIAL REGISTRATION PLATES FOR DISABLED VETERANS- Section 13-903 of the Maryland Vehicle Law exempts qualifying disabled veterans from the "registration fees" when applying for special registration plates. The registration fee for totally disabled veterans is entered as GR when using these special registration plates. The following plate classifications are covered:

Individuals with disabilities ADP, EDP, MDP, DDP, HDP, JDP, PDP Special Amateur Radio HAM, HEM, HMM  
Special Organization AOL, EOL, MOL, DOL, AOR, EOR, MOR, DOR Special Combat Related / Armed Forces AOR, EOL, MOL  
Special Commemorative (Bay) ABY, EBY, MBY, GBY  
Special Agricultural Plates AGA, GGA, MGA, AGH, EGH, MGH

Note: Even though the registration fee is gratis for plates issued to “totally disabled veterans”, on the initial issuance of “organizations logo plates”, a totally disabled veteran needs to pay a one-time fee of $25.00. No other annual fees apply at the time of registration renewal.

Note: If a totally disabled veteran chooses to apply for Personalized Plates, the registration fee is no longer gratis and the Personalized Plate fees apply as well.
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:

<table>
<thead>
<tr>
<th>ODOMETER READING</th>
<th>(NO TENTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2500</td>
<td></td>
</tr>
</tbody>
</table>

1. The mileage stated is in excess of its mechanical limits.
2. The odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY.

**APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES**

If you do hereby make application for: ☐ New Tags ☑ Transfer of Tags ☐ Title Only ☐ Class of Tags desired ☑ A

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

<table>
<thead>
<tr>
<th>TAG NO</th>
<th>123ABC</th>
<th>STICKER NO</th>
<th>123ABC</th>
</tr>
</thead>
</table>

The vehicle to which these plates were affixed has been sold.

Traded or otherwise transferred to:

Name: __________________________

Traded to Dealer: __________________________

**Name of Insurance Co.**

**Maryland Insurance Company**

**Policy or Binder No.**

**002111200**

Agent or broker: __________________________

I, certify that I have reviewed the manufacturer’s vehicle identification number on this application with the number on the vehicle, and that the vehicle is subject to the fees or documents indicated herein and more. For vehicles registered under 10,000 lbs., by signing this application, I certify to the best of my knowledge, information and belief, that the vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates, I certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Law, and further certify that this vehicle will be continuously insured throughout the registration period. I 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** __________________________

**Relationship** __________________________

**Date of Birth** __________________________

**BAY AND AGRICULTURAL PLATES** - Complete the Application for Chesapeake Bay/Agricultural License Plates Form VR-302 to apply. A fee of $20.00 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 $20.00 fee, the vehicle owner must pay a $10.00 annual fee along with the annual registration fee. The plates may be issued to the following class of vehicles: Class A, Class EPO (26,000 lbs or less) Class M, 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, 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
2. set of plates and 1 parking placard
3. parking placard (blue)
4. 2 parking placards (blue)
5. temporary placard (red)
6. 2 temporary placards (red)
DISABILITY PLATES FOR LEASED VEHICLES - If a “disabled individual” is shown on the title of the vehicle as the “c/o”, license plates may be issued with the completion of the form VR-210. However, for those leased vehicles where the leasing company does not choose to show c/o, 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 Maryland MVA’s Insurance Compliance process will ensure that your customer’s vehicle is not flagged unnecessarily.

The information requested on the VR-005, Application for Certificate of Title, under VIN# and state of trade, is not associated with Insurance Compliance. It is on the application to assist in auditing trade in amounts applied to the purchase price of a vehicle and becomes part of the vehicle’s title record.

Automated Compulsory Insurance System (ACIS) is a stand-alone program that only communicates to MVA’s mainframe.
VERY 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.

Newly Titled vehicles:
Upon the titling of a new vehicle the purchaser self certifies that they have insurance and at that time they provide the name of the insurer and the policy number on the application. ACIS forwards a request to the insurer for insurance verification. If the insurance company does not respond in a positive way ACIS will then generate a case and send a letter of inquiry to the vehicle owner.

**ACIS will not generate a notice to request verification of insurance if an event occurs, for example:**
- If a tag is returned to MVA
- If the tags expire
- If the title is transferred
- If new business is reported by an insurance company

**ACIS will generate a notice to request verification of insurance if:**
- A newly titled vehicle’s insurance cannot be verified or when the insurance company sends cancellation of vehicle’s insurance.
- If a vehicle is sold privately and the tags are not returned
- If a vehicle is sold privately and the tags are not returned and the vehicle is not re-titled

**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, for that vehicle and all other vehicles owned or co-owned by the vehicle’s owners. This soundex flag prevents that owner from completing any registration transaction or registering a new vehicle.

**How to Pay Through IVR**
Insurance fines may be paid by IVR once the penalty has been accessed. The motorist has the option of paying their fine at MVA or 410-768-7431. Payments are by credit card only. VISA MC AX EXP. Make sure you have your title number and case number. No partial payments. If your account has already been sent to CCU, no payments may be made by phone.

If a customer has cases on multiple vehicles, all penalty fines must be paid before the flag will be lifted.

To view information about insurance compliance in Maryland go to [www.mva.maryland.gov](http://www.mva.maryland.gov)
Then click on Vehicle Services / Insurance Compliance / Maryland approved insurance companies.

To order a book of insurance companies licensed to insure vehicles in Maryland go to: [insurance@mva.maryland.gov](mailto:insurance@mva.maryland.gov)
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.

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:

- The mileage stated is in excess of its mechanical limits.
- The odometer reading is not the actual reading.

ODOMETER DISCERNANCE

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

If we do hereby make application for: ☐ New Tags ☑ Transfer of Tags ☐ Title Only ☐ Class of Tags desired:

Is this vehicle to be operated for short term rentals? ☐ Yes ☐ No

If transferring plates, complete below:

TAG NO. __________ and STICKER NO. __________

The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name: __________________________

Address: _____________________________________________________________

Name of Insurance Co.: __________________________ Policy or Binder No.: __________ Agent or broker: __________________________

We hereby certify that we are the original manufacturer's vehicle identification number on this application with the number on the vehicle and that this vehicle is subject to the lien of any encumbrances indicated herein and none other. For vehicles registered over 16,000 lbs, by signing this application, we certify knowledge of the Federal and State Motor Vehicle Safety Standards and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates, you certify under penalty of Law that the vehicle is powered by at least the minimum amount of insurance required by the Maryland Motor Vehicle Law, and further certify that this vehicle will be continuously insured throughout its registration period. We certify under penalty of Perjury that the statements made herein are true and submitted 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: __________________________ Hand(s) and Seal(s) this ______ day of ______ year ______

Signature of Co-Signer __________________________________________ Relationship: __________________________

Soundex: P-134.40-285.002 Date of Birth: __________________________

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:

- ACTUAL MILEAGE
- EXCEEDS MECHANICAL LIMITS
- 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**.

**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** (FORM VR-279) 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/](http://mdauto.org/) or the Maryland Independent Automobile Dealers Association (MIADA) [https://www.automobiledir.com/webs/catalog/28662/index.html](https://www.automobiledir.com/webs/catalog/28662/index.html) (See Truth in Mileage Act)
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 Manufactures 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. This brand field will be added to the dealer transactions in the near future.

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.
TRUTH IN MILEAGE
ACT OF 1986
TRUTH IN MILEAGE ACT

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
OF A MOTOR VEHICLE

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

VEHICLE IDENTIFICATION NUMBER

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, the undersigned, hereby appoint 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 certify that the information above is true to the best of my knowledge and belief that it reflects the actual mileage of the vehicle, unless one of the following statements is checked:

[ ] I certify that the odometer is NOT the actual mileage.

[ ] I certify that the odometer reading is NOT the actual mileage.

[ ] I certify that the odometer reading is NOT the actual mileage.

Transferee’s Signature: ______________________

Transferee’s Address: ______________________

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

(Part B is not valid unless Part A has been completed)

I, the undersigned, hereby appoint as my attorney-in-fact to review the title documents.

Transferee’s Signature: ______________________

Transferee’s Address: ______________________

PART C - CERTIFICATION

I, the undersigned, hereby certify that the mileage has been disclosed on the title document as submitted above. If the vehicle is not a powers of attorney transfer, upon examination of the title and any registration documents for the vehicle described above, the mileage disclosure is true, and the power of attorney is greater than that previously stated on the title and registration documents. This certification is not intended to create, nor does it purport to create, any new contractual liability, under Federal or State law.

Signature: ______________________

Address: ______________________

NOTE: This document is for informational purposes only and may be used or adapted by any means.

VIR-279-15-90

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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.
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.

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**

Please fill in the below form in connection with the transfer of ownership. Failure to complete or providing a false statement may result in penalties.

---

<table>
<thead>
<tr>
<th>DESCRIPTION OF VEHICLE</th>
<th>[Certificate of ownership, properly assigned, must accompany this form]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number or License Plate</td>
<td>[999999999]</td>
</tr>
<tr>
<td>Make</td>
<td>[Ford]</td>
</tr>
<tr>
<td>Model Year</td>
<td>[2023]</td>
</tr>
<tr>
<td>Mileage</td>
<td>[12345]</td>
</tr>
<tr>
<td>Purchase or Sale Price</td>
<td>[100000]</td>
</tr>
<tr>
<td>Date of Sale</td>
<td>[01/01/2024]</td>
</tr>
</tbody>
</table>

---

**ASSIGNMENT**

- (Initials or signature of assignee) [John Doe]
- (Initials or signature of assignor) [Jane Smith]
- (Date of assignment) [02/02/2024]

---

**ASSIGNMENT**

- (Initials or signature of assignee) [John Doe]
- (Initials or signature of assignor) [Jane Smith]
- (Date of assignment) [02/02/2024]

---

**ASSIGNMENT**

- (Initials or signature of assignee) [John Doe]
- (Initials or signature of assignor) [Jane Smith]
- (Date of assignment) [02/02/2024]
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

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.

<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>BODY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEHICLE IDENTIFICATION NUMBER</td>
<td>YEAR</td>
<td></td>
</tr>
</tbody>
</table>

☐ TRANSFEREE'S SIGNATURE

□ TRANSFEROR'S ADDRESS (IF DIFFERENT)

CITY | STATE | ZIP CODE

DATE OF STATEMENT

☐ TRANSFEREE'S SIGNATURE

□ TRANSFEREE'S ADDRESS (IF DIFFERENT)

CITY | STATE | ZIP CODE
IN VOLUNTARY 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/ MILEAGEREADINGBRANDS

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 EXCEEDSTHEMAECHANICALLIMITS
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 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.

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 reassignments 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.
COMAR’s Requirement for a Uniform Certificate of Origin

Code of Maryland Regulation 11.12.01.19 is as follows:

.19 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 Title 15 of the Transportation Article, may issue the uniform Certificate of Origin in behalf of the manufacturer of a new motor vehicle.

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 vehicles 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”. 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.

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**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 slightly 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.

**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 to have the title stamped clear or they may apply 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 $20.00 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 “Repossess 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 $100.00. 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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**MARYLAND 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 reassignments. 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 specialized in online vehicle history.

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LIEN RELEASE

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. 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 the lien stamped clear 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 $20.00; 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.**
SAFETY INSPECTION REQUIREMENTS

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.I.

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 ¾ 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 has to 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).
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 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.

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:
.1 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. Vehicled being titled as a result of a repossession;
F. Vehicled being titled as a result of a mechanic's lien;
G. Vehicled being titled as the result of a sheriff's sale;
H. Vehicled being titled by a court order;
I. Reconstructed vehicles;
J. Glider kits and kit cars;
K. Homemade trailers; and
L. Kit trailers.

.2 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" means a document evidencing ownership and commonly associated with motor vehicles.
(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.

**11.15.14.03**

.3 **New Vehicles.**

A. An applicant for a new vehicle title 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 copy of the court appointment for a bankruptcy trustee is not furnished;
(5) A copy of a court appointment for a 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 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) 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 Canadian immigration visa, 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 vehicle identification number
(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.

11.15.14.04

.4 Used Vehicles Sold by a Dealer.
A. An applicant for a title to be issued for a used vehicle sold by a dealer shall provide the Administration with:
(1) A properly assigned 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 reassignments;
(4) A dealer's bill of sale;
(5) 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 copy of the court appointment for a bankruptcy trustee is not furnished;
(5) A copy of the court appointment for a 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 the 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) 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 Canadian immigration visa, 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 on a:
(a) Maryland Notice of Security Interest Filing form;
(b) Title; or
(c) Letter on the lien holder's letterhead;
(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 vehicle identification number (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".

11.15.14.05

.5 Used Vehicles Sold or Transferred from Someone Other Than a Dealer.
A. An applicant for a 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 copy of the court appointment for a bankruptcy trustee is not furnished;
   (5) A copy of the court appointment for a 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) 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 Canadian immigration visa, 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 on a:
(a) Maryland Notice of Security Filing form;
(b) Title; or
(c) Letter on the lien holder's letterhead;
(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 vehicle identification number (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.

11.15.14.06

.6 Used Vehicles Transferred from Another Jurisdiction to Maryland.
A. An applicant for a title for a used vehicle presently titled in the applicant's
name in another jurisdiction and who is now applying for a Maryland 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 vehicle identification number 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 Canadian immigration visa,
          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 vehicle identification number (VIN)
but has not:
    (a) Furnished an application for an assigned VIN number;
        or
        108
(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.

11.15.14.07

.7 Vehicles Being Titled Because of Repossessions.
A. An applicant for a 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. 11.15.14.08

.8 Vehicles Being Titled Because of Mechanic's Lien.
A. An applicant for a 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, 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 weeks immediately preceding the sale, in a newspaper of general circulation in the county or city where the vehicle was sold, 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 or letters sent to the individual who left the vehicle for repairs, the vehicle owner, and the lien holder 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 National Crime Information Center (NCIC) 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 vehicle identification number 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 vehicle identification number;
(12) The vehicle was previously salvaged in this State or another state, as verified through the Interstate Teletype System, 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 issued a salvage certificate in this State or another state, as verified through the Interstate Teletype System, containing the brand "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. 11.15.14.09

.9 Vehicles Being Titled Due to a Sheriff’s Sale.

111
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 copy of the court appointment for a bankruptcy trustee is not furnished;
   (5) A copy of the court appointment for a 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) 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 vehicle identification number (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.

11.15.14.10

.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 vehicle identification number;
(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.
11.15.14.11

.11 Reconstructed Vehicles.
A. An applicant for a title for a reconstructed vehicle shall provide the Administration with:
   (1) An application for a certificate of title;
   (2) An application for an assigned vehicle identification number;
   (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.

11.15.14.12

.12 Glider Kits and Kit Cars.
A. An applicant for a 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 vehicle identification number; 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.

11.15.14.13

13 Homemade Trailers.
A. An applicant for a 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 vehicle identification number (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.

11.15.14.14

.14 Kit Trailer.
A. An applicant for a 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.

11.15.14.15

.15 Vehicle Titled by Survivor When Co-owner is Deceased.
A joint tenant or joint tenants applying for title by right of survivorship shall provide the Administration with:
A. A death certificate for the deceased co-owner;
B. A completed application for certificate of title; and
C. The title bearing the names of the decedent and the applicant or applicants as co-owners.

11.15.14.9999

Administrative History
Effective date: March 11, 1996 (23:5 Md. R. 380)
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 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 vehicles 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 repossessing lien holder is applying for a title for conveyance of ownership of a repossessed 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.**
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
Form VR-003 (order form from warehouse)

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 is a three-part form; all three parts must be completed. **Important Note:** 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, and Virginia dealer duplicates must be mailed to the dealership. Maryland dealer duplicates may be handed across the counter if they meet all of the requirements.
## Application for Dealer's Duplicate Certificate of Ownership

**Fee - $20.00**

**Please print information in ink**

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

Only licensed Maryland, Delaware, Pennsylvania, Virginia and West Virginia dealers can apply for a dealer duplicate title.

This application will not be accepted if submitted within 10 days of the transaction. Attach to this application: 1. Copies of the vehicle buyer's order, identifying the vehicle as a trade-in. 2. Signed VR-003 by customer or a signed VR-279 Secure Power of Attorney if the customer has not signed the VR-003. The duplicate title will be mailed to the dealership and will indicate current mileage.

**A COPY OF THE OWNER(S) VALID DRIVER’S LICENSE OR STATE ISSUED I.D.(S) IS REQUIRED.**

- [ ] Lost
- [ ] Destroyed
- [ ] Altered
- [ ] Mutilated
- [ ] Mis assigned
- [ ] Returned to State (must attach previous state’s title)
- [ ] Other

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

1. The mileage stated is in excess of its mechanical limits.
2. The odometer reading is not the actual mileage.

**Warning - Odometer Discrepancy**

<table>
<thead>
<tr>
<th>Original Amount of Lien (If no lien write &quot;none&quot; or if lien is satisfied, please attach the lien release)</th>
<th>Date of Lien</th>
<th>Kind of Lien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Secured Party (Bank, Finance Company, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address of Secured Party</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Maryland Title Number</td>
<td>Tag Number</td>
<td>Make</td>
</tr>
<tr>
<td>Applicant's First Name</td>
<td>Middle</td>
<td>Last</td>
</tr>
<tr>
<td>Applicant's Driver's License Number</td>
<td>Date of Birth</td>
<td>Co-Applicant's Driver's License Number</td>
</tr>
<tr>
<td>Applicant's Street Address</td>
<td>City</td>
<td>County</td>
</tr>
</tbody>
</table>

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

This __________ day of ____________________, __________, __________

Owner's Signature: ____________________________
Co-Owner's Signature: ____________________________

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

Checks or money orders for the application fee are to be made payable to the MVA. Please include on check: Imprinted name and address, driver's license number, and home and/or work phone number. Send application with fee to: Motor Vehicle Administration, 6801 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

Name of Dealership duplicate title is to be mailed to: ____________________________

Printed Name of Dealer's Authorized Agent: ____________________________

Signature: ____________________________

For MVA use only

Record examined and issuance approved by: ____________________________

- [ ] Ok to issue and store lien
- [ ] Ok to issue without lien

Identification required

Type of Identification provided: ____________________________

Method of Payment: [ ] Cash [ ] Check [ ] Credit Card [ ] Credit Card

White Copy - MVA

Canary Copy - Customer

Pink Copy - Dealer Licensing

__________________________

8601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062

For more information visit our website at www.mva.maryland.gov, call 410-768-7000 or TTY for the hearing impaired: 1-800-492-4575.
Application for Duplicate Certificate of Title

Fee: $20.00

This application must be accompanied by a copy of the valid state issued identification(s) of the vehicle owner(s) and any person presenting the application.

A DUPLICATE TITLE MAY BE REQUESTED:
• Online through the MVA's website at www.mva.maryland.gov. Duplicate titles ordered online may be mailed to an alternate address at the owner's request. Mailing instructions are provided in the online application.
• At a KIOSK located at MVA's Full and Express Offices. Duplicate title order may be mailed to an alternate address.
• At a tag and title service licensed by the MVA. A copy of the valid state issued identification must be submitted by the applicant along with the application.
• At all full service MVA branch offices and mailed the next business day to the address on record with the MVA. A copy of the owner(s) valid driver's license or state issued Id(s) must accompany this form. Titles may not be mailed to an alternate address.

Reason for Request (please check one):
☐ Lost ☐ Destroyed ☐ Altered ☐ Mutilated ☐ Misspelled ☐ Returned to State ☐ Other ______________________________________________________________________

The altered, mutilated, or misspelled title is required when making an application for a duplicate. The out-of-state title is required if the original Maryland title was surrendered to another state.

Name of Secured Party
(Bank, Finance Company, Etc.): ____________________________

Address of Secured Party ____________________________

Current Maryland Title #: ____________________________ Make of Vehicle: ____________________________ Model Year: ____________________________

Vehicle Identification Number: ____________________________

Owner's First Name: ____________________________ Middle: ____________________________ Last: ____________________________

Driver's License #: ____________________________ Date of Birth: ____________________________

Co-Owner's First Name: ____________________________ Middle: ____________________________ Last: ____________________________

Co-Owner's Driver's License #: ____________________________ Date of Birth: ____________________________

Current Resident Address: ____________________________

City: ____________________________ State: ____________________________ Zip Code: ____________________________

☐ Please check here if this is a new address.

I, the person whose signature is below, certify under penalty of perjury, that the statements made herein are true and correct, to the best of my knowledge, information, and belief.

This_______ day of _______ month, _______ year ____________________________

Owner's Signature: ____________________________ Co-Owner's Signature: ____________________________

This application requires the signature of the owner(s).
• If jointly owned, all owners signatures are required.
• If the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.
• If the owner is a trust, the trustee must sign and state their capacity.

Penalty for falsifying this application for a title or registration is punishable by a fine up to $1,000.

☐ The personal representative or legal heir of a deceased owner is required to submit letters of administration.

☐ If the vehicle is jointly owned by spouses and one is deceased, the surviving spouse is not required to include a certified copy of the death certificate if they have a "Reported Deceased" notice (Form VR-278) or a decedent's letter (Form VR-264P) from the MVA.

☐ A bankruptcy trustee is required to attach a copy of their appointment by the court.

Important: This Section can only be used if the lien(s) are over seven (7) years old and have been satisfied.

"I hereby certify, under penalty of perjury, that the above referenced vehicle lien has been satisfied in full.

I further certify that in the event a lien or lienholder is later determined to exist, I will make full restitution to the lienholder and furnish the lien release to the Motor Vehicle Administration (MVA). I further certify that I will defend, indemnify and hold the MVA harmless against any claim from a lienholder or lien as a result of this title being issued."

Owner's Signature: ____________________________ Date: _____________ Co-owner's Signature: ____________________________ Date: _____________

For MVA use only: ____________________________ Date: _____________ ☐ Copy of I.D. attached

Reason for approval: ____________________________

For more information, please call: 410-768-7000 (to speak with a customer agent).
Excise Tax Credit for Lemon and 60 Day Buy Back Vehicles

- 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), Form VR-005
Copy of the Registration Card (if transferring tags)
Odometer Disclosure Statement (if conforming Certificate of Origin is not used)
Manufacturer letter for the replacement vehicle, which also states the repurchase price
*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.
*Transaction involving tax credit for both "Lemons and Buybacks" can only be handled at the Glen Burnie Branch, Room 30.

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 then the price of the replacement vehicle you may send a request for a refund to, Refund Section, Vehicle Services, Room 202.

- 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, Form VR-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.
Please click here for: IRS Notice: Form 2290 Heavy Highway Vehicle Use Tax Status Update.

2011 Legislative Changes

Listed below are the bills passed in the 2011 legislative session that affect Vehicle Programs. The website the Maryland General Assembly is: http://mgaleg.maryland.gov/webmga/frm1st.aspx?tab=home

HB 72  Budget Reconciliation and Financing Act of 2011
SB 679  Overtaking and Passing School Vehicles – School Bus Monitoring Cameras
HB 1167  Motorized Passenger Scooter Use in Ocean City
HB 908  Motor Vehicles – Leased Vehicles Advertising Practices
HB 1017  Registration and Driver’s License Renewal Fees – No Charge for Recipients of Medal of Honor
HB 319  Issuance of Temporary Registration Plate – Lapsed Security – Registration
HB 624  Baltimore City – Used Car Dealers – Sunday Operations

Budget Reconciliation and Financing Act of 2011
House Bill 72
Effective Date – June 1, 2011

This Bill includes fee changes for the issuance of personalized registration, title, dealer discounts, dealer processing charges and the flagging of driver license and vehicle registration for individuals and businesses who owe outstanding taxes to the Comptroller or unemployment insurance to DLLR

**Tax Compliance (Comptroller’s Office) And Unemployment Insurance Contribution (Department of Labor, Licensing, and Regulation)**

- The Comptroller’s Office will send on behalf of themselves and the Department of Labor, Licensing and Regulation (DLLR), two (2) files each evening to the MVA to flag vehicle records:
  - A liability file (add)
  - A cleared file (delete)
- The file will be sent on Monday, Tuesday, Wednesday, Thursday, and Saturday.
• MVA’s OIR will develop programs to perform a preliminary match of individual and business entity information contained on our mainframe. The file will contain primary and alternate name and addresses.
• There will be 3 flag codes assigned to accommodate this process:
  o MD DLLR UI - code 0091
  o Comptroller MD ind – code 0092
  o Comptroller MD bus – code 0093
• The MVA may not renew/transfer license plates for any vehicle if the applicant has not paid all undisputed taxes and unemployment insurance contributions payable to the Comptroller or DLLR. Vehicle Transactions that may not be processed are:
  o Registration Renewal
  o Replacement Tag Renewal
  o Substitute Tag
  o Substitute Sticker
  o Tag Transfer
  o Tag Transfer with Renewal (this includes plates being repurchased under a new class, i.e. War of 1812, personalized, or any special tags, etc.
• The registration records of the MVA will be flagged upon notification by the Comptrollers office or DLLR. **However, the initial notification letter from the MVA to the customer will not be sent until 120 days prior to the expiration of their registration.** In addition, 60 days prior to the expiration of the registration, the standard flag notification letter, Form VR-278, from the MVA will be sent in lieu of the registration renewal notice.
• Contact information for the Comptrollers Office and DLLR for the various flags will be provided to customers on the notification letters.
• The Comptrollers Office/DLLR will provide the release letters when the customer has satisfied their obligation.
• The $30.00 administrative flag fee will **not** be charged for the Comptroller or DLLR flags.

**Contact Information for Comptroller/DLLR Flags**
Effective June 1, 2011, State law requires that individuals and businesses that have unpaid, undisputed State tax liabilities and/or unpaid unemployment insurance contributions satisfy the debt(s) prior to renewing a Maryland driver’s license or vehicle registration. If a customer has unpaid taxes and are not already in an approved payment plan, they can make payment arrangements online at the Comptroller’s website, [www.marylandtaxes.com](http://www.marylandtaxes.com), by calling the Comptroller’s Collection Unit toll free at 855-213-6669 (individual), 410-649-0633 (business) or in person at one of the Comptroller’s 12 local branch offices. If your business has unpaid unemployment insurance contributions and is not already in an approved plan, you can make payment arrangements by contacting DLLR at 410-767-2699 or via email at licnrelease@dllr.state.md.us.

**Personalized Registration**

• The additional fee for personalized registration will increase from $25.00 per registration year to $50.00 per registration year effective July 1, 2011. This fee is in addition to the annual registration fee. No backlog prompt is available. Use
justifiable shortage process, with supervisory approval, to allow old fees for work submitted or rejected prior to July 1, 2011.

- No backlog prompt is in place for personalized fee increase. For dealer transactions showing a date of delivery prior to July 1, 2011, use justifiable shortage process to allow for collection of old fees. For non-dealer transactions receipted in or rejected prior to July 1, 2011, use justifiable shortage process to allow for old fees.

  **Title Fee**

  - Effective July 1, 2011 the title fee will increase from $50.00 to $100.00.
  - For fiscal Years 2012 through 2014 only, the fee for each certificate of title issued for a rental vehicle is $50.00.
  - The fee increase “does not” apply to duplicate or corrected titles.
  - Regulation 11.11.05.01 will be amended.
  - For dealer transactions, the date of delivery will determine the need for using the backlog prompt.
  - For non-dealer transactions, submitted or rejected prior to July 1, 2011 use the backlog prompt.

  **Dealer Discount Based on Excise Tax Submitted to the Administration**

  - A licensed dealer who, on behalf of the Administration, collects the excise tax imposed may keep the lesser of $12.00 per vehicle or 0.6 percent of the gross excise tax the dealer collects.
  - All forms and the TARIS program are being modified.
  - Regulation 11.15.33.C.5. (a) will be amended to reflect this change.
  - For dealer transactions, the date of delivery will determine the need for using the backlog prompt.

  **Dealer Processing Charge**

  - The amount a dealer may collect for processing charge increases from $100.00 to $200.00 effective July 1, 2011 through June 30, 2014.
  - Effective July 1, 2014, the processing charge a dealer may collect increases to $300.00.
  - The dealer processing charge needs to be included in the certified selling price of the vehicle.
  - Amount of the dealer processing charge is set by law in 15-311.1

**Overtaking and Passing School Vehicles School Bus Monitoring Cameras Senate Bill 679 Effective Date October 1, 2011**

This Bill authorizes a law enforcement agency in consultation with a county board of education to place school bus monitoring cameras on county school busses to record a motor vehicle committing a violation relating to overtaking and passing school vehicles.

- **School bus monitoring cameras may be placed on a school bus to record images of vehicles violating laws related to passing or overtaking a school bus if:**
• A local law enforcement agency consults with the county board of education for authorization, and;
• A local law has been enacted by the jurisdiction authorizing school bus cameras to be used

• **Citations must be mailed to the owner liable and must include:**
  • The name and address of the registered owner
  • The registration number of the motor vehicle
  • The violation charged
  • The location of the violation to the extent possible
  • The date and time of the violation
  • A copy of the recorded image
  • The amount of the civil penalty and the date by which the penalty must be paid
  • A signed statement by a technician employed by the law enforcement agency, based on inspection of recorded images, the motor vehicle was being operated during the commission of a violation
  • A statement that recorded images are evidence of a violation
  • Information advising the person alleged to be liable, of the manner in which they may contest in District Court; and that failure to pay in a timely manner is an admission of liability and may result in refusal or suspension of the motor vehicle registration

• The owner of the vehicle is subject to a civil penalty, if the image was recorded while the vehicle was committing a violation.
  • The civil penalty charged may not exceed $250.00
  • The penalty may be prepaid for persons choosing not to appear in court

• The law enforcement agency may mail a warning notice instead of a citation.
• The citation must be mailed no later than 2 weeks after the alleged violation.
• A person receiving a citation may elect to pay the penalty or stand trial.
• The Motor Vehicle Administration’s database will be flagged with a “School Bus Monitoring” flag (5500 series of flag code); and a $30.00 administrative flag fee will be charged for each violation submitted to the MVA. This is not considered a moving violation and will not cause points to be placed on the owner’s driver license.
• Owner is the registered owner of a motor vehicle or a lessee of a motor vehicle under a lease of 6 months or more.
• Owner does not include: a motor vehicle rental or leasing company or a holder of an interchangeable license plate under title 13 subtitle 9 Part III (Interchangeable Plates).

**Motorized Passenger Scooter – Use in Ocean City**

**House Bill 1167**
**Effective Date July 1, 2011**
**Emergency Legislation Effective the Date Enacted**

This bill creates a new definition for “motorized passenger scooter,” and provides guidelines for the use of motorized passenger scooters in Ocean City, Maryland
Definition- “Motorized Passenger Scooter” means a non-pedal vehicle that:
- Has a cockpit containing a seat for the operator and a passenger;
- Has three wheels, of which one is 10 inches or more in diameter;
- Has a motor;
  a. With a rating of 2.7 brake horsepower or less; or
  b. If the motor is an internal combustion engine, with a capacity of 50 cubic
     piston displacement or less; and
- Is equipped with an automatic transmission
Motorized passenger scooter does not include a vehicle manufactured for off
road use including:
- An off road motorcycle, or
- An all terrain vehicle
Motorized passenger scooters may only be operated within the municipal
boundaries of Ocean City, Maryland on:
- A local highway; and
- Any portion of a State Highway designated by the State Highway
  Administration (SHA) as a bicycle way
The SHA may prohibit the use of a motorized passenger scooter on a bicycle way
under SHA jurisdiction if:
- An occupant of a motorized passenger scooter is placed at unacceptable risk
  of injury; or
- The use of the motorized passenger scooter is a threat to the safety or
  mobility of others along the bicycle way.

Only an individual holding a driver’s license of any type may operate a motorized
passenger scooter. Driver’s license “does not” include a Learner’s Permit.
Motorized passenger scooters “are not” required to be titled or registered

Motor Vehicles – Leased Vehicles
Advertising Practices
House Bill 908
Effective Date October 1, 2011

This Bill prohibits a dealer who leases vehicles from failing to offer to the general public a cost reduction to the lessee unless the cost reduction is offered to all potential lessees.

- Prohibits a dealer who leases vehicles from failing to offer to the general public a cost reduction to the lessee unless the cost reduction is offered to all potential lessees.

- A dealer who leases vehicles may not fail to include any dealer processing or freight charges in determining the adjusted capitalized cost used to calculate the base lease payment shown in an advertisement for a leased vehicle.
Registration and Driver’s License Renewal Fees
No Charge for Recipients of Medal of Honor
House Bill 1017
Effective October 1, 2011

This bill allows a Medal of Honor recipient to obtain gratis drivers license renewals and registration renewals.

- A registration renewal issued for a vehicle that displays the Medal of Honor tag will indicate GR in the fee section.
- A Medal of Honor recipient who’s vehicle does not display the Medal of Honor tag will need to present their DD214 or other documentation accepted by the Administration when renewing the initial registration until the gratis indicator is placed.

Note: The Bill does not make any provision for the Medal of Honor recipient’s initial issuance of a vehicle registration.

Issuance of Temporary Registration Plate
Lapsed Security – Registration
House Bill 319
Effective October 1, 2011

This bill allows a licensed dealer to issue a temporary registration to a buyer who may be subject to an insurance violation.

- A licensed dealer may issue a temporary registration plate to a vehicle buyer who may be subjected to a penalty for lapsed security (insurance) for another vehicle under §17-106
- Permanent registration may not be issued until the insurance violation has been satisfied.

Baltimore City – Used Car Dealers
Sunday Operations
HB 624
Effective Date June 1, 2011

This Bill permits a used car dealer to sell, barter, deliver, give away, show or offer for sale a motor vehicle or Certificate of Title on Sunday instead of Saturday if the dealer notifies the MVA in advance.

Dealers may notify the MVA in the following ways:
• By sending a letter on the dealer’s letterhead stating their new hours of operations. The letter, signed by an owner of the dealership, must be sent to the Business Licensing and Consumer Services Division.

• Completing a new application indicating the new hours with the appropriate signature(s). If it is time to renew, make sure the completed application must reflect the corrected hours of operation.

• Email directly from the dealership to mvabusinesslicensing@mdot.state.md.us giving the dealership’s name and location and stating the corrected hours of operation.

Customer/Business Change of Name

Effective immediately, the VR-154 “Application for Maryland Change of Address and/or Name” has been changed to “Application for Maryland Change of Address”. The form number is the same, but the form can now only be utilized to change an address. This change has been made because the Real ID Act requires that all Personal Identifying Information (PII) must be placed on the actual Driver License, Identification Card or Permit. It is important to note this form is no longer being printed and can only be obtained on the Intranet or Internet.

In addition a new form has been developed and is available on the Intranet and Internet only. The form is titled “Application For Corrected Title Due To A Name Change” (VR-448). The new form is to be used by individuals who have changed their name through DLS and are applying for a corrected title. The form is also to be used by business entities that have changed their name and are applying for a corrected title. Businesses that require a name change will still be required to submit documentation verifying the name change.

If the customer is completing a title transaction and does not have the documents needed to complete the change of name through DLS, the title transaction may be completed using their current name as on our records. When the name is changed on the product issued, a corrected title due to name change can be requested. Maryland Vehicle Law requires the customer to apply for a corrected title within 30 days of a name change for a $50 fee.

Effective January, 2011:

Lien Release Stamps:

Effective immediately, the MVA branch offices will no longer have lien stamps, and will only be using the corrected title process to remove a lien. Transactions that cannot be accommodated through the corrected title process need to be referred to the Central Lien Unit room 104.
Walk-in Registration Renewals:

Beginning with February renewals, the ability to renew vehicle registrations in person at the Motor Vehicle Administration (MVA) offices is no longer available. Tag and Title Services will no longer have the option to deliver renewals to MVA for processing unless the renewal is flagged with a violation. Renewals without violations must be processed utilizing the Electronic Registration and Titling System (ERT).

The following vehicles cannot be renewed on the Internet by telephone or KIOSK. They must be renewed by mail or on the Electronic Registration and Titling System (ERT). Trucks and Tractors over 55,000 lbs., Tow Trucks towing over 26,000 pounds and vehicles requiring an annual safety inspection.

2010 Legislation

Off-Highway Recreational Vehicles – Titling
House Bill 445
Effective Date – October 1, 2010

This bill requires all Off Road Vehicles purchased October 1, 2010 and later to be titled. The Motor Vehicle Administration will issue permits to be displayed on Off Road Vehicles titled in Maryland. Off Road Vehicle is defined as an All Terrain Vehicle, Off Road Motorcycle, or Snowmobile.

- Issuance of titles and permits will be handled by:
  - ERT dealer locations in Maryland and Virginia
  - ERT Maryland Title Services
  - MVA, for special and unusual circumstances
- ORV owners have the option to apply for title and permit if they purchased the vehicle prior to October 1, 2010. In addition to the required ownership documents and title application, an "Off Road Recreational Vehicle Permit Application http://mvqformsrv/FormsRepo/VR/VR-337.pdf must be completed.
- ORV Permits (Form VR-444) are issued gratis, will not expire, and are non-transferable. Dealers, Title Services, and MVA Branches may order permits from the MVA warehouse.
- Excise Tax is collected unless Maryland sales and use tax was paid at the time of purchase. Minimum Tax for ORV's is based on $320.00 ($19.20 excise tax) for non-dealers sales.
- TARIS has been modified to accept the ORV permit number and the permit number is displayed in the PERM# field on the mainframe. The numbering sequences of the permit will be: AT00000 and 00000AT.
- Permit numbers can be used to retrieve owner and vehicle information.
• Substitute permits will be issued gratis by completing the Application for Substitute Plates/Stickers/Duplicate Registration Card Form VR-009. The new ORV permit number must be updated in TARIS.
• Body Style in TARIS is as follows: All Terrain Vehicle (AT), Off-Road Motorcycle (MC), and Snowmobile(SM). Inspection field for off road vehicles is always NR. Registration plates are never issued to an Off-Road Vehicle.
• MVA’s ORV Permit should be placed on the rear of the vehicle in a visible position.
• WEB transactions will be developed to allow owners to apply for permits, if the ORV is already titled and to notify the MVA if they have sold the ORV.

Note: Maryland Department of Natural Resources (DNR) will not recognize the MVA’s Permit for use on authorized DNR trails.

Motor Vehicle Excise Tax Credit
For Electric Vehicles
House Bill 469
Effective Date October 1, 2010
This bill allows a tax credit for qualified plug-in electric vehicles purchased on or after October 1, 2010 to June 30, 2013.

• Excise tax credit will apply to a “new” plug-in electric vehicle or “used plug in electric vehicle that was initially titled in Maryland” and being transferred to another Maryland owner. Excise Tax Credit for plug-in electric vehicles will not be allowed for vehicles previously titled out of state.
• The credit may not exceed $2000.
  o Vehicles where the purchase price exceeds $33,333.33 will be charged 6% tax on the amount exceeding the $33,333.33.
• An individual is limited to 1 excise tax credit.
  o Includes owned or leased vehicles.
  o Jointly owned/leased vehicles will allow each owner a credit.
• A Business entity is limited to 10 vehicle excise tax credits regardless whether the vehicles are owned or leased.
• Qualified Vehicles:
  o Plug in vehicles must be made by a manufacturer for use on public roads and may not be modified from the manufacturer’s specifications.
  o Have a maximum speed of at least 55 mph
  o Shipping weight of 8500 pounds or less
  o Acquired for use or lease by the taxpayer and not for resale
  o Rechargeable from an external source of electricity and the electric motor draws electricity from the battery
    ✫ 4-wheeled vehicles to have a capacity not less than 4 kilowatt hours
    ✫ 2-3 wheeled vehicles to have a capacity not less than 2.5 kilowatt hours
• Excise tax credit form to be completed Excise Tax Credit Request for a Plug-in Electric Vehicle Form VR-009
• TARIS fuel type must show PE
• TARIS Tax code for qualifying plug in vehicles will be XPE
  o Vehicles previously registered out of state do not qualify for the credit

**High Occupancy Vehicle HOV Lanes – Use by Plug-in Vehicles**

**House Bill 674**

**Effective Date October 1, 2010**

This bill allows operators of plug in vehicles usage of Maryland HOV lanes with a displayed permit regardless of the number of passengers.

• The Maryland Automobile Dealers Association (MADA) will issue the permit to qualified dealers. Full-service MVA Branch offices, and MVA Headquarters (counter 104) will also issue the permit.
• HOV permit use will be in effect until September 30, 2013
• The permit will be issued gratis (law allows up to a $20 fee charge)
• The permit must be affixed on rear of vehicle in a visible position within 12 inches of Registration plate and may not be placed on the window.
• Vehicle Qualifications:
  o Made by a manufacturer for use on public streets, roads and highways
    o Has not been modified from original manufacturer specifications
  o Has a maximum speed capability of at least 65 miles an hour.
  o Is rated at not more than 8,500 lbs unloaded gross vehicle weight
  o Propelled by an electric motor that draws electricity from a battery with a capacity of not less than 4-kilowatt hours for 4-wheeled motor vehicles and not less than 2.5-kilowatt hours for 2 or 3 wheeled motor vehicles.
  o Is capable of being recharged from an external source of electricity.
• To apply for an HOV permit, the customer must complete an Application for Plug-In Vehicle HOV Permit [Form VR-335](#).
• TARIS modification will have a prompt to select an HOV permit and if selected, HOV will display in a new field on the mainframe.

**Salvage – Standards and Requirements**

**House Bill 1199**

**Effective Date October 1, 2010**

This bill requires all vehicles acquired by an insurance company as a result of a total loss claim settlement to 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 TO OR LESS THAN FAIR MARKET VALUE” to show “DAMAGE IS 75% OR LESS OF 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 being revised to show the new brands and requirements.

**Titling Program**

- 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 MARKET VALUE” 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 TARIS Operator fails to choose a brand for the new titling transaction, the Certificate of Title will automatically be branded with “XSALVAGE. This procedure is similar to the current one used for “Rebuilt Salvage.”
**SAVAGE 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.

<table>
<thead>
<tr>
<th>SALVAGE CERTIFICATE BRAND TYPE</th>
<th>TITLE BRANDING IN TARIS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Damage to vehicle is greater than 75% of fair market value for this vehicle, and the vehicle is repairable</strong> on salvage certificates issued October 1, 2008 or later ... Or for salvage certificates issued before October 1, 2008 branded Damage is greater than fair market value</td>
<td>Enter 1 in the damage field on the TARIS screen. This will cause the title to be branded &quot;REBUILT SALVAGE.&quot; All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td><strong>Damage is equal to or less than fair market value</strong> Effective October 1, 2010 this brand will be modified to show Damage is 75% or less of fair market value.</td>
<td>Enter 2 in the damage field. The title will be branded &quot;XSALVGE.&quot; All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td><strong>Parts Only / Not rebuildable</strong></td>
<td>Title CANNOT be issued.</td>
</tr>
<tr>
<td><strong>Abandoned Vehicle</strong></td>
<td>Enter 4 in the damage field. The title will be branded &quot;XSALVGE.&quot; All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td><strong>The Vehicle Has Sustained Flood Damage</strong></td>
<td>Enter 6 in the damage field. The title will be branded &quot;FLOOD DAMAGED.&quot; All vehicles will be branded when converted to a title. The brand will carry through to subsequent titles.</td>
</tr>
<tr>
<td><strong>Damage to the vehicle is greater than 75% of Fair Market Value for this vehicle, and the damage is cosmetic</strong> This brand is obsolete effective October 1, 2010</td>
<td>Enter 7 in the damage field. The title will not be branded.</td>
</tr>
<tr>
<td><strong>Recovered Stolen (will be used only when vehicle has been recovered and damage is 75% or less)</strong></td>
<td>Enter 5 in damage field. Title will be branded &quot;XSALVGE.&quot; All vehicles will be branded when converted to a title. The brand will carry through to subsequent titles.</td>
</tr>
<tr>
<td><strong>Stolen</strong> (Only MVA's database is branded stolen. Salvage certificate will not be issued until vehicle is recovered)</td>
<td>Once recovered, the Insurance company may apply for an unbranded title if the insurance company makes a statement that the vehicle has sustained 75% damage or less. An application for certificate of title needs to be completed together with the Application for Salvage Certificate with Box 8 checked. A $50.00 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.</td>
</tr>
<tr>
<td><strong>Out of State Salvage Certificates</strong></td>
<td>Enter 1 or 2 in the damage field to brand the title REBUILT SALVAGE or XSalvage, or use a similar notation as indicated on the out of state salvage certificate. The brand is to be carried through to subsequent titles.</td>
</tr>
</tbody>
</table>

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 TARIS title screen and carry it through to subsequent titles.

Issuance of Temporary Registration Plates by Dealers- Transmission of Information and Recordkeeping Senate Bill 67
Effective October 1, 2010
This bill requires a dealer to electronically transmit to MVA the vehicle owner, insurance and temporary registration information the same day the temporary plate is issued.

• A dealer who issues a temporary tag must submit electronically, information on the vehicle, owner, insurance and temporary registration information.
• The dealer must maintain a copy of the temporary tag records for three years.
• The dealer may not issue more than one temporary registration for a vehicle.

Limited Speed Vehicles
Requirements and Prohibitions
Senate Bill 344
Effective October 1, 2010
This bill limits vehicles with a maximum speed capability of between 25 and 55 mph to be driven on streets, roads and highways where the speed capability of the vehicle exceeds the posted maximum speed limit by at least 5 mph

• Limited speed vehicles will be registered as a class A (passenger) or class M (multipurpose) vehicle.
• The vehicle must have a speed capability of more than 25mph but less than 55 mph.
• An authorized fluorescent green triangular emblem with a red border which stands 14 inches high and, must be permanently affixed to the rear of the vehicle, 3-5 feet from the ground
• A dealer or their representative must:
  o Permanently affix the emblem to each limited speed vehicle they sell
  o Inform each buyer in writing of the driving restrictions that apply
  o Out of State dealers selling a limited speed vehicle to a Maryland resident must comply with the above.
• Limited Speed Vehicle must be selected in the TARIS GUI brand field so that LTDSPD will print on the title.
• A limited speed vehicle certification Form Form VR-338 must be completed and signed by both the dealer and the purchaser.

Required Minimum Security – Minimum Amounts
House Bill 825
Effective Date January 1, 2011

This bill increases the minimum security on a motor vehicles liability insurance policy

- The new requirements for bodily injury or death from a single individual increase from $20,000 to $30,000 and for more than one individual from $40,000 to $60,000

Electronic Transmission of Title Information by Dealers
Senate Bill 85
Effective Date October 1, 2010

This bill allows a dealer to electronically transmit taxes, fees, titling documents and other data to MVA within 30 days of the date of delivery.

- This bill allows the transmission date to be used for proof of submission to MVA.

War of 1812 Plate
Effective June 14, 2010

This new plate replaces the standard black and white plate for classes A, M, EPO, D, and disability plates and motorcycle disability plates.

- The tag scheme for class A, M, EPO will be the same and plates may be repurchased between classes by paying the registration fee and surcharge for the new class. Disability plates may also be repurchased between classes.
- Tag Schemes:
  - Class A, M, and EPO: 1 numeric, 2 stacked alphas, 4 numeric
  - Class D: 1 alpha, 5 numeric
  - Disabled A, M, EPO: symbol, 5 numeric, 2 stacked alpha
  - Disabled Class D: symbol, 4 numeric, 2 stacked alpha
- Personalized plates for above classes will be issued on the War of 1812 background. All other personalized plates will remain the same.
- Since this is now the standard issue plate for the classes listed above, all rules for original issuance, transfer, repurchase, substitute, and tag return will apply.
- Branch offices may order 1812 plates for shipment of 25 sets in each box, starting May 24, 2010.

Requisition as usual:
  - B-1812 (A, EPO and M-1812)
  - B512 (Disabled-1812)
  - B412 (Motorcycle-1812)
  - B612 (Motorcycle Disabled--1812)

- A small stock of regular black and white plates will be maintained in the Tag Room located in Room 104, to be issued in extreme circumstances.
• There is no requirement to re-license. Customers requesting the War of 1812 plate must complete the Application for Substitute Plates (form VR009) and pay the required $20 substitute plate fee.

• Vehicle owners having the black and white plates may transfer those plates to other vehicles following all existing rules for registration transfer. If the War of 1812 plates is requested at the time of transfer a $20 fee in addition to the $10 transfer fee will be charged.

• Vehicle owners with the black and white plates on their vehicle may renew these plates. If substitute plates are requested at renewal, the War of 1812 plates will be issued for an additional fee.

2009 LEGISLATION

Speed Camera

Senate Bill 277

Effective October 1, 2009

This bill allows for speed cameras to be placed in work zones and school zones statewide. This legislation will increase safety in both work zones and school zones by encouraging drivers to operate their vehicles at safe speeds. Violators will be fined $30.00 for each occurrence.

2008 LEGISLATION

Motorcycles - Definition

House Bill - 221

Effective May 13, 2008

This bill changes the definition of motorcycle.

A “motorcycle” means 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 3 wheels in contact with the ground; and
  • At speeds exceeding 35 miles per hour; and

• Is of a type required to comply with all motor vehicle safety standards applicable to motorcycles under Federal law.

Registration Plates Motorcycles

House Bill - 844

Effective October 1, 2008

This bill allows the alteration of the dimensions of a motorcycle registration plate to be 7 inches wide by 4 inches high.

The size of the motorcycle plate has been changed from 7” X 4½” to 7” X 4”.

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The MVA will continue issuance of all motorcycle plates currently in stock, unless the customer specifically requests one of the smaller size, until old stock is depleted. “All types” of motorcycle plates are made available, as required by law, in the smaller size. Customer already having the larger motorcycle plates on their vehicles, may request the smaller size at registration renewal time, for no additional charge. However, those customers with the larger plates who wish to receive the smaller plates before their renewal time, need to pay the usual substitute plate fee of $20.00.

Motor Vehicle Excise Tax - Returning Military Personnel

House Bill – 669
Effective October 1, 2008

This bill allows a Maryland resident who is a member of the military returning to Maryland from, or on active duty to receive excise tax credit for vehicles titled in Maryland within 1 year of returning to Maryland when the vehicle was titled in their name in another state where tax has been paid.

• Definition of Military for this section includes a member of:
  o The United States Armed Forces,
  o The United States Public Health Service
  o National Oceanic and Atmospheric Administration
  o The Coast and Geodetic Survey

• The VR-005 must indicate the returning military member or their immediate family member is applying for title and registration in Maryland no more than 1 year after returning. They may do this by checking the active duty military box and indicating 1 year or less for the length of residency.

• The United States Public Health Service Proof of military status must be provided.
  o Military ID
  o Work ID
  o Letter from employer on letterhead indicating applicant’s start date in Maryland.

• Active duty Maryland residents and their immediate family members will receive the tax credit if titling a vehicle within 1 year of returning to this state.

• The TARIS title tax screen requires operators to enter a Y in the MTX Credit field for applicants that qualify for the credit. This field will remain blank for Non-qualifying applicants.

Gold Star Registration Plates

House Bill - 1425
Effective July 1, 2008

This bill allows eligible family members the ability to display the Military Gold Star Plate on their vehicles.
• Gold Star plates are issued to parents, children, spouses or siblings of members of the military who were killed in action during wartime service.

• Each person who meets the requirements under the Federal Gold Star DD Form 3 is eligible to purchase a plate.

• Classes eligible to obtain Gold Star Plates are: A, M, EPO, and D.

• The plates may only be obtained through Vehicle Programs Glen Burnie MVA Headquarters. Allow 4-6 weeks for the initial issuance.

• Procedures to Obtain the Gold Star Plates:
  o Complete Application for Military Related License Plates Form VR-120 and a copy of one of the following
    + DD-3 approved by the Department of Defense,
    + A casualty report,
    + An overseas death certificate issued by the military indicating the name and date of death,
    + The Applicant can self certify if the Gold Star Pin was issued as a result of a casualty in WWI, WWII or Korean War.
  - $25.00 Fee

  o Mail the application, documentation and fee to:
    MVA
    Specialty Plates Unit rm. 104
    6601 Ritchie Highway, N.E
    Glen Burnie, MD 21062

Once eligibility is verified, the application will be processed and the plates mailed via the US Postal Service.

Motor Vehicle Excise Tax
Leased Vehicles- Application of Trade-In Value
House Bill - 1570
Effective from Date of Enactment

This bill alters the definition of “total purchase price” for the purposes of the vehicle excise tax and allows a lessee to trade in a non-leased vehicle when entering into a 180+ day lease. The dealer must certify the trade-in.

• When individuals and businesses entities trade-in a non-leased vehicle to enter into a lease for a period of more than 180 days, the trade-in allowance may now be deducted from the certified selling price of the leased vehicle

• The dealership must submit documentation to substantiate the vehicle’s certified selling price, trade in amount, and total purchase price by completing the revised
dealer’s certification area on the Application for Certificate of Title Form VR-005; or the revised Dealer Reassignment Form VR-182. If these forms are not used, the dealer’s bill of sale needs to be provided.

• Effectively immediately, when titling a leased vehicle, the customer agent needs to type LEASE in the brand field in TARIS for all 180+ day leased vehicles. This is required for tracking and reporting purposes.

• Dealerships will provide MVA with a list of leased vehicles sold between January 1, 2008 and the effective date of this bill that would have been eligible for trade- in allowance to be deducted. The lessees of these vehicles will be notified by MVA of any rebate owed to them.

• For additional information regarding a refund, please contact Lisa Smith, Refund Supervisor, 410-787-2972 or email her at lsmith2@mdot.maryland.gov vehicle information will be required.

Certificates of Title – Rebuilt Salvage

House Bill - 1667

Effective Date October 1, 2008

This bill changes the description and conditions under which a salvage certificate is issued. The bill mandates electronic processing of salvage certificates for vehicles not titled in Maryland.

• The brands on salvage certificates will change to:
  
  o **Damage to the vehicle is greater than 75% of fair market value, and the vehicle is repairable** Titles produced from salvage certificates with this brand will be branded “REBUILT SALVAGE” when converted to a certificate of title.
  
  o **Damage to the vehicle is greater than 75% of the fair market value for this vehicle, and the damage is cosmetic** Titles produced from salvage certificates with this brand will be branded “SUSTAINED COSMETIC DAMAGE” when converted to a certificate of title.
  
  o **Flood Damaged** Titles produced from salvage certificates with this brand will be branded “FLOOD Damaged” when converted to a certificate of title.
  
  o **Recovered Stolen** This brand will be used for a vehicle with 75% or less damage when recovered. Titles produced from salvage certificates with this brand “will be branded XSalVAGE” when converted to a certificate of title.

• Please Note: This bill allows an insurance company an option to choose to apply for an "unbranded certificate of title" instead of a salvage certificate, for vehicles recovered with 75% of less damage. To apply for a title, the insurance company will select box number 8 on the Application for Salvage Certificate and attach a completed Application for Certificate of Title. In this case the title fee of $50.00 will have to be paid, but the excise tax is exempt under 13-810(a)(9). In this case only, initial titles produced for recovered stolen vehicles will be issued only in the Salvage Unit of Vehicle programs, Room 104.
- **Parts only, not rebuildable** *(THIS VEHICLE CANNOT BE TITLED)*
- **Abandoned Vehicle** Titles produced from salvage certificates with this brand will be branded “REBUILT SALVAGE” when converted to a certificate of title.

- **Please Note:** The bill “removes” the restriction to brand only vehicles 7 years or newer. All model years of vehicles will now be branded. In addition, please be reminded that all brands placed on titles, must carry forward to subsequent titles.

- **In addition, it is important to remember that we will continue to see those salvage certificates printed prior to October 1, 2008 for quite some time.** For salvage certificates branded **Damage is greater than fair market value**, continue to brand titles produced as “REBUILT SALVAGE”. For salvage certificates branded **Equal to or less than fair market value**, do not brand titles subsequently produced.

- The fee for a corrected salvage certificate is $20.00.

- **Note:** This bill also allows the Administration to collect a $50.00 corrected title fee for requests to change vehicle information on titles. Please remember that any corrections due to MVA errors are to continue to be done as gratis transactions.

- A $50.00 corrected title fee will also be charged for titles corrected as a result of an “owner retention”. Insurance companies must now report all owner retentions for vehicles with greater than 75% damage that is repairable, greater than 75% in cosmetic damage, or the vehicle has sustained flood damage, regardless of the year of the vehicle. The 7-year or less model year restriction has been removed. The Insurance Company will submit the titles to the MVA for appropriate branding. These vehicles also need safety inspection within 90 days of the date of the notice from the MVA or the registration will be suspended.

- In the case of an owner retention declared **not rebuildable, parts only**, the Administration will issue a salvage certificate to the owner; and send the owner a notice that the vehicle’s registration has been suspended and the plates must be returned. A $20 corrected salvage title fee will be charged.
## SALVAGE CHART

Enter XSALVG in the brand field. The brand is to be carried through to subsequent titles. This chart has been developed to assist CAs 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.

<table>
<thead>
<tr>
<th>SALVAGE CERTIFICATE BRAND TYPE</th>
<th>TITLE BRANDING IN TARIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to vehicle is greater than 75% of fair market value for this vehicle, and the vehicle is repairable on salvage certificate issued October 1, 2008 or later</td>
<td>Enter 1 in the damage field on the TARIS screen. This will cause the title to be branded “REBUILT SALVAGE”. All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td>Damage is equal to or less than fair market value...on salvage certificates issued prior to October 1, 2008</td>
<td>Enter 2 in the damage field. The title will not be branded. DO NOT ENTER XSALVG IN THE BRAND FIELD. THE TITLE IS NOT TO BE BRANDED.</td>
</tr>
<tr>
<td>Parts Only / Not rebuildable</td>
<td>Title Cannot Be Issued</td>
</tr>
<tr>
<td>Abandoned Vehicle</td>
<td>ENTER 4 in the damage field. The title will be branded “REBUILT SALVAGE”. All vehicles will be branded when converted to a title. The brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td>The Vehicle Has Sustained Flood Damage</td>
<td>ENTER 6 in the damage field. The title will be branded “FLOOD DAMAGED”. All Vehicles will be branded when converted to a title. The brand will carry through to subsequent titles.</td>
</tr>
<tr>
<td>Damage to vehicle is greater than 75% of Fair Mkt Value for vehicle &amp; damage is cosmetic</td>
<td>Enter 7 in the damage field. The title will be branded “SUSTAINED COSMETIC DAMAGE”. All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td>Recovered Stolen (will be used only when vehicle has been recovered and damage is 75% or less)</td>
<td>Enter 5 in damage field. <strong>Title will not be branded.</strong> Once recovered, the insurance company may apply for an unbranded title if the insurance company makes a statement that the vehicle has sustained 75% damage or less. An application for certificate of title needs to be completed together with the Application for Salvage Certificate with Box 8 checked. A $50.00 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.</td>
</tr>
<tr>
<td>Stolen (Only MVA’s database is branded stolen. Salvage certificate will not be issued until vehicle is recovered)</td>
<td>Enter XSALVG in the brand field. The brand is to be carried through to subsequent titles.</td>
</tr>
<tr>
<td>Out of State Salvage Certificates</td>
<td></td>
</tr>
</tbody>
</table>
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 TARIS title screen and carry it through to subsequent titles.
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.
06/10/2011
Form 2290 Heavy Highway Vehicle Use Tax (HVUT)

COMMUNICATION

**Issue:**
Form 2290 Heavy Highway Vehicle Use Tax (HVUT) status update

**Background:**
Section 4481 of the Internal Revenue Code imposes an annual tax on the use of heavy highway vehicles. This annual tax is reported on Form 2290. Under current law the tax expires after September 30, 2011. The Form 2290 for the taxable period July 1, 2011 has not been published.

Before a State will register a vehicle subject to the section 4481 tax, it must first receive proof of payment of the tax, or an acceptable substitute allowed by IRS regulations. Existing regulations allow the State to register a heavy highway vehicle for which an application for registration is received during the months of July, August or September 2011, using a Form 2290 receipted Schedule 1 for the taxable period July 1, 2010 through June 30, 2011 as proof of payment. A State must also register a heavy highway vehicle without proof of payment if the person registering the vehicle presents the original or a photocopy of a bill of sale indicating that the vehicle was purchased by the owner either as a new or used vehicle during the preceding 60 days before the date the State receives the application for registration of the vehicle. If a State receives an application for registration in the month of June 2011, a receipted Schedule 1 for the taxable period July 1, 2010 thru June 30, 2011 must be accepted as proof of payment.

Taxpayers who need a copy of their Schedule 1 for the taxable period July 1, 2010 through June 30, 2011, should call the Form 2290 toll free number at 866-699-4096 if they are calling from the United States. Taxpayers who are calling from Canada or Mexico should call 859-669-5733 (not toll free).

If the State has any questions about accepting Schedule 1 for the taxable period July 1, 2010 through June 30, 2011 as proof of payment, for which they receive an application for registration during the months of July, August or September of 2011, please have them contact Mr. Joseph Mazzuca, SBSE Excise Tax Policy Analyst, at 630-493-5008. or by e-mail at joseph.a.mazzuca@irs.gov.

See next page for additional information.
**Heavy Vehicle Use Tax Form 2290 – Updated July 26, 2011**

The IRS is delaying issuance of the Form 2290 for the upcoming tax year. Under current Federal law, the Heavy Vehicle Use Tax is set to expire on September 30, 2011.

To alleviate any confusion and possible multiple payments the IRS has granted a three-month extension for the filing of tax returns normally due August 31, 2011 to November 30, 2011. The existing regulation allows the State to accept the Form 2290 Schedule One from the July 1, 2010 – June 30, 2011 tax period. If the owner no longer has their Schedule 1 for the taxable period July 1, 2010 through June 30, 2011, they may call the Excise Tax division at 1-866-699-4096 to get a copy.

For those acquiring and registering a new or used vehicle during the July-to-November period, the new regulations require a state to register the vehicle, without proof that the highway use tax was paid, if the person registering the vehicle presents a copy of the bill of sale or similar document showing that the owner purchased the vehicle within the previous 150 days.

**Heavy Vehicle Use Tax Form 2290 – Updated July 1, 2016**

All IRS Taxpayer Assistance Centers (TAC) are changing to service by appointment. In order for a customer to obtain their HVUT Form 2290 for the period July 1, 2016—June 30, 2017 if not filing electronically they may need an appointment.

A customer may contact the IRS at [https://www.irs.gov/uac/contact-your-local-irs-office-1-or-call-1-866-699-4096](https://www.irs.gov/uac/contact-your-local-irs-office-1-or-call-1-866-699-4096) to determine if a TAC in their area requires an appointment.
WHAT’S NEW AT THE MVA

HISTORIC MOTOR VEHICLES
TRUCKS, TRACTORS, AND
MOTOR HOMES
House Bill 668

This bill allows for certain trucks, tractors, and motor homes to apply for historic registration with limitations in use and specific insurance requirements.

Effective June 1, 2012, “Class L “historic registration plates may be issued to the following vehicles if they are 25 years or older, and the vehicle has not been substantially altered, remodeled or remanufactured from its original design:

- Trucks with a GVWR in excess of 10,000lbs
- Tractors, and
- Motor Homes

These vehicles may not be used for occasional transportation. They are to be maintained for use in exhibitions, club activities, parades, tours, and similar uses. In addition, they may not be used for general daily transportation or any commercial transportation of passengers or property on highways.

As with other historic vehicles, they do not require a Maryland Safety Inspection. However, this does not prevent a police officer from issuing a safety equipment repair order. These vehicles are also exempt from emission testing.

These vehicles must be insured by a Historic Vehicle, Show Vehicle, or Antique Vehicle insurance policy.

The Application for Historic or Street Rod Registration, Form VR-096 has been redesigned with a special section and certification identifying the unique requirements for use and insurance for these larger vehicles.
Guide for Dealer/Tag and Title Service Work Processing

All dealers, dealer runners, and tag and title service agents need to present proper identification at the time the work is submitted for drop off, pick up, or walk-in processing. Proper identification is as follows: a licensed tag and title service ID, or; a Maryland gratis salesman's license (issued to an officer or owner of the company) in addition to a photo driver's license; or; a copy of the wall license and a photo driver license; or; a vehicle salesman's Maryland or Out of State photo license; or; a dealer runner permission letter/power of attorney from the dealer (on letterhead) authorizing a runner to drop off/pick up work and a photo driver license. Any dealer work that is mailed into the branch office must also have a copy of the dealer license included (this applies to both in state and out of state dealers).

Branch offices "will not" process dealer/tag and title service work on the first and last business day of each month, except for transactions of an urgent nature approved by branch management. However, branch offices will accept drop off work (date/time stamped) on the first and last day of the month. Branch offices will not do any pick up of processed work on the first and last day of the month.

### METHOD AND TYPE OF WORK

<table>
<thead>
<tr>
<th>DROP OFF AT ANY FULL SERVICE BRANCH</th>
<th>PROCESSING GUIDELINES AND REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regular Dealer Work</td>
<td>Drop off transactions in the designated area for processing at any full service branch office. Transmittal sheets must be utilized and will be date/time stamped. The work will be processed as soon as possible, in the order received. As referenced above, ID must be presented.</td>
</tr>
<tr>
<td>• Fleet Title Work (more than 3 transactions for the same vehicle owner)</td>
<td></td>
</tr>
<tr>
<td>• Fleet Registration Work (more than 3 transactions for the same vehicle owner)</td>
<td></td>
</tr>
</tbody>
</table>

### WALK-IN (PUBLIC COUNTER PROCESSING)

| Duplicate Titles ** (see note to the right) | A dealer or tag and title service, displaying the required proper ID, may process 3 walk-in transactions per CTM number and then re-queue if they have more walk-in transactions. Dealer and tag and title service work will be processed first in, first out, in the same manner and combined with public transactions. Walk-in transactions may be processed at full service branch offices. Duplicate Titles issued replaces any previous titles and becomes the valid title. Note: Transactions that can be processed on ERT, the WEB, or KIOSK "cannot" be processed as a walk-in. EXCEPTION: DUPLICATE TITLES MAY BE WALKED-IN INCLUDING TITLE SERVICE PICK UP WITH SPECIAL POWER OF ATTORNEY and VR-003 PICK UP BY DEALERS. |
| Dealer Resale Titles | |
| Registration Transactions not able to be processed on the KIOSK | |
| Repossession Transactions | |
| Certified Records | |
| driving/title/registration | |
| Non-certified records title/registration | |
| Disabled Placards | |

### KIOSK

| Registration Renewals | Dealer and tag and title service transactions that can be processed on the KIOSK, "must" be processed on the KIOSK. Kiosks are located at all full service branch offices and express offices. |
| Duplicate Registrations | |
| Substitute Stickers | |
| Personalized Tags | |
| Duplicate Titles to be mailed to last known owners address | |
| Non-certified driving records | |

### EXPRESS SERVICE (SPECIALS)

| Non-dealer title transactions submitted by tag and title services in unlimited numbers (including duplicate titles either to be mailed or picked up using special power of attorney) | Express Service transactions dropped off for processing at full service branch offices, will be available for pick up within 24 hours of the time the work was date/time stamped on the next business day. The MVA reserves the right as always, to extend this time in cases of computer problems, short staffing due to inclement weather, or other emergencies. Transmittal sheets must be utilized. Please note specific requirements as follows: Transactions that may be processed on ERT "cannot be submitted for Express Service. See attached list for transactions that "can" and "cannot" be processed by ERT Dealers and ERT Tag and Title Services at their business locations |
| Maryland Dealer Title transactions 50 days or more past date of delivery | |
| Out of State Dealer title transactions with less than 7 days remaining on the temporary registration | |
| Duplicate Title (limited to 3 per day either using the VR-003 and printed for pick up by the dealer or the VR-018 for mailing to the customer) | |
| URGENT CUSTOMER NEEDS WITH MANAGEMENT APPROVAL (i.e., military Deployment, refinancing, shipped out of Country) | |

*Transactions that may be processed on ERT "cannot be submitted for Express Service. See attached list for transactions that "can" and "cannot" be processed by ERT Dealers and ERT Tag and Title Services at their business locations |

*As referenced above, ID must be presented. A copy of the "valid" identification (both customer and dealer/tag and title service) must be placed with each transaction submitted |

*Certified records (driving/title/registration) and disabled permit applications "may" be "dropped off" in unlimited numbers at the Glen Burnie Branch only. See walk-in procedure in this chart which applies to all full service offices, including the Glen Burnie branch. |
**What transactions “CAN” ERT dealers process electronically? (Can Do)**

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 and Decal for ATV’s, Snowmobiles, Off-Road Motorcycle s
Title and Decal for Motor Scooters and Mopeds (Effective October 1, 2012) new
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)
Utilize mailing address - mailing address shows on title, not on database.

**Soundex Issuance for new residents from MVA ERT Unit with proper documents** – ERT Dealers must fax the driver license of the applicant(s), from another state in the United States, to the MVA ERT Unit at 410-424-3629 or 410-768-7070. Otherwise the transaction needs to be submitted to MVA.
Tag return

**What transactions “CANNOT” be processed by ERT dealers? (Can’t Do)**

No branding of titles (can only brand for CAL LEV and odometer A, B or C). A TITLE REQUIRING ANY OTHER BRAND “MUST” BE TAKEN TO THE MVA FOR PROCESSING.
No VIN plate assignment
No new issuance of 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? (Can Do)

New title and tags (T1)
New title and transfer of tags (T2)
New title and transfer with renewal (T3)
New title and temporary tags (T4)
New title only (T5)
Title and Decal for ATV’s, Snowmobiles, Off-Road Motorcycles
Title and Decal for Motor Scooters and Mopeds (Effective October 1, 2012) new
Temporary tag (TM)
New tag registration (NR)
Standard renewal (SR)
Replacement tag renewal (RT)
Substitute tags (ST)
Substitute stickers (SS)
Transfer Tags (TT)
Duplicate registration (DU)
Duplicate title (DT) transmit only
Administrative flag fee (AF)
Utilize mailing address - mailing address shows on title, not on database
Soundex Issuance for new residents from MVA ERT Unit with proper documents – ERT Tag and Title Services must fax the driver license of the applicant(s), from another state in the United States, to the MVA ERT Unit at 410-424-3629 or 410-768-7070. Otherwise the transaction needs to be submitted to MVA.
Work on behalf of dealer (but cannot get .6% unless both dealer # and title service # are entered)
Tag return
Salvage transactions  “only” on behalf of an insurance company (Must have contract with the insurance company and submit to MVA Business Licensing for approval).

What transactions “CANNOT” be processed by ERT Title Services? (Can’t Do)

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.
No VIN plate assignment
No new issuance of disability plates, only transfer of disability plates
No new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
No taxi (class B), no limousine (class Q), no ambulance/funeral (class C)
No state and local government (not new or transfer)
No law enforcement
No tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
No tax exempt - individual transferring to inter-vivos trust
No excise tax credit for new residents
No out of country – (gray market vehicles)
No registration correction (RC)
No transfer with renewal (TR)
CURRENT FUNCTIONS THAT “CAN” BE PERFORMED ON THE WEB\KIOSK

Administrative flags
Duplicate Registration
Order New Plate (Ag, Bay, Standard)
Personalized Plate
Registration Renewal (Vehicles Up to 54,000 lbs.)
Replacement Title
Substitute Sticker (Kiosk Only)
Temporary Registration
VEIP Extension
Driving Record
Change of Address
County Pride
Emergency Contacts
Email Management
PIN Management
Transaction Status
Affidavit of Ownership for Motor Scooters, Mopeds, Effective October 1, 2012
(Web Only) new

Vehicles That “CANNOT” BE RENEWED ON KIOSK/WEB (eMVA):

Classes: A, D, M, EPO, G, P with PERM expiration (issued either SG or LG plates)
Dealer Plates – Class 1A, 1B, 1C
Recycler Plates – Class 2
Financial Plates – Class 3
Special Mobile Equipment – Class 4
Transporter Plates – Class 5
Emergency Vehicles – Class EMG
Dump Truck - Class EPD and ED4 (over 55,000 lbs.)
Trucks – Class EPO, EFA, EFT, and ERL (over 55,000 lbs.)
Tractors - Class F, FF, and FRL (over 55,000 lbs.)
Eight Year Trailer – Class GP (GP followed by a number)
Van Pool – Class J and JDP
Police Department – Class LAW
Multipurpose – Class M with NAI in exception field
Local / State Government Special Equipment – Class MCS
Motor Freight – Class MFE and MFF (over 55,000 lbs)
Political Vehicles – Class POL
Tow Trucks – Class T and TE O26
2012 Legislative Changes

Rev 9-7-12
**LEGISLATIVE BILLS**


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<th>Bill</th>
<th>Description</th>
</tr>
</thead>
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<td>HB 0668</td>
<td>Vehicle Laws - Historic Motor Vehicles – Trucks, Tractors, and Motor Homes</td>
</tr>
<tr>
<td>HB 0149</td>
<td>Mopeds and Motor Scooters – Titling, Registration, Insurance, and Required Use of Protective Headgear</td>
</tr>
<tr>
<td>SB 0309</td>
<td>Motor Vehicles - Towing Practices and Procedures</td>
</tr>
<tr>
<td>HB 0160</td>
<td>Motor Vehicles - Towing Practices and Procedures</td>
</tr>
<tr>
<td>SB 401</td>
<td>Motor Vehicles - Towing Practices and Procedures</td>
</tr>
<tr>
<td>HB 0678</td>
<td>Real Property - Manufactured Homes – Conversion to and Severance from Real Property</td>
</tr>
<tr>
<td>SB 0591</td>
<td>Real Property - Manufactured Homes – Conversion to and Severance from Real Property</td>
</tr>
<tr>
<td>HB 0499</td>
<td>Vehicle Laws - Disposition of Vehicle to Automotive Dismantler and Recycler or Scrap Processor</td>
</tr>
<tr>
<td>HB 0435/SB487</td>
<td>Vehicle Laws - Salvage – Defective, Lost, or Destroyed Certificates of Title</td>
</tr>
<tr>
<td>HB 1180</td>
<td>Vehicle Laws - Required Security – Electronic Reporting Requirements</td>
</tr>
</tbody>
</table>
HISTORIC MOTOR VEHICLES TRUCKS, TRACTORS,
AND MOTOR HOMES House Bill 668

This bill allows for certain trucks, tractors, and motor homes to apply for historic registration with limitations in use and specific insurance requirements.

Effective June 1, 2012, “Class L” historic registration plates may be issued to the following vehicles if they are 25 years or older, and the vehicle has not been substantially altered, remodeled or remanufactured from its original design:

- Trucks with a GVWR in excess of 10,000 lbs.
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- Motor Homes

The vehicles may not be used for occasional transportation. They are to be maintained for use in exhibitions, club activities, parades, tours, and similar uses. In addition, they may not be used for general daily transportation or any commercial transportation of passengers or property on highways.

As with other historic vehicles, they do not require a Maryland Safety Inspection. However, this does not prevent a police officer from issuing a safety equipment repair order. They are also exempt from emission testing.

The vehicles must be insured by a Historic Vehicle, Show Vehicle, or Antique Vehicle insurance policy.

The Application for Historic or Street Rod Registration, Form VR-096 has been redesigned with a special section and certification identifying the unique requirements for use and insurance for the larger vehicles.
MOPEDS AND MOTOR SCOOTERS - TITLING, INSURANCE
and REQUIRED USE of PROTECTIVE HEADGEAR
HOUSE BILL 149

This bill requires mopeds and motor scooters to be titled and display an identifying decal. In addition, operators of the vehicles are required to carry proof of insurance and wear a protective head and eye device. The bill also requires the electronic submission of applications for title.

Effective October 1, 2012, mopeds and motor scooters are required to be titled in Maryland. The law requires the electronic submission of title applications for mopeds and motor scooters (ERT tag and title service, ERT dealer, or Web). The owner(s) of the vehicle will be required to submit an Application for Certificate of Title, Form VR-005 the application on the reverse of the Maryland title; the Application for Title Decal for Mopeds, Motor Scooters, ATVs, Off Road Motorcycles, and Snowmobiles, Form VR-337 and proof of ownership which could be
- A Certificate of Origin,
- Maryland Title
- An Out of State Title, or
- Bill of Sale and/or registration from a non-title state (must also complete an affidavit – see below)

Note: If a customer owned a motor scooter or moped prior to October 1, 2012, and they “do not have” a certificate of origin or title, they may sign onto the MVA website, complete an electronic affidavit, and receive a title and decal. In certain situations, applicants may need to submit their request through an ERT title service or dealership.

Note: When the web process is utilized and/or the “Affidavit of Ownership Moped, Motor Scooter & Off Road Vehicle” is used, there will be no need to use a separate application for title or application for a decal since they are already a part of the web and affidavit process. The Web process cannot be utilized if the following conditions exist:
  o The vehicle is subject to a lien
  o There is a transfer of ownership
  o The vehicle owner/co-owner does not have a Maryland soundex, or
  o The vehicle does not have a VIN/serial number

Transactions with liens, no Maryland soundex, and transfers of ownership may be processed at ERT title services or dealers. VIN assignments may only be processed at MVA full service branch offices. Customers will be required to
complete the Application for Assigned Vehicle Identification Number, **Form VR-198**.

There will be no title fee or excise tax charged to customers who have owned their moped or motor scooter prior to October 1, 2012, as long as they title prior to October 1, 2013. However, all mopeds and motor scooters must display a decal and be titled if driven on the roads on or after October 1, 2012.

The **title fee** for motor scooters and mopeds is $20.00 and the **minimum excise tax** will be based on $320.00 ($19.20 excise tax). The excise tax is exempt if the customer has paid Maryland sales or use tax at the time of purchase. Otherwise 6% excise tax applies. Trade-in is allowed for dealer sales. Used vehicle values for motor scooters and mopeds can be found on NADA’s website under the motorcycle section.

The owner of a moped or motor scooter must certify at the time of titling, the vehicle is covered by insurance as described in § 17-103 of the Maryland Vehicle Law and the owner/operator must carry proof of insurance while operating the vehicle.

The permanent title decal fee is $5.00 and may not be transferred to another owner. Each time ownership transfers, a new title decal will be issued. The title decal must be displayed on the rear of the vehicle in a visible position. The title decal is retrievable from the MVA mainframe by using RQ space DN and the decal number.

An individual may not operate or ride on a moped or motor scooter unless they wear protective headgear that meets the standards under 49CFR§571.218. In addition, an eye protective device, approved by the Administration, is required unless the vehicle is equipped with a windscreen. Please visit MVA’s website for additional information concerning driver licensing requirements and the use of motor scooters and mopeds in Maryland. [http://www.mva.maryland.gov/About-MVA/INFO/27300/27300-76T.htm](http://www.mva.maryland.gov/About-MVA/INFO/27300/27300-76T.htm)

Mopeds and Motor scooters will be titled as a **class D** with **OR in the body style** using the following exception codes:
- **MOP** for Mopeds
- **MOT** for Motor Scooters

**Definitions:**
- “Moped” means a bicycle that: (1) Is designed to be operated by human power with the assistance of a motor; (2) Is equipped with pedals that mechanically drive the rear wheel or wheels; (3) Has two or three wheels, of which one is more than 14 inches in diameter; and (4) Has a motor
rating of 1.5 brake horsepower or less and, if the motor is an internal combustion engine, a capacity of 50 cubic centimeters piston displacement or less.

- “Motor Scooter” means a non-pedal vehicle that: (1) Has a seat for the operator; (2) Has 2 wheels, or which one is 10 inches or more in diameter; (3) Has a step through chassis; (4) Has a motor: (i) With a rating of 2.7 brake horsepower or less; or (ii) If the motor is an internal combustion engine, with a capacity of 50 cubic centimeters piston displacement or less; and (5) Is equipped with an automatic transmission. “Motor scooter” does not include a vehicle that has been manufactured for off road use, including a motorcycle and all terrain vehicles.

Related Procedure Changes for ATVs, Off-Road Motorcycles, and Snowmobiles

Even though the law requiring the titling of ATVs, off-road motorcycles, and snowmobiles occurred in October 2010, there are programming changes in body style and exception code usage when issuing titles and decals for the vehicles.

Beginning October 1, 2012, a $5.00 decal fee will be charged for an ATV, off-road motorcycle, and snowmobile.

The vehicles will continue to be titled as a class D, but now use OR for the body style. When OR is placed in the body style field, NR will automatically populate in the inspection field. The following exception codes will be used:

- **ATV** for All Terrain Vehicles
- **DRT** for Off-Road Motorcycles
- **SNO** for Snowmobiles

The title fee for ATVs, Off-Road Motorcycles, and Snowmobiles will continue to be $100.00.

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Towing Practices and Procedures

**Senate Bill 401**

This bill clarifies practices and procedures relating to motor vehicle towing. It also requires the MVA to establish and maintain a database containing addresses for notification purposes that will be made available to any tower free of charge.

Effective October 1, 2012, this bill requires:

The owner of a private property lot that tows or removes unauthorized vehicles
from their parking lots to place large visible signs stating:

- The location where the vehicle was towed and the name of the towing company;
- The vehicle may be claimed 24 hours 7 days a week;
- The maximum amount that the owner of the vehicle may be charged for the towing or removal of the vehicle; and
- Who to contact to claim the vehicle.

Vehicles cannot be towed more than 15 miles from the site of the tow or out of the state, and they cannot be moved from the storage facility to another for at least 72 hours.

Towers are required to:

1. Obtain commercial liability insurance in the amount required by Federal
2. Law to cover any damage to the vehicle resulting from the person’s negligence;
3. Take a photograph of the violation before towing;
4. Attach a warning to the vehicle for a lapsed registration and cannot tow the vehicle until 72 hours after attaching the warning; and
5. Not allow spotters for towers (prohibited).

The Tower must notify the owner, secured party, and insurer within 3 days.
The MVA will maintain a database providing proper address information of insurers free of charge. Towers will be notified by letter of how to access the database.

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**REAL PROPERTY**

**Manufactured Homes**

**Affixation to and Severance from Real Property**

**House Bill 678**

This bill allows for a manufactured home that is attached to a permanent foundation and connected to utilities, including water, gas, electricity, or sewer or septic service to be converted to or severed from real property. The owner must file an affidavit of affixation or severance with the Clerk of the Circuit Court in the county where the parcel of real property and manufactured home is located.

**AFFIXATION to Real Property**

Effective October 1, 2012, immediately after a manufactured home has been converted to real property by filing an affidavit of affixation with the clerk of the circuit court, the owner must send a certified copy of the affidavit and any attachments to the Motor Vehicle Administration to become part of the record. The Customer Agent (CA) will review and accept the documentation to be submitted which could include:

- An affidavit of affixation form, entitled “Manufactured Home Converted to Real Property”
• Certificate of Origin with the word “Surrendered” clearly written (New); or
• Certificate of Title with the word “Surrendered” clearly written (Used); or
• Document prepared by a Maryland licensed attorney or title insurance producer along with a statement from the owner they are unable to locate a manufacturer’s certificate of origin or a certificate of title for the manufactured home.
The CA will forward the above documentation to MVA HQ, Glen Burnie, MD Room 202, DIWS Unit to be scanned as part of the record.

After documentation is submitted to the MVA confirming a manufactured home has been converted to real property, DIWS will automatically send a file deleting the title record and updating the mainframe to reflect the appropriate message MANUFACTURED HOME CONVERTED TO REAL PROPERTY if entering the title number or vehicle identification number.

Once the information is removed from the MVA database, the MVA will send written notification to the requestor.

**SEVERANCE of Manufactured Home**

Immediately after a manufactured home has been severed from real property by filing an affidavit of severance with the Clerk of the Circuit Court, the owner must:
• Send a certified copy of the affidavit form “Manufactured Home Severed from Real Property” to the MVA to become part of the record.
• The MVA will issue a certificate of title for the severed manufactured home. Documentation submitted will be available for retrieval from DIWS by querying the title or vehicle identification number.

The Administration will make records for manufactured homes available to: attorneys, title insurance producers, and other individuals authorized to conduct a title search.

There is no fee for submitting an affidavit of conversion to or severance from real property to the Maryland Motor Vehicle Administration.

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**Disposition of Vehicle to Automotive Dismantler & Recycler (AD&R) or Scrap Processor (SP)**

**HB (499)**

This bill creates a new process for disposal of motor vehicles without a certificate of title or a salvage certificate.
When an AD&R or SP acquires a vehicle from someone other than the owner of the vehicle an “Affidavit of Vehicle Possession by an Automotive Dismantler and Recycler (AD&R) or Scrap Processor (SP)” may be completed to state/contain the following:

1. Description of the vehicle by year, make and VIN
2. The person providing the vehicle is in lawful possession of the vehicle and the basis of that right
   The vehicle may not be re-titled and may only be dismantled, destroyed or scrapped
3. Name, address, driver’s license number, and signature of the person providing the vehicle
   Acknowledge the form is signed under penalty of perjury and penalties established under § 27-101.2 apply
4. Date the vehicle was provided to the AD&R or SP
5. Name, address and license number (J number) of the AD&R or SP, and
6. Printed name, title, and signature of the person accepting the vehicle

The AD&R or SP will enter the information into the Maryland State Police’s database, RAPID. In addition, the AD&R or SP must maintain the signed affidavit for 3 years and make it available for inspection by law enforcement along with the following:

- A copy of the driver’s license of the person who provided the vehicle
- Any proof of ownership documents acceptable to the MVA, if available, and
- If the vehicle was transported by towing, a copy of the registration of the tow vehicle

The AD&R or SP must send notice within 7 days by certified mail return receipt requested:

- To the last known registered owner of the vehicle, and
- To each secured party on MVA’s records

The notice must state:

- The vehicle has been taken into custody
- The year, make model and vehicle identification number
- The location where the vehicle is being held
- Inform the owner and secured party of their right to reclaim the vehicle within 11 working days after the date of the notice; and upon payment of all towing, recovery and storage charges owed to the AD&R or SP.
- Failure of the owner or secured party to exercise their right to reclaim the vehicle in the time provided is a waiver of their right, title and interest in the vehicle; and is a consent to the dismantling, destroying or scrapping of the vehicle

The AD&R or SP is not required to repeat the notification if it receives proof the notification procedures were completed by another person before taking possession of the vehicle; or if the AD&R or SP receives the vehicle from the owner, or the owner’s agent.
CS-78 Certificate of Authority to Dispose of an Abandoned Motor Vehicle to an Automotive Dismantler and Recycler or Scrap Processor Vehicle

This is an MVA controlled document issued only by law enforcement agencies allowing an individual, towing/impound company, or an AD&R to transfer vehicles to an AD&R or Scrap Processor. The CS-78 replaces the vehicle’s title and is used to dispose of an abandoned vehicle. The form is completed in the name of the person or company possessing the vehicle. If the form is assigned to an individual or towing/impound company, it can only be assigned to an AD&R or Scrap Processor. The CS-078 can only be used to obtain a Salvage Certificate.

Please note: Many AD&R or SP will just scrap, dismantle, or destroy the vehicle and will not apply for a salvage certificate.

NOTE: THE IMPLEMENTATION OF THIS LEGISLATION WILL MAKE THE FORMS CS-094 AND CS-081 OBSOLETE.
Salvage – Defective, Lost or Destroyed Certificates of Title
HB 435 / SB 487

This bill provides a method for an insurance company to apply for a salvage certificate if the certificate of title is defective, lost or destroyed.

When an insurance company acquires a vehicle as a result of a claim settlement, and the certificate of title is defective, lost or destroyed, the insurance company may apply for a salvage certificate by submitting the following:

- An Insurance Affidavit in Lieu of Title (fee $20.00)
- A copy of the settlement check or other evidence of final payment
- Application for Salvage Certificate, Form VR-028 (fee $20.00)

The affidavit may only be utilized if one of the following selections apply:

- The cost to repair the vehicle for highway operation is greater than 75% of the fair market value of the vehicle prior to sustaining the damage for which the claim was paid and the vehicle is repairable.
- The vehicle is not rebuildable, will be used for parts only, and is not to be retitled.
- The vehicle has been stolen.
- The vehicle has sustained flood damage.
- The vehicle has been acquired by an insurance company as a result of a claim settlement and the cost to repair the vehicle is 75% or less of the fair market value of the vehicle prior to sustaining the damage for which the claim was paid.

Please note: An electronic process developed to accommodate this procedure is available on MVA’s website beginning October 1, 2012. The process consists of a series of question and certifications to complete the electronic affidavit. Please have the number of the check used for payment of the claim readily available.

Required Security - Electronic Reporting Requirements HB 1180

Effective October 1, 2012, insurance companies are required to immediately report cancellations and new business to the MVA electronically. In addition, insurance companies must notify the MVA every 30 days of any additions,
deletions, or modifications to the fleet policy.

Insurance companies reporting have been converted to a secure server and policy information received will update the MVA mainframe when reported.
2013 LEGISLATION
VEHICLE PROGRAMS

$17 Surcharge Per Registration Year Effective 6/1/13

Electric Vehicle HOV Permit Use and Issuance Extended Until September 2017 - Effective 6/1/13

 Manufactured Homes – Affixation Property – Liens Effective 6/1/13

Tolls Violations Effective 7/1/13

No Longer a $100 Title Fee For a Jointly Owned Vehicle Transferred to a Surviving Spouse Effective 7/1/13

Physician’s Assistant Can Certify Disabilities Effective 10/1/13
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House Bill 1515
Transportation Infrastructure Investment Act of 2013

This bill increases the vehicle registration surcharge from $13.50 to $17.00 per registration year. The distribution of the surcharge collected is shown in the Transportation Article, under §13-954, Surcharge for Motor Vehicle Registration, and §13-955, Maryland Emergency Medical Systems Operations Fund of Maryland Vehicle Law. The surcharge provides funding for the medevac helicopter, among other things.

Effective June 1, 2013, the surcharge collected with the issuance or renewal of a registration for a vehicle will increase from $13.50 to $17.00 per registration year. The surcharge applies to all registration classes except: Class L, Historic; Class N, Street Rod; Class G, Trailer; Class K, Farm Area Vehicle; Interchangeable, and Gratis registrations. The annual vehicle registration surcharge is directed to the Maryland Emergency Medical Systems Operation Fund.

TARIS will have a backlog prompt to accommodate the processing of transactions received prior to June 1, 2013, including rejections.

All TARIS, WEB, KIOSK, TELEPHONE and ERT systems will be programmed to accept the changes on June 1, 2013.

The following forms have been revised and are available on the MVA Website (except the Class/Fee Chart) as a result of the new increase in surcharge and will be available for the implementation of this legislation:

Application for Certificate of Title, Form VR-005
Application: New Plates/Stickers & Transfer of Plates or Non-Titled Trailers, Form VR-008
Application for Registration Plate Refund, Form VR-021
Motor Vehicle Fees, Form VR-316
Schedule of Fees, Form VR-042A
Class/Fee Chart Form VR-238
House Bill 794/Senate Bill 696
Manufactured Homes - Affixation to Real Property – Liens

This bill requires that lien information be disclosed on the Affidavit of Affixation used when a manufactured home is converted to real property. In addition, it provides a definition of lien in relation to manufactured homes.

Effective June 1, 2013, the affidavit used to convert a manufactured home to real property must contain information relating to the disclosure of any liens on the manufactured home or the real property to which it is, or will be, affixed.

The Affidavit Manufactured Home Converted to Real Property, Form VR-451 which is available on the MVA Website has been revised to accommodate the new changes. The form must to be accompanied by a:

- Certificate of Title disclosing any liens, and attach any lien release(s), if applicable;
- A Certificate of Origin disclosing any liens, and attach any lien releases, if applicable; or
- A document prepared by a Maryland Licensed Attorney or Title Insurance Producer stating a search was conducted in county land records of the real property to which the manufactured home is or will be affixed, and in the MVA records.

Please note: All liens identified must be disclosed on the affidavit, or indicate the word “NONE” in the place provided for Name of Lien Holder. Information provided to disclose a lien on the affidavit must include: the name of the lien holder, nature of lien, date of lien, and amount of lien.

After filing an affidavit of affixation with the Circuit Court, the affidavit and all accompanying documents must be sent to:

Maryland Motor Vehicle Administration
Data Management Division Room 202
6601 Ritchie Hwy, NE
Glen Burnie, MD 21062

If additional information is needed, please contact the Correction Unit at 410-424-3126.
House Bill 836 / Senate Bill 600
Electric Vehicles

The bills alter and harmonize certain variations of the definition of “plug-in electric drive vehicle”. The variations in definition are important to note since certain requirements are different depending on whether the customer is applying for an HOV permit or a Plug-in Electric Excise Tax Credit.

Effective June 1, 2013, the law extends the use of the HOV permits for plug-in electric vehicles until September 30, 2017. Customers who currently have an HOV permit on their vehicles have been sent a letter with a new permit enclosed to place on their vehicles. Any customers not receiving a replacement in the mail may complete the form VR-335, check the renewal box, and fax the form to 410-768-7413. A new permit will be sent to the customer at no charge. The original issuance of the permits will continue to be through Maryland dealers who sell plug-in electric vehicles or through Vehicle Services Room 104.

A new variation in the definition for “Plug-in Electric Drive Vehicle”, § 11-145.1, will allow MVA to issue an HOV Permit to a vehicle modified from its original manufacturer’s specifications and is now converted to a plug-in electric vehicle. Please note: Customers indicating their vehicle has been modified to become a plug-in electric vehicle will need to have their vehicle examined by the Maryland State Police, prior to the issuance of an HOV permit.

It is important to note that a plug-in electric vehicle must have a maximum speed capability of at least 65 miles per hour to obtain an HOV permit. Changes related to this legislation have been made to the Application for Plug-in Vehicle HOV Permit, Form VR-335 which is available on the MVA Website.

The maximum speed capability for applying for excise tax credit is at least 55 miles per hour.
House Bill 791
Tax Credits – Electric Vehicles – Extensions

This bill extends the excise tax credit that is given for plug-in electric vehicles titled in this State for fiscal year 2014. In addition, the amount of credit given has been altered.

Effective July 1, 2013, the excise tax credit given to certain plug-in electric vehicles has been extended to June 30, 2014, or until the fund allotted is exhausted. However, the amount of credit that may be given is in a three (3) level structure related to the battery capacity as follows:

- Level 1 ($600 credit) – The battery capacity is not less than 4.0 kilowatt-hours but not more than 10.0 kilowatt hours.
- Level 2 ($700 credit) – The battery capacity is between 10.1 but not more than 15.0 kilowatt-hours.
- Level 3 ($1,000 credit) – The battery capacity is over 15.0 kilowatt-hours. The credit is not available through TARIS or ERT systems. Instead, the full amount of tax will be paid when the vehicle is titled. If the vehicle qualifies for the plug-in electric credit, the Excise Tax Credit For Plug-In Electric Vehicles, Form VR-334, available online, should be completed and signed by the applicant/co-applicant and the dealer. The form must be mailed to:

  Maryland Motor Vehicle Administration 6601 Ritchie Highway NE
  Excise Tax Refund Unit Room 202
  202 Glen Burnie, MD 21062

Tax credits are applicable for plug-in electric drive vehicles that are titled on or after October 1, 2010, but before July 1, 2014. It is important to note, the owner must apply for the credit. All applications received are subject to review to ensure qualifications have been met and funding is available.

House Bill 725/Senate Bill 25
Title and Registration – Transfer to Surviving Spouse

This bill allows for the transfer of a vehicle jointly titled to spouses, and transferred to the surviving spouse, to be exempt from payment of the title fee.

Effective July 1, 2013, the $100 title fee will not be charged for a title transfer of a vehicle jointly owned by spouses in Maryland when one spouse is deceased, and the ownership is transferring to the surviving spouse, even if the date of death occurred prior to July 1, 2013.

The death of one of the spouses may be determined either from the presentation of a
Reported Deceased Notice, Form VR-278; a Decedents Letter, Form VR-264P; DHMH notification on MVA's mainframe; or by presentation of the certified copy of the death certificate. The titling documents will be completed in the usual manner, but on the TARIS TITLE TAX SCREEN, the code XSP will be entered in the Tax Code field. By using this tax code, it will make the transaction exempt from both the title fee and the excise tax. This is the only title transaction that is currently exempt from the $100 title fee.

Please note: This exemption from the $100 title fee may not be used for vehicles that are not jointly titled to spouses. Therefore, it will not apply for transfers involving a deceased spouse who individually owns a vehicle if transferred to their surviving spouse.

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House Bill 420
**Maryland Transportation Authority – Payment of Tolls**

This bill requires the MVA to refuse to renew or transfer the registration or suspend the registration of any motor vehicle incurring toll violations upon notification by the Maryland Transportation Authority. The definition of chronic offender related to tolls violations has been changed.

Effective July 1, 2013, this bill requires the MVA to refuse to renew or transfer the registration or to suspend the registration of any motor vehicle incurring toll violations upon notification by the Maryland Transportation Authority (MdTA). The definition of chronic offender related to tolls violations has been changed.

The usual flag release procedures, similar to parking flags, apply to any MdTA flag and an administrative flag fee is due once the administration flags the record.

Violations can be paid at all MVA counters that provide E-Z Pass Services. Once the violation has been sent to Collections, the violation must be paid at the Central Collection Unit (CCU).
**House Bill 523 / Senate Bill 486**  
**Short-Term Rental of Motorcycles – Sales and Use Tax and Motor Vehicle Law**

This bill expands the definition of “short-term rental vehicle” to include motorcycles for the purpose of calculating sales and use tax, thus exempting them from excise tax.

Effective July 1, 2013, motorcycles have been added to the definition of a “rental vehicle” under § 11-148.1 of Maryland Vehicle Law. The class for rental motorcycles will be DRL. When class DRL is entered into TARIS upon titling the vehicle, an excise tax exemption will automatically be given, as with other short term rental vehicles. This applies only to motorcycles that will be rented for a period of no more than 180 consecutive days, and satisfying all other requirements under § 11-148.1.

The registration fees for rental vehicles are shown in § 13-939.1 of Maryland Vehicle Law. For a rental motorcycle, the fee is $35.00 annually, in addition to any applicable surcharge.

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**House Bill 723/Senate Bill 460**  
**Health Occupations – Physicians Assistants – Authority to Practice**

This bill authorizes a licensed physician’s assistant to certify qualifying disabilities of an applicant for disabled license plates or placards.

Effective October 1, 2013, a Licensed Physicians Assistant will be authorized to certify that an applicant has a qualifying disability allowing them to obtain:
- Disability Registration Plates,
- Disability Parking Placards, or
- Temporary Parking Placards.

The Application for Maryland Parking Placards/License Plates for Individuals with a Disability, Form VR-210, has been revised allowing a Licensed Physicians Assistant to certify to qualifying disabilities for a disabled applicant. The Guide for Maryland Motorists with a Disability, Form VR-138 has also been revised.
House Bill 374/Senate Bill 212
Vehicle Laws – Registration Plates for Motorcycles – Individuals with Disabilities

This bill allows an individual with a disability to possess two disability motorcycle registration plates, in addition to the special registration authorized under §13-616(b) and the parking placards issued under §13-616.1 of Maryland Vehicle Law.

Effective October 1, 2013, an individual with a disability may possess two disability motorcycle plates in addition to any of the following combinations:

- One placard;
- One regular disability plate;
- One placard and one regular disability plate; or
- Two placards.

The Application for Maryland Parking Placards/License Plates for Individuals with a Disability, Form VR-210 has been revised to allow the request for the additional motorcycle disability plates. The Guide for Maryland Motorists with a Disability, Form VR-138 has also been revised.

House Bill 742
Vehicle Laws – Residential Parking in Baltimore City

This bill excludes disabled individuals from parking in Baltimore city where there is a local ordinance restricting parking for vehicles not displaying a specified residential parking permit.

Effective October 1, 2013, an individual displaying a disabled license plate or placard, may not park in any area in Baltimore City restricting parking to those with residential parking permits only. An exception is made if the disabled individual has a residential parking permit, in addition to their disability plate or placard.

House Bill 320/Senate Bill 217
Vehicle Laws – Registration Plates for Individuals with Disabilities – Parking in Baltimore County

This bill authorizes an individual for whom special disability registration plates/placards were issued, to park in a designated zone for the disabled established by Baltimore County on any road subject to a certain restriction.
Effective October 1, 2013, an individual for whom special disability plates/placards have been issued may park in zones designated for the disabled by Baltimore County on any county highway, subject to the time restrictions posted for the parking zone.

**House Bill 977/Senate Bill 39**  
**Motor Vehicle Registration – Special Reproduction Registration Plate**

This bill allows for the issuance of a specially designed reproduction registration plate upon request to eligible vehicle classifications in Maryland. The plate can be requested until December 31, 2014.

Effective January 1, 2014, a specially designed reproduction license plate will be available. The plate resembles the license plate issued by the State of Maryland in 1910 for display on a vehicle. The special reproduction plates will be available until December 31, 2014, and upon request of the vehicle owner, lessee, and those authorized to sign on behalf of a business entity. It is a specially designed plate similar to the Chesapeake Bay and Agricultural plate, and has a yellow background with black lettering. The plate may be issued to the following vehicle classifications:

- Class A, Passenger Vehicles;
- Class E, Trucks with a manufacturer’s rated capacity of 1 ton or less;
- Class L, Historic Vehicle;
- Class M, Multipurpose Vehicle; and
- Class N, Street Rod.

There will be no new classes. A new tag format has been developed for all required vehicle classes to accommodate the special reproduction plate. Vehicle owners may continue to display and renew their special reproduction plates after the initial issuance period is over. Since this is an optional tag, in lieu of the standard issue plate for the classes listed above, all rules for the original issuance, transfer, repurchase, substitute, and tag return will apply. The plate is available for use on any model year vehicle for class A, E and M vehicles; the model year requirement for the class L historic is at least 20 model years old; and the model year requirement for class N street rod is at least 25 years old.

Tag Schemes are as follows:

- Class A, E, L,M, and N: 2 alpha, 5 numeric
- Disabled A, E, and M: universal wheelchair symbol, 2 alpha, 4 numeric
Reproduction plates must be requested through Alternative Services (Web, Kiosk, and ERT). Plates will be attained through backend fulfillment and mailed to customers. **Please note:** A small stock of special vintage plates will be maintained in the Tag Room in Room 104 and will only be used for extreme circumstances. Special reproduction plates will not be available at branch offices.

The tag scheme for A, E, and M will be the same and the plates may be repurchased between classes by paying the registration fee, surcharge, and the *initial issuance fee for the new class. At time of renewal, an additional annual fee will be charged along with any usual registration fees collected.

Special reproduction personalized plates are also available by paying the additional *initial issuance fee/annual fee in addition to any registration and personalized fees that may be required.

*Initial issuance/annual fee in addition to registration fee, is still to be determine*
2014 LEGISLATION
VEHICLE PROGRAMS

HB 575 – Farm Area Motor Vehicles – Registration and Authorized Use

HB 882 Motor Vehicles – Low Speed – Power Source

HB 246 – Motor Vehicles – Inspection Certificates For Used Vehicles – Procedures

HB 1345 Electric Vehicles and Recharging Equipment – Rebates and Tax Credits Source

HB 205 – Vehicle Laws – Electric Bicycle Definition

HB 130 – Motor Vehicle Insurance – Task Force to Study Methods To Reduce the Rate of Uninsured Drivers
### Legislative Bill Links

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House Bill 575 / Senate Bill 221
Farm Area Motor Vehicles—Registration and Authorized Use

This bill increases the distance a Class K Farm Area Vehicle may travel from the farm. In addition, the applicant must provide to the Motor Vehicle Administration (MVA) proof of active farming status when making application for a Farm Area Vehicle registration. This legislation will sunset in 5 years, unless extended by future legislation. Emergency Legislation Effective the Date Enacted.

Senate Bill 221 allows a Class K Farm Area Vehicle to travel within a 25 mile radius of the farm. In addition, all applicants for new farm area registration must provide to the Motor Vehicle Administration (MVA) proof of active farming status. Maryland Vehicle Law defines a farmer as “a person who raises, grows, and produces farm products on a farm of at least 3 acres; or keeps at least 25 bee hives for pollination of orchards and farm crops and the commercial production of honey”.

New Title/Registration Transactions will require the completion of the revised Application for Issuance of Farm Area Vehicle Tags or Island Tags, Form VR-331, and the required documentation to prove active farm status, along with the title and all other required paperwork. The top portion of the following documents, along with the depreciation schedule/auto worksheet identifying the vehicle, is acceptable proof:

- IRS Form 1040 Schedule F “Profit or Loss From Farming”
- IRS Form 1040 Schedule C-EZ “Net Profit From Business”
- IRS Form 1120 “U. S. Corporation Income Tax Return”
- IRS Form 1120S “U.S. Income Tax Return for an S Corporation”
- IRS Form 1065 “U. S. Return of Partnership Income”
- IRS Form 4835 “Farm Rental Income and Expenses”

Once the customer has provided proof of active farm status, the vehicle may be titled and registered as a Class K Farm Area Vehicle. **Important Note: While processing the new title and registration request, the customer agent will need to enter FRM in the exception field to show the applicant has submitted proof of active farm status.** The TARIS GUI drop down has been updated to show FRM. The IRS form submitted will become part of the title record. **Be sure to black out the applicants social security number if it is on the form.**

All Class K vehicles on our database were compared to a file from the Department of Assessment and Taxation to see if the current address is an active farm. If a match was found, the exception field on the Vehicle record has automatically populated with FRM.

If there was no match for active farm status, a letter was sent to the vehicle owner, asking them to mail one of the documents above to the MVA as proof. If the proof submitted is acceptable, FRM will be entered in the exception field and a new
registration card will be printed. The approved documents, with the title number written on them, are sent to the DIWS unit for scanning.

If a customer cannot prove active farm status, their vehicle will remain flagged Farm Certification Required. Those who are not able to prove active farm status may not renew their registration as a Class K. However, the vehicle can be registered as another class, as long as all requirements of the other class are met. A Maryland Safety Inspection will be needed if the new class requires an inspection prior to registration.

Note: Since Island Vehicles, are also registered under this class, the program will be changed to allow ISL in the exception field for all Class K vehicles showing a Smith Island or Tangier Island address.

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**House Bill 882**

**Motor Vehicles - Low Speed Vehicles – Power Source**

This bill alters the definition of a low speed vehicle to mean a motor vehicle with a certain maximum speed capability regardless of how the vehicle is powered.

Effective immediately due to emergency legislation, Low Speed Vehicle means, “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 Low Speed Vehicle Application, form VR-324 has been modified to accommodate this change and is available on the intranet and internet.

Please be reminded that all transactions for low speed vehicle need to be referred to the Special Tag Unit of Vehicle Programs, Room 104 in the Glen Burnie Headquarters.

Low Speed Vehicle are processed using Class D with R in the exception field.

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**House Bill 246**

**Motor Vehicle – Inspection Certificates for Used Vehicles Procedures**

This bill removes the requirement for the Automotive Safety Enforcement Division of the Maryland State Police to issue safety inspection certificates in writing, thus allowing for The electronic submission of safety inspection certificates to the Maryland Motor Vehicle Administration.
Effective July 1, 2104, a Safety “Inspection Certificate” is defined as a certification by an inspection station, in a format established by the division (Automotive Safety Enforcement Division), that:

- Certifies that, as of its date, a specified vehicle meets or exceeds the standards for equipment established under 23-101; and
- Identifies the inspection station and the registered individual who personally inspected the vehicle

Since the law only allows for, but does not mandate electronic inspection certificates, we will see both the electronic and paper inspection certificates. When a customer is titling a vehicle and they come to the MVA after the inspection has been completed, and are buying plates or transferring plates, there are three processes for presentation of the Maryland Safety Inspection:

1) Paper Certificate – Use same process as today.
2) Paper Electronic Certificate – Control number starts with an “E”. Signature is machine printed. (See example on next page) Process same as today.
3) Electronic – Will update mainframe with new mileage and inspection date then proceed with the title and issuance of the registration plates/tag transfer The usual fees will be collected in this case.

When the inspection date is entered, either by the Customer Agent or electronically, they need to verify the inspection date is valid for processing as currently done.
- Valid 90 days from date of inspection for non-dealer transactions
- Valid 6 months or until 1000 miles has been added to the odometer, whichever occurs first, for vehicles held in dealer inventory
- 30 days from date of title for re-sales
- Supervisors may continue to approve transactions if work was rejected if the inspection was valid when first presented to MVA; dealer/title service is out of business and the inspection date can be electronically verified or customer has a copy of the expired inspection; or other unusual situations approved by supervision or management.

**Important Note:** When inspection information is received electronically, if a previous Maryland record is found, the new inspection date will populate that IBM record, and will carry forward to a new title transaction when processed. Other types of inspection field data will also carry over so it is imperative that the information in the inspection field be reviewed and updated when the new TARIS transaction is processed. Other types of information that will carry forward include NA, NI, NIR, NR, etc. **PLEASE BE SURE EACH TRANSACTION CONTAINS THE APPROPRIATE INSPECTION FIELD INFORMATION OR NEW INSPECTION DATE BEFORE PROCEEDING WITH THE TRANSACTION.**
When an electronic inspection date is sent and no Maryland record is found, the electronic inspection will be held in a table on the mainframe and will automatically populate the title record.

**30 DAY Temporary Tag Procedure Change with New Plates**

**New Plates** –
- When processing a New Title with 30 Day Temporary Registration, and the customer is requesting new plates (not transferring), the customer agent will proceed as they do today using the “New Title with Temporary Tag” function, and enter TEM in the Inspection field. In addition to collecting the $20.00 fee for the temporary tag, the system will also require the full two year registration fee for the vehicle, including surcharge (if applicable). Note: Trucks one-ton and larger, and tractors, pay one year registration fee plus surcharge, in addition to the $20.00 Temporary Tag fee.
- Later, when the inspection date is entered either electronically or in TARIS using the new Record Inspection (RI function), a message will be sent to Maryland Correctional Enterprises (MCE) and a new year sticker and registration card will be mailed directly to the customer. The RI function also allows the Customer Agent to print a temporary registration for the customer’s use until the permanent registration and sticker arrives in the mail. Once the mainframe updates, a temporary registration may also be printed online, if needed.
- If a Temporary Registration is requested after the vehicle is already titled, and new plates are requested, use function TM, entering the new tag number and TEM in the inspection field. A $20.00 temporary registration fee will also be collected in addition to the 2-year registration fee (if applicable).
- **A backlog prompt will be available until November 7, 2014.**

**Temporary Registration With Tag Transfer**

- Transfer Plates - When processing a New Title with Temporary Registration, and the customer is transferring plates, enter the tag number being transferred (keeping the date expiration on the tag), and enter TEM in the inspection field. Collect the transfer fee of $10.00 and appropriate registration fee based on the tag expiration. The registration will print with “Temporary” at the top.
- When the inspection is received, there is no need to print an additional registration card. The mainframe will be updated with the inspection date and mileage.
- A flag 0094 “SAFETY INSPECTION REQUIRED” will be placed if an inspection is not submitted within the time required. The flag will automatically be released when an inspection date is entered.
- Note: If Temporary Registration is requested after title has been issued, use TT or TR in TARIS
Refund Procedures

- If new tags were issued, the full two year registration fee was collected, and the inspection is not submitted within 120 days, the customer will be entitled to a refund of the 2 year fee including surcharge. The refund will be initiated by the return of the plates. However, if the plates were not returned within 60 days, only a one year refund will be issued.
- If tags were transferred and the inspection is not submitted within 120 days, current refund procedures will apply depending on the expiration of the tags. The refund will be initiated by the return of the plates.
VEHICLE INSPECTION REPORT

Inspection Date: 04/22/2014         Result: PASS
Performed By: CARMAX AUTO SUPERSTORES, INC.
Inspector: GEORGE ADE
8800 FREESTATE DRIVE LAUREL, MARYLAND 20723

Customer Name: CARMAX AUTO SUPERSTORES, INC.
Address: 8800 FREESTATE DRIVE LAUREL, MARYLAND 20723

MARYLAND STATE POLICE

INSPCTION CERTIFICATE
THIS IS TO CERTIFY THAT THE FOLLOWING DESCRIBED VEHICLE

<table>
<thead>
<tr>
<th>MAKE</th>
<th>YEAR</th>
<th>TYPE</th>
<th>VEHICLE IDENTIFICATION NUMBER</th>
<th>MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBR</td>
<td>2007</td>
<td>HONDA</td>
<td>1234567890</td>
<td>50</td>
</tr>
</tbody>
</table>

HAS BEEN INSPECTED BY A DUTY AUTHORIZED REPRESENTATIVE OF THE INSPECTION STATION NAMED HERON AND
SUCH STATION HOLDS A CURRENT, VALID LICENSE, PURSUANT TO THE APPLICABLE PROVISIONS OF TRANSPORTATION
ARTICLE, ANNOTATED CODE OF MARYLAND. IT HAS BEEN DETERMINED THAT THE SAFETY EQUIPMENT OF THE
DESCRIBED VEHICLE, AS SPECIFIED BY LAW, MEETS WITH OR EXCEEDS THE MINIMUM SAFETY STANDARDS.
CARMAX AUTO SUPERSTORES, INC.

STATION STAMP — 8800 FREESTATE DRIVE
LAUREL, MARYLAND 20723

Date of Certification: April 22, 2014

I certify under Penalty of Perjury that the statements made herein, and on the corresponding MV Inspection
Report, are true and correct and that the vehicle meets with or exceeds the minimum safety standards.

Signature of registered Inspection Mechanic

FOR MVA USE ONLY
TAG ————
TITLE ————

MSP 23-63 (04/14) SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS
Senate Bill 908, House Bill 1345
Electric Vehicles and Recharging Equipment – Rebates and Tax Credit
This bill allows for the continuation of the excise tax credit for plug-in electric vehicles, with changes in the calculation method of the credit and limiting the credit to the purchase of new plug-in electric vehicles. Limitations of the number of excise tax credits per individual or business entity continue.

Effective July 1, 2014 this bill continues the allowance of the excise tax credit for new plug in electric vehicles. The calculation of excise tax credit changes from a 3 tiered structure to a calculation of $125 per kilowatt hour of the battery capacity of the vehicle, not to exceed $3000.

A new refund code has been programmed, EV4, so that refunds from last year can be distinguished from the refunds issued under the new requirements. A new field will reflect in the refund application to capture kilowatt-hour battery capacity.

An individual is limited to 1 excise tax credit:
• Whether they own or lease the vehicle
• Jointly owned or leased vehicles will allow each owner a credit

A business entity is limited to 10 vehicle excise tax credits regardless of whether the vehicle is owned or leased.

There is a set limit of funding for the excise tax credit. The amount identified is $1,800,000 for fiscal year 2015, 2016, and 2017; not to exceed $600,000 for each fiscal year. All excise tax credits must cease for the fiscal year once the limit is reached.

The VR-334, Excise Tax Credit for Plug-In Electrical Vehicle Form VR-334 has been modified to reflect these changes.

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Budget Reconciliation and Financing Act of 2011

As a result of the Budget Reconciliation and Financing Act of 2011 the following changes are in effect beginning July 1, 2014:
• The title fee for rental vehicles increases from $50.00 to $100.00.
• Vehicle classes affected are ARL, DRL, MRL, ERL, GRL and FRL.
• The processing fee a Maryland dealer may collect increases from $200.00 to $300.00. Dealer processing charge must be included in the taxable price of a vehicle when computing excise tax. Please also
be reminded that in many cases, out of state dealers charge more than $300 and the full amount of their processing fee is taxable when the vehicle is titled in Maryland.

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**Senate Bill 390**  
**Criminal Law – Illegal Dumping and Litter Control Law – Driver’s License Points**

This bill requires the court to notify the Motor Vehicle Administration if a person is convicted of a violation of the Illegal Dumping and Litter control Law § 10-110(F)(2)(I),(II), and (III) of the Criminal Law Article, and the person used a motor vehicle in the commission of the violation.

**Effective October 1, 2014** the court may notify the Motor Vehicle Administration to not register or transfer the registration of any vehicle involved in a violation of the Illegal Dumping and Litter Control Law under § 10-110 of the Criminal Law Article or a local law or ordinance adopted relating to the unlawful disposal of litter as determined under § 10-112 of the Criminal Law Article, if:

- The person cited has failed to pay for the violation by the date specified in the citation, or
- Files a notice of his intention to stand trial for the violation, or
- Has failed to appear for trial

**Note:** At this time, the court has chosen “not to pursue” this option. Instead the court will pursue the stronger enforcement, in that a bench warrant can be issued in these cases.

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**House Bill 205**  
**Vehicle Laws – Electronic Bicycle – Definition**

This bill alters the definition of bicycle to include and electric bicycle; defines the term “electric bicycle; and establishes that the definitions of “moped”, “motorized minibike”, and motor vehicle do not include and electric bicycle.

**Beginning October 1, 2014** the definition of bicycle will include and electric bicycle.

Electric bicycle means a vehicle that:

1. Is designed to be operated by human power with the assistance of an electric motor;
2. Is equipped with fully operable pedals;
3. Has two or three wheels;
4. Has a motor with a rating of 500 watts or less; and
5. Is capable of a maximum speed of 20 miles per hour on a level surface when powered by the motor.

The following definitions have also been modified:

- The definition of moped has been changed to specifically “not include an electric bicycle.
- The definition of motorized minibike has been changed to not include an electric bicycle.
- The definition of motor vehicle states it does not include an electric bicycle.

**House Bill 130**

This bill authorized the establishment of a task force to study methods of reducing the rate of uninsured drivers.

This bill authorizes the creation of a task force to study and make recommendations of methods to reduce the rate of uninsured drivers in this State. The task force must make their preliminary findings and recommendations by December 31, 2014, and make their final findings and recommendations by December 31, 2015.
2015 Legislation

Title Fees - Rental Vehicles
HB 0203/JSB 0451

Class L Historic / Class N Street Rod HB 524

Special Registration Plates and Parking Placards
Individuals with Disabilities
Licensed Physical Therapist SB 124/HB 201

Manufacturers and Distributors
Sale of For Electric or Non-Fossil Fuel Burning Vehicles
HB 235

Dealers Financing or Leasing Agreements
HB 313

Commercial Motor Vehicles –
Denial, Cancellation, Suspension, or
Revocation of Registration HB1229

New Z Soundex Issuance
Required Proof

Restricted Power of Attorney
Links to House / Senate Bills Passed

House Bill 203 - Title Fees/Rental Vehicles
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0203E.pdf

House Bill 524/Single Registration Plate/Class L (Historic Vehicles) and Class N (Street Rod) Vehicles
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0524E.pdf

HB 235/Vehicle Laws / Manufacturers and Distributors –/ Sale of Electric or Nonfossil-Fuel Burning Vehicles
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0235E.pdf

HB 201/SB124 Individuals with Disabilities / Licensed Physical Therapist
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0201T.pdf
http://mgaleg.maryland.gov/2015RS/bills/sb/sb0124T.pdf

HB 313/Financing or Leasing Agreements
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0313E.pdf &
http://mgaleg.maryland.gov/2015RS/bills/sb/sb0298E.pdf

HB 1229/Commercial Motor Vehicles – Denial, Cancellation, Suspension, or Revocation of Registration
http://mgaleg.maryland.gov/2015RS/bills/hb/hb1229T.pdf

HB 630/ Mechanical Repair Contracts
http://mgaleg.maryland.gov/2015RS/bills/hb/hb0630E.pdf

Assignment of New Z Soundex Procedures - Proof of Legal Existence of Business Entity
New Procedure/MVA Fraud Prevention Initiative/ Effective July 1, 2015

Restricted Power of Attorney to Sign for Vehicle Owner Form VR-470
New Form
Title Fees/Rental Vehicles House
Bill 203
This bill establishes a permanent title fee for the issuance of a title for a rental vehicle.

Effective June 1, 2015 the title fee for a rental vehicle is $50.00. This applies to all rental classes: ARL, DRL, ERL, FRL, GRL, and MRL.
The following forms have been updated to provide the $50.00 fee for the rental vehicles:
Application for Certificate of Title Form VR-005

Code & Fees for all Vehicle Classes Form VR-238

Brochure, A Guide to Motor Vehicle fees in the State of Maryland Form VR-316

CLASS L (HISTORIC) & CLASS N (STREET ROD)
SINGLE REGISTRATION PLATES
HOUSE BILL 524
This Bill requires the Motor Vehicle Administration (MVA) to issue a single plate on Class L (Historic) and Class N (Street Rod) vehicles 50 years and older.

Effective October 1, 2015 the Administration will only issue one registration plate to the vehicle classes listed below for Historic and Street Rod vehicles.

- Class L (Historic) - vehicle that was manufactured at least 50 years before current model date.
- Class N (Street Rod) - vehicle that was manufactured at least 50 years before current model date. A new tag scheme has been developed for the single plates as follows:
  - Class L (Historic) –is the letter L, four (4) numeric and one alpha (L0000A).
  - Class N (Street Rod) – is the letter N, four (4) numeric and one (1) alpha (N0000A).
The single plate must be displayed on the rear of the vehicle except for Truck Tractors which will display the plate on the front of the vehicle.

Note: The MVA will continue to issue single registration plates to the following classes:

- Class D, (Motorcycle)
- Class F (Tractor)
- Class G (Trailer)

Any customer who currently has the two (2) tags on their Class L or Class N registered vehicles may continue using these tags. However if the customer chooses to request the single registration plate, they will pay the $20.00 substitute tag fee.

The following forms are being modified to reflect the changes:

- Application for Historic or Street Rod Registration, Form VR-096
- Maryland Registration Tag System, Form VR-131
- Code & Fees for all Vehicle Classes, Form VR-238

Personalized plates will also be available for customers having vehicles in the single plate 50 year plus category with class LSP and NSP.

Note: TARIS will be programmed to calculate the age of the vehicle for class L and N, and will display a prompt notifying the customer agent that the vehicle is 50 years or older and a single plate is required.

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**VEHICLE LAWS MANUFACTURERS & DISTRIBUTORS SALE OF ELECTRIC OR NONFOSSIL-FUEL BURNING VEHICLES**

**HB 235**

This bill allows the Motor Vehicle Administration to license a manufacturer or distributor as a dealer if they deal only in electric or nonfossil-fuel burning vehicles, no dealer in the State holds a franchise from them, and they do not have a relationship with another manufacturer or distributor who is also licensed as a dealer.
**Effective October 1, 2015**, a manufacturer or distributor may be licensed as a dealer in Maryland if:

- They deal only in electric or non-fossil fuel burning vehicles;
- No dealer in this State holds a franchise from them; and
- They are not a subsidiary, an affiliate, or a controlled entity of the manufacturer; and do not hold a controlling interest in another manufacturer or distributor, or a subsidiary, and affiliate, or a controlled entity of another manufacturer or distributor licensed as a dealer in Maryland; and

No more than four licenses of this type may be issued.

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**Individuals with Disabilities / Licensed Physical Therapist HB 201/SB124**

This bill authorizes a physical therapist to certify to the existence of permanent disabilities for applicants of disability plates, disability parking placards, as well as temporary disabilities for temporary parking placards. In addition, the State Board of Physical Therapy Examiners is responsible for the development and maintenance of a database system that the MVA can interface with to verify licensure.

**Effective October 1, 2015**, licensed physical therapists are authorized to certify to permanent disabilities for applicants for disability plates and disability placards. In addition, they may certify to temporary disabilities for the issuance of temporary parking placards.

Section 13-616 (a)(5) defines a “Licensed Physical Therapist” as a Physical Therapist who is licensed by the State Board of Physical Therapy Examiners to practice physical therapy as described in §13-101 of the Health Occupations Article.

The following forms have been updated to accommodate the change:

- Application for Maryland Parking Placards/License Plates for Individuals with a Disability, [Form VR-210](#)
- Guide for Maryland Motorists with Disabilities, [Form VR-138](#)

Changes to infoMVA have been drafted and will update prior to implementation.
Financing or Leasing
Agreements HB 313
This bill requires a dealer to provide a notice to the purchaser of a vehicle through dealer arranged financing or leasing before approval of a third party financial institution. In addition, the dealer must notify the buyer in writing if the terms of the financial institution are not approved. If financing is not approved, the buyer is required to return the vehicle to the dealer within a prescribed period of time, and if it is not, the dealer is authorized to repossess the vehicle if the vehicle is not returned or new financing agreement is not agreed upon. If the vehicle is returned to the dealer, the dealer is required to return the trade-in vehicle, down payment, title fee, excise tax, and any other fee, tax or charge to the buyer if the sale is cancelled; and the dealer is prohibited from charging a fee for the use of the vehicle. The dealer must maintain required security, and the buyer is prohibited from waiving the rights established under this act. A violation of this Act will be considered unfair and deceptive trade practice, and a dealer found guilty will be subject to certain enforcement and penalty provisions.

Effective October 1, 2015, a buyer of a vehicle who purchases a vehicle through dealer-arranged financing or leasing before the approval of the third party institution, must be provided with notice from the dealer in a separate document that is signed by both the dealer and the buyer. A copy of the notice must be provided to the buyer prior to the buyer taking delivery of the vehicle.

If the financing or lease agreement is not approved:

- The dealer must notify the buyer in writing within four (4) days of the delivery date of the vehicle.
- The buyer must return the vehicle to the dealer in the same condition in which it was received, except for normal wear and tear, within two (2) days of receiving the notice.
- If the buyer does not return the vehicle, the dealer may repossess the vehicle.
- A dealer and buyer may agree on new financing or leasing terms.
- If there is no agreement on new financing or leasing terms, the dealer or the buyer may cancel the sale. If the sale is cancelled, the dealer must return to the buyer:
  - The trade-in vehicle in the same condition it was received
The down payment

The titling fee and excise tax paid

The dealer processing charge; and

Any other fee, tax or charge associated with the transaction; and

The dealer may not charge a fee for the use of the vehicle

Other requirements:

- Until the terms of the financing or lease are approved, the dealer must maintain the required security for the vehicle under §17-104, until the terms of the financing or lease are approved.
- A buyer may not waive the rights under this section

- A dealer not complying with this section of law:
  - Is in violation of unfair and deceptive trade practices under Title 13 of the Commercial Law Article; and
  - Is subject to enforcement and penalty provisions under that same article of law.

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Commercial Motor Vehicles - Denial, Cancellation, Suspension, or Revocation of Registration

**HB 1229**

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

**Effective October 1, 2015** the MVA is authorized to deny, cancel, suspend, or revoke a commercial motor vehicle registration if:

- The motor carrier of the vehicle has an out of service order under 16-812(I)(1), or
The United States Department of Transportation (USDOT) determines the motor carrier responsible for the vehicle’s safety is or has attempted to operate a motor carrier under a new identity or as an affiliated entity avoiding:
  - Compliance with a USDOT order
  - Compliance with a statutory or regulatory requirement
  - Paying a civil penalty
  - Responding to an enforcement action, or
  - Being linked with a negative compliance history.

The penalty imposed will continue until the out of service order or federal operating authority sanctions are lifted and the motor carrier is allowed to resume operations.

**Note:** Commercial motor vehicle is defined in Maryland Vehicle Law 16-803(c) as follows:

**Commercial motor vehicle (CMV) “means” a motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle:**

1. Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 lbs;
2. Has a gross vehicle weight rating of 26,001 or more pounds;
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and requires the motor vehicle to be placarded under hazardous materials regulations (49CFR Part 172, Subpart F).

**Commercial Motor Vehicle “does not” include a vehicle that is:**

1. Controlled and operated by a farmer:
   - Used to transport agricultural products, farm machinery, or farm supplies to or from a farm;
   - Not used in the operations of a common or contract motor carrier;
   - Used within 150 miles of the person’s farm;
2. An emergency vehicle:
   - Equipped with audible and visual signals; and
   - Operated by a member of or a person in the employ of a volunteer or paid fire and rescue organization;
3. A vehicle owned and operated by the United States Department of Defense if it is controlled and operated by:
• Any active duty military personnel;
• Any member of the military reserves or National Guard on active duty including personnel on full-time
  National Guard duty and personnel on part time training; or
• Any National Guard military technician; or

(4) A motor vehicle designed and constructed primarily to provide temporary living quarters for recreational,
camping, or travel use.

Mechanical Repair Contracts HB
630

This bill alters the definition of service contract to include a specified mechanical repair contract. In addition it alters the definition of mechanical repair contract and defines an obligor for persons who sell or offer for sale mechanical repair contracts. It requires a mechanical repair contract to be filed with the Insurance Commissioner and authorizes the Insurance Commissioner to investigate and determine if a mechanical repair contract is in compliance with specified provisions of law. Establishes an annual fee for registration of an obligor and prohibits offering, selling or negotiating a mechanical repair contract if not registered. If engaging in mechanical repair contract transactions on or before October 1, 2015, an obligor must register with the Insurance Commissioner within 90 days after the registration application is made available. Mechanical repair contracts transactions are not included as taxable item in determining the excise tax due.

Effective October 1, 2015

Other Changes Not Related to New Legislation

Z Soundex Number Issuance
New Procedure

Effective July 1, 2015 A business entity titling a vehicle must show proof of the legal existence of the business at the time of s before a new Z soundex number can be issued. The Application for Certificate of Title, form VR-005 has been modified to provide instruction to provide a copy of the business license. A new form Business Entity Submission of Proof for Vehicle Titling, Form VR-475, has also been created for use by businesses using the application for title on the reverse of the Maryland title. The customer will be asked to present a Business License. If the business license is not available, the customer agent or dealer/title service may use the link that follows to see if the business is registered with the Maryland Department of Assessment and Taxation:
http://sdat.resiusa.org/ucc-charter/Pages/CharterSearch/default.aspx
If confirmation cannot be obtained, the customer may also provide the following documents as acceptable 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 or Reorganization, or
- The portion of a trust agreement that names the trust and identifies the trustees.

- Retail Sales Tax Exemption Card (Please note this is for proof of legal existence for the business and does not make the transaction excise tax exempt. To determine if the business is excise tax exempt, you need to refer to Maryland Vehicle Law § 13-810.)

A copy of the proof presented should be attached to the title record. In addition, if the customer does not have proof at the time they are requesting the new Z soundex, the proof may be faxed or scanned and emailed to the MVA, dealer or title service processing the transaction.

Please note: It will not be necessary to request proof on existing Z soundex numbers since all Z soundex numbers will be run against the Comptroller of Maryland file for a match in the future. More information will be available at a later date.
Restricted Power of Attorney Form VR-470

The MVA has placed on the intranet and internet a new fillable form suggested for use for vehicle transactions in which a vehicle owner is granting power of attorney to sign documents related to a transaction for their vehicle. The form is the “Restricted Power of Attorney to Sign for Vehicle Owner” form VR-470 Form VR-470. The document is not available in the MVA warehouse so it will have to be printed as needed by customers, customer agents, dealers, or title services etc., who may have a need for the use of the form.
Legislation 2016 Vehicle Programs

HB 1179-HOV Lanes, Plug-In Electric New Standard Issue License Plate Replacing Hybrid Vehicles Effective 10-1-16
the “War of 1812” Plate Effective 9-26-16

MARYLAND
HOV ROUTE 50 USE ONLY
HYBRID
000001
Expires 09-30-2018

HB 058-Historic Motor Vehicles Effective 10-1-16

SB 888-Motor Vehicle Insurance Program to Incentivize & Enable Uninsured Vehicle Owners to be Insured Effective 7-1-16 with implementation by 1-1-17

GET INSURED.
GET MOVING.
HB 922 Park Model Recreational Vehicles Effective 6-1-16

HB 805 - Autocycles Effective 7-1-16

HB 1179 -HOV Lanes, Plug-In Electric and Hybrid Vehicles Effective 10-1-16
http://mgaleg.maryland.gov/2016RS/bills/hb/hb1179T.pdf

HB 058 - Historic Motor Vehicles Effective 10-1-16

HB 986 - Leased Vehicle Trade-In Effective 10-1-16

SB 309 - Exception for Golf Carts Effective 10-1-16


HB 525 - Vehicle Laws Manufacturers and Dealers Effective October 1, 2016
http://mgaleg.maryland.gov/2016RS/bills/hb/hb0525E.pdf

HB 229 - Commercial Motor Vehicles – Operation – Transportation Emergencies Effective October 1, 2016
http://mgaleg.maryland.gov/2016RS/bills/hb/hb0229T.pdf

HB 562 - Speed Monitoring Rental Companies
HB 922 – Park Model Recreational Vehicles
Effective June 1, 2016
Establishes a definition under Maryland Vehicle Law for Park Model Recreational Vehicles and places Park Model Recreational Vehicles under the definition of Travel Trailer.

Effective June 1, 2016, a “Park Model Recreational Vehicle” is defined under TR§11-144.1 of the Maryland Vehicle Law as follows:

- Is designed and marketed as temporary living quarters for recreational, camping, travel, or seasonal use;
- Is not permanently affixed to real property for use as a permanent dwelling;
- May require a special permit for highway use;
- Is built on a single chassis mounted on wheels;
- Has a gross trailer area not exceeding 400 square feet in the set up mode; and
- Is certified by the manufacturer as complying with American National Standards Institute A119.5 Standard for Recreational Park Trailers.

In addition, the definition of “Travel Trailer” in TR§11-170 of the Maryland Vehicle Law also includes a Park Model Recreational Vehicle as follows:

(a) “Travel Trailer” means a vehicle that is:
- Mounted on wheels;
- Of such a size and weight as not to require any special highway movement permit when towed by a motor vehicle;
- Designed and constructed primarily to provide temporary living quarters for recreational, camping, or travel use; and
- No longer than 40 feet; or
- A Park Model Recreational Vehicle

(b) Travel Trailer includes a fifth wheel trailer

Please Note: Any customer needing a special permit for moving a park model recreational trailer may obtain information by using the following link:
**HB 805 - Autocycles**

Effective July 1, 2016

This bill establishes a definition for an Autocycle in Maryland Vehicle Law, specifies an Autocycle is included in the definition of motorcycle, indicates the type of driver license required to drive an Autocycle, requires safety inspection, and mandates accident reports to distinguish an Autocycle from a motorcycle.

Effective July 1, 2016, the MVA will begin titling and registering Autocycles. An “Autocycle” is defined in article TR§11-103.3 of Maryland Vehicle Law as follows:

- 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.

In addition, article TR§11-136 (a) (2) has been modified to include Autocycle under the definition of motorcycle. A motorcycle plate will be issued to an Autocycle. It will be registered as a class D, with AU in the body style, and A in the exception field. The customer titling an Autocycle will need to complete the Autocycle Certification Form VR-339 in addition to presenting the usual titling documents. They are required to be insured as required by Maryland law. In checking with manufacturers and dealers who currently sell the autotcycles we found, the certificate of origin “does not” say the word autocycle. It will be necessary to ask the customer if the vehicle is an autocycle or CVINA may identify the vehicle as an autocycle.

Autocycles, if sold brand new, may be sold by a licensed new car dealer or a motorcycle dealer who holds a franchise for that particular make of vehicle. If sold as used by a dealer, they may be sold by a new car dealer, a used car dealer or a motorcycle dealer. All used Autocycles will require a Maryland Safety Inspection which may be completed at any authorized inspection station in Maryland that inspects cars or motorcycles.

**Important Note:** Autocycle operators must possess a valid class A, B or C driver’s license. If a person only has a class M, motorcycle driver 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 windshield. An applicant may not use an Autocycle for any driving test.
**HB 1179 HOV Lanes, Plug-In Electric and Hybrid Vehicles**

**Effective October 1, 2016**

This bill will extend the issuance of High Occupancy Vehicle (HOV) permits to hybrid vehicles as described in TR §25-108 of Maryland Vehicle Law. Currently these permits are only issued to plug-in electric vehicles. This permit allows hybrid vehicles to operate in an HOV lane on Route 50 only as specified below, even if there is only one passenger.

Effective October 1, 2016 the use of HOV permits will be extended to qualified Hybrid vehicles, with the use restricted to the portion of Route 50 designated as an HOV lane, between Interstate 95/Interstate 495 and US route 301. Qualified hybrid vehicles must display an HOV HYBRID PERMIT affixed on the rear of the vehicle in a visible position within 12 inches of the license plate, but not on the window.

“Qualified Hybrid Vehicle” is defined in article TR §23-202(b)(3) which states it must draw propulsion energy from both of the following sources:

- Gasoline or diesel fuel; and
- A rechargeable energy storage system

The HOV HYBRID permits will be available beginning October 1, 2016. These permits will be effective through September 30, 2018 and will be issued to vehicles titled with HY in the fuel type field. **Only 2000 HOV Hybrid Permits will be issued.** Any applications for HOV hybrid permits will need to be forwarded to Room 104 at Glen Burnie headquarters for processing.

**NOTE:** This bill also extends the use of the HOV Plug-in Electric Vehicle permits until September 30, 2018. Plug in electric vehicles may continue to use their permits on any HOV lane in the State of Maryland. These vehicles show PE in the fuel type field. Current Plug-in Electric Permits will expire September 30, 2017. Prior to the expiration of these permits, a letter of explanation and a new permit will be mailed to current holders, extending the expiration until September 30, 2018.
Effective October 1, 2016, historic vehicles registered under TR §13-936 of the Maryland Vehicle Law may use their vehicles in exhibitions, club activities, parades, tours, and occasional transportation. They **will not** be used for employment, transportation to and from employment or school, or for commercial purposes.

Historic vehicles will continue to be exempt from vehicle emission inspections if they continue to use class L plates.

The Application for Historic or Street Rod Registration [Form VR-096](#) and the Class/Fee Chart [Form VR-238](#) has been changed to accommodate this legislation.

The police can now issue safety repair orders to Historic Vehicles model year 1986 or newer.
HB 986 Leased Vehicle Trade-In
Effective October 1, 2016

This bill alters the definition of “total purchase price” to exclude from computation the trade-in allowance for a leased vehicle under certain circumstances.

Effective October 1, 2016, trade in allowance may be deducted from the retail price of a vehicle as certified by a dealer, when calculating the “total purchase price”, if a person is trading in a leased vehicle:

- To enter another lease for a period of more than 180 consecutive days, with a different leasing company, or
- To purchase a vehicle

The total purchase price must also include the dealer processing fee with no allowance for other nonmonetary consideration.

Note: A vehicle owner(s) may continue to trade-in a vehicle in individual name(s) to enter into a lease agreement where they are the lessee and receive deduction for the trade-in amount; and may continue to trade-in a leased vehicle if they are entering into another lease with the same leasing company.

SB 309 Motor Vehicle Registration – Exception for Golf Carts – City of Crisfield
Effective October 1, 2016

This bill allows golf carts to be operated without registration on certain roads, as far to the right as possible, operated by a licensed driver, and allowing the State Highway Administration to designate where a golf cart may cross over a highway.

Effective October 1, 2016, a person may operate a golf cart, without registration, on a highway in Crisfield, in accordance with TR§21-104.2 of the Maryland Vehicle Law.

This law states that a person may operate the golf cart only on a highway:

- That is not designated or maintained as a part or an extension of the State or Federal Highway System; and
- On which the maximum posted speed limit does not exceed 35 miles per hour, between dawn and dusk, and if the golf cart is equipped with lighting devices approved by the State Highway Administration. The operator of the golf cart shall keep it as far to the right of the roadway as feasible and shall possess a valid driver license.
The State Highway Administration and the City of Crisfield shall consult to determine where golf carts may cross at a right angle on a highway, designated or maintained as part of or an extension of, the State or Federal Highway system.

SB 888 Motor Vehicle Insurance Program to Incentivize and Enable Uninsured Vehicle Owners to be Insured
Effective July 1, 2016

This bill requires the Motor Vehicle Administration (MVA) to establish a program that will provide an incentive and enable uninsured vehicle owners to become insured. The program period will be only for a specified amount of time. Using the specified eligibility guidelines, the MVA will send notification to those vehicle owners who qualify, advising them a certain portion of their delinquent uninsured vehicle penalties may be waived if certain conditions are met. The MVA must coordinate with the Maryland Insurance Administration to publicize the program. The program period is up to 90 days and will begin no earlier than January 1, 2017 and end no later than December 31, 2017.

Effective July 1, 2016, legislation passed to require the MVA to develop a program that will provide incentive and enable uninsured vehicle owners to become insured. The program will be developed and implemented no earlier than January 1, 2017 and will end no later than December 31, 2017. Once implemented the program period will last no longer than 90 days.

When the program begins, the MVA shall:

- Waive a portion of delinquent uninsured vehicle penalties on vehicle owners, and
- As a condition of waiving a portion of these fees, it is necessary for the vehicle owner to purchase and maintain the required insurance on their vehicles.

A vehicle owner is eligible if they:

- Are a resident of the State;
- Do not have the required security on their vehicle;
- Have delinquent uninsured vehicle penalties that became delinquent before January 1, 2014; and
- Have not been issued a judgment by the Central Collection Unit (CCU).

The MVA will notify vehicle owners who may be eligible at their last known address. The notification will include:

- The websites of both the MVA and the Maryland Insurance Administration;
- Information on how to contact insurers who write motor vehicle liability insurance in this State;
- Other information about motor vehicle insurance; and
- The total delinquent uninsured penalties owed by the owner and the amount of the penalties that may be waived.
If all eligibility requirements are met, 80 percent of a vehicle owner’s uninsured penalties may be waived if they became delinquent before January 1, 2014. The owner will then pay the remaining balance of the delinquent fees, and if the claim has been sent to the CCU, the 17 percent CCU fee will also be paid on the remaining balance after the waived amount has been deducted. The MVA may allow an owner to pay the balance owed including the CCU fee, on a monthly installment plan that extends beyond the program period if:
  • The first payment is due upon entry into the program; and
  • The remaining balance is paid within 6 months after entry into the program.

As a condition of waiving a portion of the delinquent fees, the owner will be required to purchase and maintain the required security for a period of at least 6 months. However, if the waiver amount exceeds $3,000, the MVA may require the required security be maintained for at least 1 year.

HB720 / SB544 Motor Vehicle Insurance – Insurance Identification Card-
Carrying Proof of Coverage – Uninsured Motorist Education and
Enforcement Fund
Effective October 1, 2016

For the purpose of requiring insurers to provide insurance identification cards to their insured at certain
times and allowing the insurance identification card to be produced in electronic format. Requiring
operators of a motor vehicle to have in their possession/carry the required insurance identification card as
evidence of the required security (insurance); providing a fine for failure to possess the required security,
and allow for waiver or delay of the fine. This bill establishes the Uninsured Motorist Education and
Enforcement Fund, and exempts the fund from the law requiring interest on State money in special funds to
accrue to the General Fund of the State.

Effective October 1, 2016, an “Insurance Identification Card” is defined as a card
issued by or on behalf of an insurer, in a form the Commissioner prescribes or
approves, as an indication the insurer has issued a motor vehicle liability insurance
policy meeting the requirements of Maryland Insurance Article 19-503.1. An insurer
issuing, selling or delivering a motor vehicle liability insurance policy in this State,
must provide an insured with an “insurance identification card” when the policy is first
issued and with each renewal.

The card must contain:
  • The first named insured on the motor vehicle insurance policy;
  • The motor vehicle covered under the policy; and
  • The period of time the policy is in effect.

If both the insurer and the insured consent, the card may be produced in an
“electronic format”, which includes the display of an electronic image on a cellular
phone or any other portable electronic device.
The card shall only be valid for the period of time for which:

- The motor vehicle liability insurance has been paid by the insured; or
- If the insured is on a payment plan with an insurer, or has financed premiums through a premium finance company, the card may be issued for a period of 6 months, even if the payment by the insured is for less than 6 months.

The operator of a motor vehicle required to be registered in the State, must:

- Be in possession of, or carry in the motor vehicle, evidence of the required security for the motor vehicle when operating the vehicle in this State; and
- Present evidence of the required security when requested by law enforcement.
- A person in violation of these requirements is subject to a fine of $50.00 which is deposited into the Uninsured Motorist Education and Enforcement Fund.

The Uninsured Motorist Education and Enforcement Fund is established by this legislation and it further “exempts” the fund from the law requiring interest on State money in special fund to accrue to the General Fund of the State. The fund will be administered by the Motor Vehicle Administration.

- The purpose of the fund is to educate operators about the requirements of security for motor vehicles, as well as the enforcement of these requirements under Maryland Vehicle Law.
- The fund will consist of fines collected for failing to carry and display insurance identification cards, as stated above; interest on the fund; as well as money from other sources accepted for benefit of the fund.

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**HB525 Vehicle Laws Manufacturers and Dealers**

*Effective October 1, 2016*

This bill alters the conditions under which a motor vehicle dealer’s failure to comply with certain requirements constitutes grounds for denial of a claim or reduction in the amount of compensation; prohibits a motor vehicle manufacturer, distributor, or factory branch from taking actions against a dealer for providing information to certain persons; specifies that a dealer may provide information only to a customer; prohibits a manufacturer from taking action against a dealer for performing repairs on a vehicle under certain circumstances; requires a manufacturer to provide compensation to dealers under certain circumstances.

Effective October 1, 2016, a licensee (manufacturer, distributor, or factory branch) may not
prohibit a dealer from, or take any adverse actions against a dealer for providing to a customer information that was given to the dealer by the manufacturer related to any condition that may substantially affect the safety, durability, reliability, or performance of the motor vehicle.

The dealer may only provide this information to a customer who has:

- Purchased the vehicle for which the information pertains from the dealer, or
- Had the vehicle for which the information pertains serviced by the dealer.

In addition, a licensee may not deny a claim, reduce the amount of compensation to a dealer, or process a charge back to a dealer for performing covered warranty or recall repairs on a vehicle:

- For resolving a condition covered by the original warranty; remedying a safety-related defect subject to an outstanding recall under federal law;
- If the dealer properly performed the repairs and submitted the claims; or
- If the dealer discovered the need for repairs during the course of a separate repair requested by the customer; or
- Through notice of an outstanding recall under federal law for a safety related defect.

If a licensee issues a stop sale directive for a used vehicle manufactured by the licensee, to a dealer that holds a franchise from the licensee, and there are no remedies or parts available to fix the motor vehicle, the licensee shall compensate the dealer by:

- Providing payments to the dealer of at least 1 percent of the value of the vehicle per month, or portion of a month; or
- Compensate the dealer under a national program applicable to all dealers holding a franchise from the licensee, for the dealers costs associated with the stop sale directive.

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**HB229 Commercial Motor Vehicles – Operation – Transportation Emergencies**

**Effective October 1, 2016**

*This bill authorizes the Secretary of Transportation to waive safety regulations for commercial vehicles under certain circumstances to facilitate intrastate travel in emergency relief efforts.*

Effective October 1, 2016, under the direction of the Secretary of Transportation, all or part of the Motor Carrier Safety Regulations contained in 49CFR may be waived when a motor carrier or its driver are providing direct assistance during emergency relief efforts. Those efforts include restoration of essential services or delivery of essential supplies. When the transportation emergency ends, an empty motor carrier, or the driver of an empty motor carrier, may return to the motor carrier’s terminal or the driver’s normal work reporting location.
**HB 562 – Speed Monitoring- Rental Companies (Study)**

This bill did not pass, however, a study will be conducted related to rental companies as vehicle owners and their current exemption by definition, in article TR § 21-809 of Maryland Vehicle Law, for the purpose of violations reported by speed monitoring systems.

**New Standard Issue License Plate “MD Proud” Replacing “War of 1812” Plate**

*Effective September 26, 2016*

Beginning September 26, 2016, the MVA will be issuing the new "MD Proud" plate as the standard issue plate, replacing the "War of 1812" plate. Customers who want to keep their existing plate are not required to purchase the new plate. Those who want to replace their existing license plate, will pay the current $20 license plate replacement fee.

Registration renewal costs remain unchanged.
2017 LEGISLATIVE PACKET
VEHICLE SERVICES

HB 122
Electronic Inspection Certificates for Used Vehicles – Sunset Extension

SB 449 / HB 1360
Estates and Trusts – Vehicle Transfers Excise Tax and Fee Exemption

SB 057
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SB 449 Estates and Trusts-Vehicles Transfers-Excise Tax and Fee Exemption Effective 7-1-17
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_663.sb0449t.pdf

SB 0057 Income Tax Credit –Class F Vehicles – Modification and Extension Effective 7-1-17
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_502_sb0057e.pdf

SB 393 Clean Cars Act of 2017 Effective 7-1-17
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_363.sb0393e.pdf

HB 756 Vehicle Laws-Annual Vehicle Shows Effective 7-1-17
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_747_hb0756t.pdf
HB122
Motor Vehicle – Electronic Inspection Certificates for Used Vehicles – Sunset Extension
For the purpose of extending the termination date for certain provisions of the used vehicle inspection law applicable to the electronic submission of an inspection certificate.

Effective June 1, 2017, the law allowing the transmission of Electronic Maryland Safety Inspection Certificates was extended from June 30, 2017 to June 30, 2020.

Maryland Vehicle Law 23-101, and 23-108.1

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SB 449 / HB 1360
Estates and Trusts – Vehicle Transfers – Excise Tax and Fee Exemption
This bill provides that excise tax and title fee may not be imposed for transactions meeting the requirements under Maryland Estates and Trusts Article 14.5-1001, as follows: (1) the transferor of a motor vehicle “could” transfer ownership to a “person” excise tax exempt under 13-810 of Maryland Vehicle law, but instead chooses to transfer ownership, without consideration, to a trust naming that person as a beneficiary in the trust; (2) a trust can transfer ownership of a vehicle to a person(s) named as the beneficiary in the trust, if that person(s) would have been excise tax exempt under 13-810, if the vehicle would have been transferred directly to that person, by the transferor of the vehicle to the trust; (3) The transfer is made to the beneficiary during the life of the Settler of the trust and the trustee of the trust originally acquired the vehicle for adequate consideration.

Effective July 1, 2017, Maryland titled vehicles may be transferred as a gift to and from trusts exempt from excise tax and exempt from title fee under the following conditions:
- The transfer is to the trust, and the person giving the vehicle to the trust and the beneficiary have a relationship listed under 13-810 (c) 1, or 4; the relationships include spouse, son, daughter, grandchild, parent, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, or daughter in law; aunt or uncle at least 65 years old to niece or nephew; or in a similar manner to a legal heir, legatee, or distribute.
- The vehicle is a gift from a trust to one or more of the beneficiaries, and
- The person who gave the vehicle to the trust and the beneficiary have a relationship listed under 13-810 (c) 1 or 4; the relationships include spouse, son, daughter, grandchild, parent, sister, brother, grandparents, father-in-law, mother-in-law, son- in-law, or daughter in law, or aunt or uncle at least 65 years old
to niece or nephew, or in a similar manner to a legal heir, legatee, or distribute, or

- The trustee initially purchased the vehicle and titled it to the trust, and the vehicle is now being given to one or more of the beneficiaries named in the trust.

*To get a better understanding, it is important to know the intent of this law is to handle these transactions similarly to exemptions from the excise tax in 13-810(c) 1 and 4, which include transfers directly to immediate family members; aunt/uncle to niece/nephew within Maryland, or between legal heirs, legatees, and distributes within Maryland.*

The following documents are required to be submitted for review:

- **Maryland title with assignment of ownership completed** on reverse
- **Title application** completed on the reverse of the title or Application for Certificate of Title Form VR-005
- **Request for Exemption of Excise Tax and Title Fee for Qualifying Vehicle Transfers to or from a Trust** Form VR-478 completed and signed by the trustee, indicating the reason for the tax/title fee exemption
- **Copy of portion of trust agreement naming the trust, identifying the trustee, and naming the beneficiaries**
- If there is a lien on the vehicle title, either a lien release or letter of permission from the lien holder will be required. A vehicle with a lien can be considered as a transfer without consideration (a gift).
- **Registration Plates on the vehicle cannot be transferred** whether the transfer is to the trust, or from the trust under the circumstances above.
- **Maryland Safety Inspection required**, if registration is desired

Once the documents have been reviewed and approved for excise tax/title fee exemption, enter the tax code XTR in TARIS to cause the excise tax and title fee to be exempt on the payment screen.

Vehicles included in these transfers are motor vehicles, trailers, semitrailers, mopeds, motor scooter, or an off-highway recreational vehicles. Also included are motor vehicles, trailers, or semitrailers that are in the interstate
operation and registered without a title under 13-109 (C), Vehicle Engaged in Interstate Operations; or (D) Trailer Weighing 2,500 pounds or less, (IRP or Registration Only Trailers).

Related law are as follows: Maryland Vehicle Law 13-802(c), 13-810(a)26, Estates and Trust Annotated Code of Maryland 14.5 – 1001

Please note: This new law does not affect procedures for transfers under 13-810 (c) 10, from the primary beneficiary into an inter vivos trust. These transfers to an inter vivos trust are still exempt from excise tax, no inspection and can transfer the tags but they must pay the title fee. However, transfers out of an inter vivos trust back to the primary beneficiary requires tax, title fee, inspection, and new tags.

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**SB 057**

**Income Tax Credit – Class F Vehicles – Modification and Extension**

For the purpose of making modifications to the State income tax credit for the expense of registering Class F Tractors in the State; requiring a taxpayer to obtain a tax credit certificate page from the Motor Vehicle Administration (MVA) to receive the credit; requiring the MVA to issue tax credit certificates of a certain amount for each qualified vehicle; limiting the total amount of tax credit certificates the MVA may issue to any taxpayer and to all taxpayers in a taxable year; the credit may not exceed the State income tax for a taxable year, and may not be carried over to any other taxable year; requiring the MVA to report information to the Comptroller annually by a certain date requiring the MVA, in consultation with the Comptroller, to adopt regulations to carry out the tax credit; providing for the application of this Act; defining certain terms; and generally relating to a State income tax credit for the expense of registering Class F Tractors in Maryland.

**Effective July 1, 2017, and all taxable years beginning after December 31, 2016 but before January 1, 2020,** an individual or business entity obtaining a tax credit certificate from the Motor Vehicle Administration (MVA), may claim a credit against their **State Income Tax**, for the expense of registering a Class F Tractor in Maryland during the taxable year. The MVA will issue the certificates as follows:

- In the **amount of $400.00** for each Class F tractor registered during the taxable year
- During any taxable year, the MVA may not issue a total amount of tax credit certificates amounting to more than:
  - $10,000 to any one taxpayer; or
  - $500,000 to all tax payers.

Applications submitted to the MVA will be approved, if qualified, for a tax credit certificate on a first come, first served basis; and in a timely manner. Certificates issued will be tracked by FEIN or the last four digits of the social security number.

When the tax credit certificates are presented to the Comptroller for credit
against the State Income Tax:

- The credit allowed may not exceed the State Income Tax for that taxable year, and
- Any unused amount of the credit “may not be carried over” to any other taxable year.

Each taxable year, on or before January 31, the MVA must report to the Comptroller on the tax credit certificates issued.

The MVA has developed an electronic process for our customers to apply for and receive their **2017 Income Tax Credit – Certificates** as seen in the following screen shots:

Clean Cars Act of 2017 SB 393/
HB406

For the purpose of extending and altering in certain fiscal year, the Electric Vehicle Recharging Equipment Rebate Program, and authorizing the issuance of motor vehicle excise tax credits for qualified plug-in electric drive vehicles; increase the total amount of rebates the Maryland energy Administration may issue each fiscal year; alter how rebates are calculated; alter type of qualified plug-in electric drive vehicles eligible for excise tax credit; alter calculation of motor vehicle excise tax credit; extend and increase, for certain fiscal years, the amount required to be transferred from the Strategic Energy Investment fund to the Transportation Trust Fund to offset revenue reductions; extend and increase, for certain fiscal years, the total amount of excise tax credits that may be issued; and relating to the electric Vehicle Recharging Equipment Rebate Program and motor vehicle excise tax credits for certain qualified plug-in electric vehicles.

Effective July 1, 2017, the Motor Vehicle Administration shall again administer the Excise Tax Credit for Plug-in Electric Vehicles. The vehicle must meet the following conditions to qualify for excise tax credit:

- Has not been modified from the original manufacturer specifications;
- Is acquired for use or lease by the taxpayer and not for resale;
- Has a total purchase price not exceeding $60,000;
- Has a battery capacity of at least 5.0 Kilowatt-Hours
- Is purchased new and titled for the first time on or after July 1, 2017, but before July 1, 2020;
- Credit is limited to the acquisition of one plug-in electric vehicle per individual, or 10 per business entity
- A credit “may not be claimed” for a vehicle unless the vehicle is registered in this State.

The new tax code for refunds issued will be EC7 (July 1, 2017 – June 30, 2018)

The excise credit is calculated as follows:

- The product of $100.00 times the kilowatt-hours of the battery capacity of the vehicle not to exceed $3,000.
- Vehicles with 30 kilowatt-hours and above will only qualify for the maximum credit allowed of $3,000.

Excise Tax Credit Request For Plug-In Electric Vehicle, Form VR-334 has been modified and will be available to dealers beginning July 1, 2017. To apply for credit, the form must be signed by both the vehicle owner(s) and the dealer. All completed forms should be mailed to:

Maryland Motor Vehicle Administration
6601 Ritchie Highway NE Room 202
Glen Burnie, MD 21062
For fiscal years 2018, 2019, and 2020, the lesser of $2,400,000 or the actual total amount of credits allowed against the excise tax will be transferred from the Strategic Energy Investment Fund established under § 9-20B of the State Government Article to the Transportation Trust Fund, to offset a reduction in revenues from the vehicle excise tax credit for qualified plug-in electric driver vehicles under § 13-815 of the Maryland Vehicle Law.

Applicable Laws: § 13-815

**Vehicle Laws - Annual Vehicle Shows HB756**

For the purpose of exempting a motorcycle dealer and a salesman employed by the dealer from restrictions on the number of annual shows in which the dealer or salesman may participate; create an exception for motorcycle shows to the requirement that vehicle shows offer only new vehicles; modify a requirement that an application to the Motor Vehicle Administration to participate in a vehicle show include the names and addresses of all participating dealers; exempt certain motorcycle dealers from certain provisions of law governing the sale of vehicles at vehicle shows; exempting motorcycle dealers from certain provisions of law governing the sale of vehicles at vehicle shows; authorizing a motorcycle dealer or salesman to conduct all aspects of a motorcycle sale at a vehicle show; and generally relating to all shows.

**Effective July 1, 2017,** this bill **exempts a new motorcycle dealer (and any employed salesperson) from the restrictions on the number of annual vehicle shows in which the dealer or salesperson may participate.** Used vehicles **may also be sold** at motorcycle shows.

A motorcycle dealer or a licensed salesperson, may conduct all activities involved in a motorcycle sale including:
- Executing a buyer’s order,
- Accepting a deposit of any amount,
- Completing the sales contract,
- Issuing temporary registration plates and registration certificates, and
- Delivering the motorcycle.

The bill also **modifies the vehicle show application requirement for all vehicle dealers by requiring a list of the names and business addresses of participating dealers to be submitted to MVA only to the extent that they are known.**

To apply, the **Application to Participate in an Off Site Motorcycle Show, Form CS-300A** must be submitted to the Business Licensing Division of the MVA for approval.
2017 Legislative Packet
October 1, 2017
Implementation

HB 492
Certificate of Title – Transfer on Death
Beneficiary Designation

SB 341
Vehicle Laws School Vehicles Definition
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HB 492 Vehicle Laws - Certificate of Title - Transfer-on-Death Beneficiary Designation
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_684_hb0492t.pdf

SB 034 Motor Vehicles – Leased Vehicles – Inspections, Insurance, and Excise Tax
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_344_sb0034t.pdf

HB 1150 Vehicle Laws – Off–Highway Recreational Vehicles
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_757_hb1150t.pdf

HB 176 Motor Vehicle Registration – Exception for Golf Carts – Golden Beach Patuxent Knolls
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_710_hb0176t.pdf

HB 1447 Motor Vehicle Administration – Registration Plates – Return
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_758_hb1447t.pdf

SB 341 Vehicle Laws – School Vehicles – Definition
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_696_sb0341t.pdf

SB 668 Vehicle Laws – Operation of Motorcycles – Handlebar Height
http://mgaleg.maryland.gov/2017RS/Chapters_noln/CH_751_sb0668t.pdf
**House Bill 492**  
**Vehicle Laws – Certificate of Title -Transfer-on- Death Beneficiary Designation**

For the purpose of requiring that an application for title contain information to designate a beneficiary on a vehicle title; requiring that a certificate of title contain a notation indicating a beneficiary is on file; authorizing a sole owner of a motor vehicle to designate a beneficiary on the death of the owner; providing that a beneficiary may be indicated on a vehicle title; providing that designating a beneficiary does not affect the ownership of a motor vehicle until the owner’s death; authorizing the owner to remove or alter the designation of a beneficiary without consent of the beneficiary; providing that the designation for a beneficiary is not required to be supported by consideration and the certificate of title for which designation is made, is not required to be delivered to the beneficiary for designation to be effective; establishing that on death of the owner of a motor vehicle who has designated a beneficiary, for the designation to be effective. Establishing that on the death of an owner of a motor vehicle who has designated a beneficiary, ownership passes to the surviving beneficiary requiring a beneficiary to apply for a new certificate of title; establishing requirements for an application for a certificate of title by beneficiary; providing for the disposition of a motor vehicle if a designated beneficiary does not survive the owner of a motor vehicle; authorizing the MVA to charge a certain fee; Authorizing the MVA to adopt regulations;

**Add, Change or Delete Vehicle Beneficiary**

Effective October 1, 2017, a “sole” owner of a vehicle titled in Maryland can add, change, or delete “one” beneficiary on their title. The beneficiary can be either an individual or a business entity. A secure online application has been developed to allow customers to add, change or delete a beneficiary on their title once the title has updated on MVA’s mainframe. (See attached screen shots). A corrected title will be sent to the vehicle owner and will show:

- TOD in the co-owner’s field, and
- “BENEFICIARY ON FILE” printed on the title (see sample attached).

The online form completed by the customer will be electronically imported into DIWS for future reference to determine the name of the beneficiary and their relationship to the deceased, if any. It is important to remember when a beneficiary is on file, the vehicle owner maintains full control of the vehicle, and may sell the vehicle or add a lien without the consent of the beneficiary. The beneficiary has no control of the vehicle until after the death of the vehicle owner. The vehicle may have a lien when a beneficiary is designated. The cost to add, change or delete a beneficiary is $20.00.  
**Please note:** In the future, Electronic Registration and Titling (ERT) programs will be able to indicate a beneficiary is on file, and include with the transmission the electronic importing of the beneficiary information into DIWS.

**Transfer to Beneficiary After the Death of the Vehicle Owner**

After the death of the vehicle owner, the beneficiary needs to submit the following documents to have ownership transferred into their name:

- **Maryland Title** - The title does not have to be signed by the owner, but the Assignment of Ownership on the title needs to be completed by the beneficiary entering
the beneficiary’s name as the buyer, insert the word TOD for the purchase price, write the owner’s name in the space for signature of seller with the word deceased written after it, and the beneficiary signs as the purchaser writing beneficiary after their signature. **Please note:** If the beneficiary does not have the actual title, they may apply for a duplicate title. **Important Note:** If a duplicate title is issued it replaces any previously issued titles and it becomes the valid title.

- **MVA must verify the vehicle record** in DIWS to determine the name of the beneficiary on file and their relationship to the deceased, if any.
- **If there is a lien, a lien release or letter of authorization** from the lien holder is required.
- **A certified copy of the death certificate**, or if MVA’s IBM record is marked with the **Deceased DHMH flag** from the Bureau of Vital Statistics is sufficient proof of the death of the vehicle owner.
- The beneficiary needs to complete the title **application on the reverse of the title**; or the **Application for Certificate of Title, Form VR-005**.
- The **relationship to the deceased** noted on the beneficiary designation in DIWS will determine if the vehicle will need to be safety inspected, and if the tags may be transferred.
- **Maryland titled vehicles with a beneficiary on file, will be excise tax exempt upon transfer to the beneficiary**, in a similar manner as a legal heir, legatee, or distributee.

**SEE SCREEN SHOTS BELOW FOR THE ONLINE PROCESS TO ADD/CHANGE/DELETE A BENEFICIARY**

Go to:
https://securetransactions.mva.maryland.gov/emvastore/(S(a52paq2ytkyvtvcabd0wty01))/MainMenu.aspx

and under Vehicle Services on the left side, choose Vehicle Beneficiary Designation
Vehicle Beneficiary Designation

To add, delete or change a beneficiary to a vehicle, you will need to provide the title number, Maryland driver’s license or ID number and date of birth.

The fee for adding, deleting or changing a beneficiary is $20.00 (Non-refundable).

Please note: This transaction will void any previously issued titles.

This form must be completed in full prior to the death of the vehicle owner.

Click here to view the instructions for designating a beneficiary. (Opens in a new window/tab)

You must enter an email address and/or phone number below to continue. NDOT MVA will use your email for future communications and renewal notices.

Email Address: 
Confirm Email: 
And/Or
Phone Number: 

You must have Adobe Reader installed to view or print reports on this web site.
Requirements and instructions to add beneficiary are as follows:

• The vehicle must be solely owned and currently titled in Maryland

• Only one beneficiary can be named; which can either be an individual or business entity

• Beneficiary must be designated prior to the death of the vehicle owner. A corrected title will be mailed to the vehicle owner displaying "Beneficiary on File."

• A beneficiary may be added if a vehicle is subject to a lien. When the vehicle is being transferred, all liens must be satisfied, or have a letter of permission to change ownership to the beneficiary.

• The designation of a beneficiary does not affect the ownership of the vehicle until the death of the owner of the vehicle.

• The owner of the vehicle may cancel or change designation of a beneficiary at any time without the consent of the beneficiary.

• Once a beneficiary is designated, the corrected title will be delivered to the vehicle owner. All previously issued titles will be void.
Vehicle Beneficiary Designation

Is this the correct vehicle information?

Title Number: 48903119
Tag Number: A311876
Make: LINC
Year: 2001
VIN: 1LNHM82Z4YM68990

Yes  No  Cancel

Vehicle Beneficiary Designation

Would you like to update your MDOT MVA account with the following?

Update Phone to: (445) 555-5555

Yes  No
Vehicle Beneficiary Designation

Enter the name of the beneficiary for this vehicle.

<table>
<thead>
<tr>
<th>Vehicle Information</th>
<th>Tag Number</th>
<th>Vehicle Make</th>
<th>Vehicle Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Number 48903119</td>
<td>A511875</td>
<td>LINC</td>
<td>2001</td>
</tr>
</tbody>
</table>

- **Name of Beneficiary**
  - First Name
  - Middle Name
  - Last Name
  - Suffix

- **Date of Birth (mm/dd/yyyy)**

- **Relationship**

- **Name of Business Entity**

[Continue] [Cancel]
Vehicle Beneficiary Designation

Where should your new title be delivered?

- Mail to the address on record
- Mail to an alternate address
Vehicle Beneficiary Designation

Enter the address where you would like your product sent.

- Street: 
- City: 
- State: MD
- ZIP: 
- HIN, last 4 digits of SSN or ITIN: 

* Indicates a required field.

Next  Clear  Cancel

Vehicle Beneficiary Designation

Certification and Indemnity Agreement.

I certify, under penalty of perjury, the statements on this form are true and correct, and I will defend, indemnify, and hold the Motor Vehicle Administration harmless against any claim from anyone contesting the validity of the named beneficiary and issuance of the title to that beneficiary.

I Agree  Cancel
The contents of your cart.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Expedited</th>
<th>Price Each</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>New title for change of beneficiary: 49503119 to be mailed to address on record</td>
<td>1</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total: $20.00

I understand it is unlawful to knowingly submit false information to the Motor Vehicle Administration. For vehicle transaction(s), I certify the vehicle is covered by at least the minimum amount of insurance required by the Maryland Motor Vehicle Law, and will be continuously insured throughout its registration period.

By selecting "Checkout", I certify under penalties of perjury that I meet the eligibility requirements for the products ordered, the information provided herein and any transactions in this shopping cart is my own, and is true and correct to the best of my knowledge, information and belief.

I authorize the Maryland Motor Vehicle Administration to verify the information provided on this application, as required, to determine eligibility.
Sample Title Showing “Beneficiary on File” and “TOD” in Co-Owner Field
Senate Bill 034

Motor Vehicles - Leased Vehicles -Inspections, Insurance, and Excise Tax

For the purpose of exempting from the motor vehicle excise tax a vehicle that is leased by the State or a political subdivision of the State; prohibiting the Motor Vehicle Administration from issuing, reinstating, or renewing vehicle registration for a motor vehicle lessee who has an unpaid insurance penalty; exempting a leased vehicle transferred to the lessee at the end of the lease term from the requirement to obtain a motor vehicle safety inspection.

Effective October 1, 2017, the following changes will be in effect related to leased vehicles:

**Excise Tax Exemption State and Local Government Leased Vehicles** - A vehicle owned, or leased by, the State or any political subdivision of the State is exempt from excise tax under 13-810(a)(3). A new tax code, XMG, will be used when the State or Local Government “leases” a vehicle to cause the excise tax exemption. State and Local government tags may be used on the vehicles and SGR or GGR needs to be placed in the fee field. If they choose to use “blind tags” (regular tags on a government vehicle) use XMP for the tax code and GR in the fee field. Please note: For vehicles “owned by” State and Local government, continue to use XMP for the tax code.
Insurance Compliance Vehicle Lessees - When the MVA assesses a lessee with an insurance compliance penalty for a “leased vehicle”, the Administration may not:
  o Reinstate a registration suspended for insurance compliance
  o Issue a new registration, except for a temporary registration issued by a dealer under 13-602(a)(2).
  o Or renew a registration for a vehicle leased by that person/business entity.

Maryland Safety Inspection Transfer to Lessee — When a leased vehicle titled in Maryland is “transferred to the lessee” at the end of the lease, a Maryland Safety Inspection is “not required”. In most cases, the name of the lessee is shown on the title, but if not, a copy of the lease contract needs to be presented to show who the lessee is. When you have confirmed the vehicle is being transferred to the lessee, place N/A in the inspection field.
House Bill 1150
Vehicle Laws – Off Highway Recreational Vehicles

For the purpose of altering the definition of “off highway recreational vehicle” as it applies to the Maryland Vehicle Law to include a side-by-side utility vehicle; altering the fee for a certificate of title for an off-highway recreational vehicle.

Effective October 1, 2017, the Maryland definition for an off-highway recreational vehicle has been expanded to include side-by-side utility vehicles referred to as UTV’s. The wording added to the existing definition to include the UTV’s is as follows:

A Motor-Assisted or Motor Driven Vehicle That:

• Travels on four or more tires;
• Is intended for use by one or more persons;
• Has the following features:
  ➢ A steering wheel for steering control;
  ➢ A roll-over protective structure;
  ➢ An occupant retention system;
  ➢ Non-straddle seating;
  ➢ A maximum speed capability exceeding 30 miles per hour;
  ➢ An overall width of less than 80 inches, exclusive of accessories, and
  ➢ An engine displacement of less than 1,000 cubic centimeters; and
• Is commonly known as a side by side utility vehicle.

UTV’s are required to be titled, and need to display the Off-Road Vehicle Decal, using the Off- Road Vehicle Permit Applications form Form VR-337. The vehicles will be titled as a class D, with OR for the body style. When OR is placed in the body style field, NR will automatically populate in the inspection field. Select UTV for side-by- side vehicles in the Exception drop down field in TARIS. The Affidavit of Ownership -Moped, Motor Scooter, & Off Road Vehicle, Form VR-450 has also been modified to include UTV’s.
Important Change: The title fee for all off-highway recreational vehicles has been reduced from $100 to $35. This includes ATV’s, side-by-sides, off road motorcycles (dirt bikes), and snowmobiles. TARIS and ERT will be programmed to accept this change. The reverse of the Application for Certificate of Title, Form VR-005 has been modified on the reverse, in the instruction area to show $35.00 as the title fee for Off Highway Recreational Vehicles.

HB176
Motor Vehicle Registration – Exception for Golf Carts – Golden Beach Patuxent Knolls FOR the purpose of creating an exception from motor vehicle registration requirements under certain circumstances for golf carts on county highways in the community of Golden Beach Patuxent Knolls, St. Mary’s County; providing that a person who operates a golf cart on a county highway in the community of Golden Beach Patuxent Knolls may operate the golf cart only on certain county roads at certain times and 8 only if the golf cart is equipped with certain lighting devices; requiring a person who operates a golf cart on a county highway in the community of Golden Beach Patuxent Knolls to keep as far to the right of the roadway as feasible and possess a valid driver’s license; authorizing the St. Mary’s County Department of Public Works and Transportation, in consultation with the State Highway Administration, to designate the county highways in the community of Golden Beach Patuxent Knolls on which a person may operate a golf cart; and generally relating to an exception to motor vehicle registration requirements for golf carts in the community of Golden Beach Patuxent Knolls, St. Mary’s County.

Effective October 1, 2017, a golf cart operated on a county highway in Golden Beach Patuxent Knolls, without a registration under 13-402(c) (13) only under the following conditions:
• On a county highway where the maximum posted speed limit does not exceed 35 miles per hour;
• Between dawn and dusk;
• If the golf cart is equipped with lighting devices as required by the Administration
• Keep the golf cart as far to the right of the road as feasible; and
• Possess a valid driver’s license.

The St. Mary’s County Department of Public Works and Transportation in consultation with the State Highway Administration, may designate the county highways in the community of Golden Beach Patuxent Knolls where a person may operate a golf cart.

HB 1447
Motor Vehicle Administration – Registration Plates – Return

For the purpose of providing that certain registration plates required to be returned to the Motor Vehicle Administration may be returned through the mail and generally relating to the return of motor vehicle registration plates.

Effective October 1, 2017, a registration plate that is required to be returned to the Administration may be returned through the mail.

SB 341
Vehicle Laws School Vehicles Definition

For the purpose of altering the definition of “school vehicle” to include certain vehicles that meet certain standards and requirements, were originally titled in another state and used to transport children, students, and teachers in that state, and are used only for transporting children to and from a certain program; and generally relating to school vehicles.

Effective October 1, 2017, the definition of “School Vehicle” in 11-154 of Maryland Vehicle Law will not only include Type I and Type II school vehicles, but will also include a vehicle that:
• Was originally titled in another state and used to transport children, students, or teachers for educational purposes or in connection with a school activity in that state;
• Complies with regulations on transporting children enrolled in the Federally Funded Head Start Program adopted by the United States Department of Health and Human Services; and
• Is used only for transporting children to and from a Head Start Program.

The Head Start School Buses will use class HSB, exception code HDS, and can only use the tag scheme 21200h thru 21299H. Head Start buses must be inspected by the MVA or Board of Education inspectors, using inspection requirement specific to Head Start School Buses.
The Form EP-216 with the box checked for Head Start Bus will be provided. Head Start School Bus tags will be available at the Glen Burnie, Easton, and Cumberland branch offices.
SB668
Vehicle Laws – Operation of Motorcycles – Handlebar Height
For the purpose of increasing the maximum height that the handlebars of a motorcycle may be above a certain part of the motorcycle seat in order for a person to lawfully operate the motorcycle; and generally relating to the operation of motorcycles.

Effective October 1, 2017, the definition under Maryland Vehicle Law 21–1305. 14 has been changed to state that, a person may not operate any motorcycle with handlebars more than 20 inches in height above the part of the seat occupied by the operator.
IMPORTANT NEW INFORMATION BELOW (NOT NEW LEGISLATION)

**Discover Card Use at MVA**

Beginning October 1, 2017, the MVA will accept Discover Card as a form of payment by credit card.

**Boat Renewals and EZ Pass Transponders**

Beginning October 1, 2017, MVA will be processing boat renewals and the sale of EZ pass transponders on the web. See screen shots for boat renewals and EZ Pass transponders.
Vessel Registration Renewal

The vessel you entered is not renewable.

Hull Number: AUL28138J394
Vessel Number: 1026455
Year: 1994
Manufacturer: ALBIN
Model: TOURNAMENT EXPRESS
Vessel Length: 28.17
Vessel Horse Power: 250.00
Expiration: Not Found

The vessel is not eligible for renewal at this time. Please contact DNR at 877-626-8DNR (8867) if you have any questions.

The vessel has recently been renewed. Please check your records and contact the Department of Natural Resources if you have questions.

Ok
The vessel record could not be found. Please ensure that you have entered the data as required. If nothing is returned after your second attempt, please contact DNR at 877-620-8DNR (8367).
I understand it is unlawful to knowingly submit false information to the Motor Vehicle Administration. For vehicle transaction(s), I certify the vehicle is covered by at least the minimum amount of insurance required by the Maryland Motor Vehicle Law, and will be continuously insured throughout its registration period.

By selecting, "Checkout", I certify, under penalties of perjury, that I meet the eligibility requirements for the products ordered, the information provided herein and any transactions in this shopping cart is my own, and is true and correct to the best of my knowledge, information and belief.

I authorize the Maryland Motor Vehicle Administration to verify the information provided on this application, as required, to determine eligibility.
Vessel Registration

Please have your vessel and hull # ready.

You must enter an email address and/or phone number below to continue. MDOT MVA will use your email for future communications and renewal notices.

Email: ____________________________ Confirm Email: ____________________________ Phone: (___) ___-____

Vessel Registration Renewal

Enter the last 4 digits of your hull number and your vessel number.

Vessel Number: ____________________________ *
Last 4 digits of Hull #: ____________________________ *

* Indicates a required field
**Vessel Registration Renewal**

The vessel you entered is not renewable.

<table>
<thead>
<tr>
<th>Last 4 digits of Hull #</th>
<th>AUL28138J394</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Number</td>
<td>1036435</td>
</tr>
<tr>
<td>Year</td>
<td>1994</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>ALBIN</td>
</tr>
<tr>
<td>Model</td>
<td>TOURNAMENT EXPRESS</td>
</tr>
<tr>
<td>Vessel Length</td>
<td>28.17</td>
</tr>
<tr>
<td>Expiration</td>
<td>Not Found</td>
</tr>
<tr>
<td>Vessel Horse Power</td>
<td>250.00</td>
</tr>
</tbody>
</table>

DNR Message: The vessel is not eligible for renewal at this time. Please contact DNR at 877-620-8DNR (8367) if you have any questions.
This vessel has been renewed recently. We cannot add it to the shopping cart at this time.

The vessel record could not be found. Please ensure that you have entered the data as required. If nothing is returned after your second attempt, please contact DNR at 877-620-8DNR (8367).
Vessel Registration Renewal

The vessel you entered is not renewable.

Last 4 digits of Hull #: BL2A59ELA787
Vessel Number: 923241
Year: 1987
Manufacturer: BAYLINER MARINE
Model: 3870
Vessel Length: 38.00
Expiration: 12/31/2002
Vessel Horse Power: 350.00

Eligible for Renewal

Renewal Type: Documented Use Decal Fee
Renewal Price: $10.00

Your registration will be sent to the address below:
51** SH**** POINT ** SALISBURY, MD 21801

Shopping Cart

<table>
<thead>
<tr>
<th>Remove?</th>
<th>Description</th>
<th>Quantity</th>
<th>Expedite?</th>
<th>Price Each</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DNR VESSEL REGISTRATION &amp; DECALS FOR DOC #923241 WILL ARRIVE IN 10 BUSINESS DAYS.</td>
<td>1</td>
<td></td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Total: $10.00
The following vehicle transactions should offer additional Maryland products (EZ Pass and Vessel Registration) before checkout.
Order an EZPass Maryland "On the Go" transponder for 2-axle vehicles only. Not for use with Business or Hatem A accounts. $32.50 includes pre-paid toll balance of $25.

You must enter an email address and/or phone number below to continue. MDOT MVA will use your email for future communications and renewal notices.

Email Address: 
Confirm Email: 
And/or Phone Number: [____] [____]

You must have Adobe Reader installed to view or print reports on this website.
Is this the correct vehicle information?

Title Number: 48064031
Tag Number: ABEBI
Make: HOND
Year: 2013
VIN: 5J6FP2HS6DL005886

Yes No Cancel

Would you like to update your MDOT MVA account with the following?

Update Phone to: (465) 665-6665

Yes No
On the Go

Your E-ZPass “On the Go” transponder will be mailed to the address on file with the MDOT MVA. If this is not the right address, please complete your order at ezpassmd.com or call 1-888-321-6824.

54TH WAY
LANHAM, MD 20706

By clicking Next you are agreeing to the E-ZPass MD account terms and conditions found on ezpassmd.com. Only unopened transponders are eligible for refund.

The contents of your cart.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Expedited</th>
<th>Price Each</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-ZPass “On the Go” for tag ABED1 - will ship in 7-10 business days</td>
<td>1</td>
<td></td>
<td>$32.50</td>
<td>$32.50</td>
</tr>
</tbody>
</table>

Total: $32.50

I understand it is unlawful to knowingly submit false information to the Motor Vehicle Administration. For vehicle transaction(s), I certify the vehicle is covered by at least the minimum amount of insurance required by the Maryland Motor Vehicle Law, and will be continuously insured throughout its registration period.

By selecting “Checkout”, I certify, under penalties of perjury, that I meet the eligibility requirements for the products ordered, the information provided herein and any transactions in this shopping cart is my own, and is true and correct to the best of my knowledge, information and belief.

I authorize the Maryland Motor Vehicle Administration to verify the information provided on this application, as required, to determine eligibility.

[Checkout] [Continue Shopping] [Remove All]
Already an E-ZPass in the cart. Limit: 1
Order an E-ZPass Maryland "On the Go" transponder for 2-axle vehicles only. Not for use with Business or Hatem A accounts. $32.50 includes pre-paid toll balance of $25.

You must enter an email address and/or phone number below to continue. MDOT MVA will use your email for future communications and renewal notices.

Email:  
Confirm Email:  
Phone:  (____) ____-______
**E-ZPass "On the Go"**

Is this the correct vehicle information?

<table>
<thead>
<tr>
<th>Vehicle Tag</th>
<th>ABEBI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Number</td>
<td>45054031</td>
</tr>
<tr>
<td>Make</td>
<td>HOND</td>
</tr>
<tr>
<td>Year</td>
<td>2013</td>
</tr>
<tr>
<td>VIN</td>
<td>5J6TFH56DL005998</td>
</tr>
</tbody>
</table>
Some of the contact information you entered is different than what is on record. Un-Check the contact information you do not wish to update and press the 'Next' button below.

Phone number you entered: (466) 666-6666

Your E-ZPass "On the Go" transponder will be mailed to the address on file with the MDOT MVA below. If this is not the right address, please complete your order at ezpassmd.com or call 1-888-321-6824.

54** WH****** ***** **
LANHAM, MD 20706

By clicking Next you are agreeing to the E-ZPass MD account terms and conditions found on ezpassmd.com. Only unopened transponders are eligible for refund.
## Shopping Cart

<table>
<thead>
<tr>
<th>Remove?</th>
<th>Description</th>
<th>Quantity</th>
<th>Expedite?</th>
<th>Price Each</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-ZPASS &quot;ON THE GO&quot; FOR TAG ABEBI - WILL SHIP IN 7-10 BUSINESS DAYS</td>
<td>1</td>
<td></td>
<td>$32.50</td>
<td>$32.50</td>
</tr>
</tbody>
</table>

Total: $32.50

- **ESPAÑOL** | $32.50
- **Fast Track**
- **Remove All**
- **Remove Selected**
- **Complete Order**
- **Continue Shopping**
- **Cancel**
Already an E-ZPass in the cart. Limit: 1
2018 Legislative Report
Vehicle Services
### Bill Links and Effective Dates

<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Link</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
HB 1065  Vehicle Laws – Title Service Agents  

HB 1162  Vehicle Registration – Fees – Surviving Spouses of Veterans  

SB 0626  Exemption from Registration  

SB 0039  MVA - Disability Parking Placards  

SB 0292  Estates – Administration  

SB 0362  Vehicle Laws – Registration Fee Exemption – Disabled Veterans  

SB 0038  MVA Birth Certificates – Issuance of Copies  

HB 0253  Motor Vehicles – Automobile Transporters  

HB 0632  Carroll County – Unlicensed Junk Vehicles and Parts - Repeal  

SB 0276  

HB 1104  Vehicle Laws – Manufacturers And Dealers – Consumer Data Protection  

SB 1131  Motor Vehicle Insurance - Commercial Policies – Insurance Identification Card
HB 0465
SB 0353

Vehicle Laws - Golf Carts - City of Crisfield

This bill expands the authorization for a person to operate a golf cart equipped with approved lighting in the City of Crisfield in Somerset County between dawn and dusk to encompass all highways (current law states only on local highways) on which the maximum posted speed limit does not exceed 30 miles per hour (current law states 35 miles per hour). The golf cart must be kept as far to the right of the roadway as feasible, and the driver must have a valid driver’s license. A golf cart operating in the City of Crisfield under the bill’s authorization is exempt from the general requirement that each motor vehicle driven on a highway in the State be registered.

The bill also repeals the authority of the State Highway Administration to designate crossing locations on State or federal highways for golf carts in the City of Crisfield.

This bill takes effect June 1, 2018.
Motor Vehicle Registration - Exception for Golf Carts - Town of Vienna

This bill authorizes a person to operate a golf cart equipped with approved lighting in the Town of Vienna in Dorchester County between dawn and dusk on a local highway on which the maximum posted speed limit does not exceed 30 miles per hour. The Town of Vienna may designate locations within the town where a golf cart may be operated. The golf cart must be kept as far to the right of the roadway as feasible, and the driver must have a valid driver’s license. A golf cart operating in the Town of Vienna under the bill’s authorization is exempt from the general requirement that each motor vehicle driven on a highway in the State be registered. **The bill takes effect June 1, 2018.**
Emergency Vehicles - Organ Delivery Vehicles

This bill authorizes the Motor Vehicle Administration (MVA) to designate an “organ delivery vehicle” as an emergency vehicle if it meets specified vehicle registration and operator certification requirements. The driver of an emergency vehicle registered in any state may exercise specified privileges set forth in the Transportation Article while transporting on an emergency basis (1) a human organ for transplantation or (2) emergency medical personnel for performing organ recovery or transplantation. An organ delivery vehicle must be equipped with or display red, white, or red and white lights or signal devices.

Organ delivery vehicle means a vehicle that is used or maintained to transport organs on an emergency basis. MVA may designate an organ delivery vehicle as an emergency vehicle only if it is registered to a federally designated organ procurement organization or a professional organ transportation organization. Under the bill, a person may not operate an organ delivery vehicle as an emergency vehicle unless certified to operate emergency vehicles through completion of an emergency vehicle operator course approved by the Maryland Fire and Rescue Institute.

Emergency vehicle means any vehicle designated by MVA as entitled to the exemptions and privileges set forth in the Maryland Vehicle Law for emergency vehicles. The driver of an emergency vehicle registered in any state may exercise specified privileges while (1) responding to an emergency call; (2) pursuing a violator or suspected violator of the law; or (3) responding to, but not while returning from, a fire alarm.

The bill takes effect July 1, 2018.

These transactions are to continue to come through Glen Burnie Headquarters room 104 Attention: Cynthia Richburg

Form: VR 026 Form VR-026 – Application for Approval of Emergency/Non-Emergency or Service Vehicles
Maryland Automobile Insurance Fund - Uninsured Division - Uninsured Motorists

This bill repeals the Uninsured Motorist Education and Enforcement Fund (UMEEF) within the Motor Vehicle Administration (MVA) and establishes UMEEF in the Maryland Automobile Insurance Fund (MAIF). The bill establishes another Program to Incentivize and Enable Uninsured Vehicle Owners to Be Insured; however, the new program must be administered by MAIF (instead of MVA). Uninsured motorist penalties collected through the program are retained by MAIF. The bill requires MVA to notify MAIF in a certain manner when it receives notice that a vehicle has become uninsured. The bill takes effect July 1, 2018.
HB 1586

Wicomico County - Motorcycles - Sunday Sales

This bill authorizes a vehicle dealer in Wicomico County to offer for sale, sell, barter, deliver, give away, or show a motorcycle or certificate of title for a motorcycle on Sundays. The existing prohibition against Sunday sales for other motor vehicles in the county is otherwise unchanged. The bill takes effect June 1, 2018.
SB 0372

Estate and Trusts – Transfer from Revocable Trust – Exemption from Taxes and Fees

This bill exempts from recordation and transfer taxes the transfer of real property without consideration if the transfer is made from a revocable trust to a beneficiary as a result of the death of the settlor (the person who created the trust) of the trust. The bill also exempts from the motor vehicle excise tax and the titling fee vehicles that are transferred without consideration if the transfer is made from a revocable trust to a beneficiary as a result of the death of the settlor of the trust. The current title must show that the vehicle was transferred from a revocable trust. The vehicle is required to have a Maryland safety inspection.

The bill takes effect July 1, 2018.

Form: VR-478 Form VR-478 - Request for Exemption of Excise Tax and Title Fee for Qualifying Vehicle Transfers to or from a Trust.

Enter the tax code XTR in TARIS to prompt the excise tax and title fee exemption.
SB 0606


This bill establishes the Off-Highway Recreational Vehicle Trail Fund for the purpose of maintaining and constructing trails for off-highway recreational vehicles on specified land that is owned or leased by the Department of Natural Resources (DNR). The fund consists of 50% of the revenue generated from the excise tax imposed on off-highway recreational vehicles (25% in fiscal 2019 only) and any money appropriated for the fund in the State budget. Money expended from the fund is supplemental to and is not intended to replace funding that would otherwise be appropriated for maintaining and constructing trails for off-highway recreational vehicles. The bill takes effect July 1, 2018.

This does not change the TARIS entries. All changes will be made to the back end of the system for the collection of monies to be placed in the Off-Highway Recreational Vehicle Trail Fund.
SB 0393

Clean Cars Act of 2017

Effective July 1, 2018, the Motor Vehicle Administration will again administer the Excise Tax Credit for Plug-in Electric Vehicles. The vehicle must meet the following conditions to qualify for the excise tax credit:

- Has not been modified from the original manufacturer specifications;
- Is acquired for use or lease by the taxpayer and not for resale;
- Has a total purchase price not exceeding $60,000;
- Has a battery capacity of at least 5.0 Kilowatt-Hours;
- Is purchased new and titled for the first time on or after July 1, 2017, but before July 1, 2020;
- Credit is limited to the acquisition of 1 plug-in electric vehicle per individual, or 10 per business entity;
- A credit “may not be claimed” for a vehicle unless the vehicle is registered in this State.

The new tax code for refunds issued will be EC8 (July 1, 2018 – June 30, 2019) The excise credit is calculated as follows:

The product of $100.00 times the kilowatt-hours of the battery capacity of the vehicle not to exceed $3,000.

Vehicles with 30 kilowatt-hours or more will only qualify for the maximum credit allowed of $3,000

To apply for credit, the Excise Tax Credit Request for Plug-In Electric Vehicle, Form VR-334 Form VR-334 must be completed and signed by both the vehicle owner(s) and the dealer. All completed forms should be mailed to:

Maryland Motor Vehicle Administration 6601 Ritchie Highway, NE Room 202 Glen Burnie MD 21062
HB 0714

Vehicle Laws - HOV Lanes - Plug-In Electric Drive and Hybrid Vehicles

This bill extends the termination date, from September 30, 2018, to September 30, 2022, for the authorization of plug-in electric drive vehicles to use all high-occupancy vehicle (HOV) lanes regardless of the number of passengers. This bill also extends the termination date, from September 30, 2018 to September 30, 2019, for qualified hybrid vehicles to use an HOV lane along the portion of U.S. Route 50 between Interstate 95/Interstate 495 and U.S. Route 301 regardless of the number of passengers. The authorization for the Motor Vehicle Administration (MVA) to charge a fee (not to exceed $20) for issuing a permit is also extended. By January 1 of each year, MVA and the State Highway Administration (SHA) must report to the Governor and the General Assembly on the effect of the use of both plug-in electric drive vehicle and qualified hybrid vehicle permits issued on the operation of HOV lanes in Maryland.

This bill takes effect October 1, 2018.
Allegany County - All-Terrain Vehicles and Snowmobiles

This bill modifies the authorization for a person to operate an all-terrain vehicle or a snowmobile on specified highways in Allegany County to conform to the existing authorization for a person in Garrett County. In Garrett County, a person may not operate an all-terrain vehicle or a snowmobile on a controlled access highway; however, a person may operate an all-terrain vehicle or a snowmobile on a State highway when crossing or traveling on the State highway as authorized by a local authority. Specifically, a local authority in Garrett County may allow a person to (1) cross a highway on an all-terrain vehicle or a snowmobile at a right angle at a speed of up to 25 miles per hour or (2) operate an all-terrain vehicle or a snowmobile on up to two miles of highway at a speed of up to 25 miles per hour. The local authority may also designate a certain portion of highways upon which all-terrain vehicles and snowmobiles may travel at a speed of up to 25 miles per hour for the sole purpose of gaining access to trails, fields, or other areas where operation of such vehicles is allowed. A person convicted of operating a vehicle without a license is subject to a fine of up to $500 and/or imprisonment for up to 60 days for a first offense. For a second or subsequent offense, the possible term of imprisonment increases to a maximum of one year. The fine may not be prepaid, and an offender must appear in court to answer the charge. If convicted, the violation results in the imposition of five points on the driver’s license, and the offender must also undergo a mandatory Driver Improvement Program. This bill takes effect October 1, 2018.
HB 1065

Vehicle Laws - Title Service Agents

This bill authorizes a title service agent that collects and remits vehicle excise taxes on behalf of the Motor Vehicle Administration (MVA) to keep the lesser of $12 per vehicle or 0.6% of the gross excise tax that the title service agent collects. The bill establishes documentation and recordkeeping requirements and requires title service agents to allow MVA representatives and police officers full access to documents and records during business hours. The bill also establishes a process for assessing penalties against title service agents who fail to comply with the bill’s requirements. Finally, the bill increases the surety bond requirement from $25,000 to $50,000.

This bill takes effect October 1, 2018.
HB 1162  
SB 0626

Vehicle Registration – Exemption from Registration Fees – Surviving Spouses of Veterans

This bill exempts all vehicles owned (and personally used) by a surviving spouse of a deceased disabled veteran from vehicle registration fees. As a result, the bill repeals the requirement that the surviving spouse of a deceased disabled veteran be at least 65 years old to qualify for a registration fee exemption.

To determine that the conditions are met for registration fee exemption, the following documents must be submitted:

- Proof that the spouse has not remarried,
- Proof that the applicant is the surviving spouse of a deceased disabled veteran,
- A copy of the veteran's death certificate, and
- Documentation from the Veteran's Administration declaring a service-connected disability as described under Tax-Property Article, §7-208, or the property tax bill showing the availability of the property tax exemption for disabled veterans authorized under Tax Property Article, §7-208, Annotated Code of Maryland.

This bill takes effect October 1, 2018.
SB 0039

Motor Vehicle Administration - Disability Parking Placards

This departmental bill authorizes the Motor Vehicle Administration (MVA) to issue a permanent parking placard, rather than a four-year placard, to an individual with a permanent disability. In addition, the bill authorizes MVA to issue a temporary disability parking placard for an out-of-state resident who is disabled and temporarily living in Maryland under specified circumstances.

Permanent Placards
Permanent placards will no longer display an expiration date, the word PERMANENT will be pre-printed on the placards. Permanent placards will be valid until the death of the placard holder. On receipt of notification of the death of the placard holder, the administration shall mark the record of the placard expired and send notice to the last known address of the placard holder requesting the return of the placard to this administration.

Temporary Placards Non-Residents
Temporary placards may now be issued to non-residents if the following conditions are met:

- The applicant is non-resident who is temporarily living in the state
- Submits medical certification
- Is in the state to obtain medical treatment
- Is serving in the armed forces of the United States and is stationed in the state
- Holds a current Maryland nonresident permit
- Is subject to any other circumstances that would require the use of a temporary parking placard as determined by the Administrator.

This bill takes effect October 1, 2018.
SB 0292

Estates - Administration Exemption - Transfer of Motor Vehicle and Boat Titles

This bill authorizes a decedent’s property consisting of up to two motor vehicles, or a boat or vessel with an appraised value of up to $5,000, to be transferred to a surviving spouse without the requirement to administer the estate, under specified circumstances.

Vehicles
The bill authorizes the Motor Vehicle Administration (MVA) to transfer title to a motor vehicle owned by a decedent to the surviving spouse if (1) the only property owned by the decedent is not more than two motor vehicles; (2) the surviving spouse certifies to MVA that all debts and taxes owed by the decedent have been paid; and (3) MVA receives a copy of the decedent’s death certificate and suitable proof of the existence of the marriage.

Boats or Vessels with an Appraised Value of $5,000 or Less
The agency that issued the certificate of title for a boat or vessel may transfer the certificate of title to the surviving spouse if:

• the surviving spouse certifies to the agency that all debts and taxes owed by the decedent have been paid;
• the agency receives satisfactory evidence of the value of the boat or vessel, which may be provided by a statement signed by two individuals stating that (1) they have personal knowledge of the value of boats or vessels of the type that is in the estate, and (2) the value of the boat or vessel does not exceed $5,000; and
• the agency receives a copy of the decedent’s death certificate or notification in the MVA database of death from Department of Health and Mental Hygiene and suitable proof of the existence of the marriage. An Application for Exemption from Estate Administration to Transfer a Decedent’s Vehicle Form VR-481 must be completed and submitted with the transaction.

This bill takes effect October 1, 2018.
SB 0362

Vehicle Laws - Registration Fee Exemptions - Disabled Veterans

This bill exempts vehicles leased to (and personally used by) certain disabled veterans from vehicle registration fees. In order to qualify for the registration fee exemption, the disabled veteran must (1) be designated or classified by the Veterans’ Administration as either totally disabled or as having lost the use of a hand, arm, or leg or (2) have a permanent impairment of both eyes that meets specified criteria.  
This bill takes effect October 1, 2018.
SB 0038

Motor Vehicle Administration – Birth Certificates – Issuance of Copies

This departmental bill authorizes the Motor Vehicle Administration (MVA) to (1) access and issue copies of birth certificates and (2) set and collect corresponding fees.  
This bill takes effect October 1, 2018.
HB 0253

Motor Vehicles - Automobile Transporters

This departmental bill extends the maximum allowable length of a “stinger-steered automobile transporter” from 75 feet to 80 feet. In addition, the bill makes other definitional and technical changes in order to comply with federal law.

This bill takes effect October 1, 2018.
HB 0632
SB 0276

Carroll County - Unlicensed Junk Vehicles and Parts - Repeal

This bill repeals a provision of the Carroll County Code of Public Local Laws related to the removal and impoundment of unlicensed junk motor vehicles or parts.

This bill takes effect October 1, 2018.
HB 1104

Vehicle Laws - Manufacturers and Dealers - Consumer Data Protection

This bill establishes consumer data protection standards for data collected by a vehicle dealer and subsequently provided to a manufacturer, distributor, or factory branch, or its agent. The bill prohibits a manufacturer, distributor, or factory branch, or its agent from imposing specified data-sharing requirements on dealers.

This bill takes effect October 1, 2018.
SB 1131

Motor Vehicle Insurance - Commercial Policies - Insurance Identification Card

This bill expressly authorizes a commercial motor vehicle liability insurer to issue an insurance identification card for a period of 12 months if the policy (1) is a 12-month policy and (2) covers three or more vehicles. The insurance card may be issued even if the payment by the insured is for a period of less than 12 months. This bill takes effect October 1, 2018.
2019 Legislative Report

June 2019

October 2019 – July 2020
Legislation for June 1, 2019
HB0331/SB0133 Farm Area Motor Vehicles-Registration and Authorized Use
HB1072 Transportation Network Companies-Insurance
http://mgaleg.maryland.gov/2019RS/bills/hb/hb1072e.pdf
HB 1246 - Clean Cars Act of 2019
http://mgaleg.maryland.gov/2019RS/bills/hb/hb1246e.pdf
SB0070 HOV Lanes-Plug In-Electric Drive and Hybrid Vehicles

Legislation for October 1, 2019 through July 1, 2020
HB0748/SB770 Electric Low Speed Scooters
http://mgaleg.maryland.gov/2019RS/bills/hb/hb0748e.pdf
HB0055 Ignition Interlock Devices-Defined
SB0146 Commercial Driver’s Licenses-Recognition, Prevention, and Reporting of Human Trafficking
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0146e.pdf
HB0421/SB0196 Licenses, Identification Cards, and Moped Operator’s Permits-Indication of Applicant’s Sex
HB0707 Drunk and Drugged Driving Offenses-Penalties
SB0084 Certificate of Title Application-Signature Requirement
SB0060 Driver’s Licenses-Expiration and Renewal
HB0180 Licenses and Identification Cards-Electronic Credentials
HB1003/SB0436 Rental Vehicles Security
SB0707 Temporary In-Transit Registration
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0707e.pdf
HB0331/SB0133 Farm Area Motor Vehicles-Registration and Authorized Use
This bill repeals the termination date for provisions of law applicable to the registration and authorized use of farm area motor vehicles, including a provision increasing from 10 miles to 25 miles the radius from a farm within which a person may operate on a highway a motor vehicle registered as a farm area motor vehicle.
This bill took effect on 4/5/2019

HB1072 Transportation Network Companies-Insurance
http://mgaleg.maryland.gov/2019RS/bills/hb/hb1072e.pdf
For the purpose of authorizing the Motor Vehicle Administration to accept, under certain circumstances, certain forms of security from a transportation network company in place of a certain insurance policy;

- The administration may accept another form of security from a transportation network company in place of an insurance policy required by 10-405 of the public utilities article if:
  - The other form of security adequately provides the benefits required by 10-405 of the public utilities article; and
  - The transportation network company is an affiliate of a company that provides taxicab services and has no fewer than 26 nor more than 300 transportation network operators

Transportation Network Companies must cover, up to:

- $50,000 for bodily injury
- $100,000 for 2 or more persons
- $25,000 for property damage

This bill takes effect 6/1/2019
HB 1246 - Clean Cars Act of 2019
http://mgaleg.maryland.gov/2019RS/bills/hb/hb1246e.pdf

Effective, July 1, 2018, the Maryland Department of Transportation Motor Vehicle Administration will again administer the Excise Tax Credit for Plug-In Electric Vehicles. This bill expands the Excise Tax Credit to include the purchase of Fuel Cell Electric vehicles. The annual maximum amount of credits allowed against the excise tax has increased to $6 million for fiscal year 2020. The credit calculation is no longer $100.00 times the kilowatt-hours of the battery capacity of the vehicle not to exceed $3000. Subject to available funding, a credit is allowed against the excise tax imposed for the purchase of a plug-in electric or fuel cell electric vehicle and the credit allowed under this bill may not exceed the lesser of the amount of excise tax paid for the purchase of the vehicle; or $3000.

The criteria for a qualifying “Plug-In Electric or Fuel Cell Electric Vehicles” are as follows:

- Has not been modified from original manufacturer specifications;
- Is acquired for use or lease by the taxpayer and not for resale;
- Has a total purchase price not exceeding $63,000;
- Is purchased new and titled for the first time on or after July 1, 2017, but before July 1, 2020;
- Has a battery capacity of at least 5.0 kilowatt-hours (applies only to plug-in electric vehicles).

Credit is limited to the acquisition of one qualifying electric vehicle per individual and 10 vehicles per business entity. A credit “may not be claimed” for a vehicle unless the vehicle is registered in this State. Hybrid vehicles do not qualify for the excise tax credit. To apply for credit, the Excise Tax Credit Request for Plug-In Electric or Fuel Cell Electric Vehicle, Form VR-334 must be completed and signed by both the vehicle owner(s) and the dealer. The completed may be emailed or mailed to: Maryland Motor Vehicle Administration

   Excise Tax Refund Unit
   6601 Ritchie Highway NE Room 202
   Glen Burnie, MD 21062

   Email: MVAElectricRefunds@mdot.maryland.gov

This bill takes effect 7/1/2019
SB0070 HOV Lanes-Plug In-Electric Drive and Hybrid Vehicles
The bill repeals provisions of law authorizing qualified hybrid vehicles to use a high occupancy vehicle (HOV) lane along a highway regardless of the number of passengers in the vehicle.

This bill takes effect 9/29/2019

**HB0748/SB770 Electric Low Speed Scooters**

The bill establishes that an electric low speed scooter is considered to be a bicycle for the purposes of the Maryland Vehicle Law. Providing that an electric low speed scooter is not a motorized minibike, motor scooter, or motor vehicle for the purposes of the Maryland Vehicle Law. Establishing that the operator of an electric low speed scooter may ride by standing on a certain platform. It provides that provisions of the Maryland Vehicle Law do not prevent a local authority from regulating, in its jurisdiction, the operation of bicycles.

This bill takes effect 10/1/19

**SB0084 Certificate of Title Application-Signature Requirement**

The bill repeals a requirement that a signature be in ink on an application for a certificate of title of a vehicle.

This bill takes effect 10/1/2019

**HB0707 Drunk and Drugged Driving Offenses-Penalties**

The bill increases the maximum penalties for a person convicted of driving while under the influence of alcohol or under the influence of alcohol per se, while impaired by alcohol, while impaired by drugs or drugs and alcohol, or while impaired by a controlled dangerous substance (CDS) when that person has certain prior convictions. A person who has two prior convictions for any of the above-mentioned offenses is guilty of a misdemeanor and subject to five years imprisonment and/or a $5,000 fine. The penalties are more stringent when that person (1) has three or more prior convictions for any of those offenses or (2) was previously convicted of a single specified homicide or life-threatening injury by
motor vehicle or vessel offense. Such a violator is guilty of a misdemeanor
and subject to 10 years imprisonment and/or a $10,000 fine. The bill also
increases maximum incarceration penalties. A first conviction of homicide
by motor vehicle or vessel while impaired by drugs is subject to five years
imprisonment, HB 707/ Page 2 while a subsequent conviction (after a
previous conviction of the same or other specified offenses) is subject to
10 years imprisonment. Additionally, for a person convicted of transporting
a minor while impaired by alcohol or while impaired by drugs or drugs and
alcohol, the maximum term of imprisonment is increased to one year for a
first offense, and to two years for a second offense. A conviction for a
crime committed under federal law that, if committed in Maryland, would
constitute a violation of driving while under the influence of alcohol or
under the influence of alcohol per se, while impaired by alcohol, while
impaired by drugs or drugs and alcohol, or while impaired by CDS is
considered a violation for the purposes of the subsequent offender
penalties imposed under the bill.
This bill takes effect 10/1/2019

HB0055 Ignition Interlock Devices-Defined
This bill expands the definition of “ignition interlock system” to mean, in
addition to current provisions, a device that has a camera (1) with the
capability of recording still images of the person taking the test of the
person’s blood alcohol level; (2) without the capability to record sound; (3)
without the capability to record video; and (4) that records images only
while the device is testing the blood alcohol level of the person taking the
test or if the device is being tampered with.
This bill takes effect 10/1/2019

SB0146 Commercial Driver’s Licenses-Recognition, Prevention,
and Reporting of Human Trafficking
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0146e.pdf
This bill requires commercial driver’s license (CDL) training schools to
include education and training on the recognition, prevention, and effective
reporting of human trafficking. The Motor Vehicle Administration (MVA)
must update the Commercial Driver’s License Manual with the appropriate
information and provide an applicant renewing a CDL with the information.
This bill takes effect 10/1/2019
HB0421/SB0196 Licenses, Identification Cards, and Moped Operator’s Permits—Indication of Applicant’s Sex
This bill requires that an application for a license, identification card, or moped operator’s permit allow an applicant to identify as (1) female; (2) male; or (3) unspecified or other. If an applicant identifies as an unspecified or other sex in the application, the Motor Vehicle Administration (MVA) must ensure that the license, identification card, or moped operator’s permit displays an “X” in the appropriate location. The bill prohibits MVA from (1) requiring an applicant to provide proof of the applicant’s sex or (2) denying an application because the sex selected by the applicant does not match the sex displayed on another document associated with the applicant.
This bill takes effect 10/1/2019

SB0060 Driver’s Licenses—Expiration and Renewal
This departmental bill repeals a requirement that a corrected driver’s license issued to a driver age 21 years or older expire on the licensee’s birth date in the fifth year following issuance. In addition, the bill allows the Motor Vehicle Administration (MVA) to waive a vision test for an individual age 21 years or older (but younger than age 40) if the applicant has passed an authorized vision test within the previous nine, rather than six, years.
This bill takes effect 10/1/2019

HB0180 Licenses and Identification Cards—Electronic Credentials
This departmental bill authorizes the Motor Vehicle Administration (MVA) to issue an “electronic credential” to an individual in addition to (and not instead of) a license or an identification card if MVA has already issued either physical credential to the individual. MVA may enter into agreements with a Maryland State agency, another state agency, or the United States to facilitate the issuance, use, and verification of electronic credentials issued by MVA (or another state). MVA may charge a fee for (1) the issuance of an electronic credential and (2) the use of an electronic verification system. MVA may also adopt regulations to carry out the bill. Finally, the bill authorizes an alcoholic beverages license holder (or an
employee) to accept the electronic credential as proof of an individual’s age.

**This bill takes effect 10/1/2019**

**HB1003/SB0436 Rental Vehicles Security**
This bill Establishes that the owner of a rental vehicle may satisfy a insurance requirement by maintaining a security that is secondary to any other valid and collectible coverage under certain circumstances and subject to a exception; providing that security maintained by the owner of a rental vehicle or replacement vehicle is primary under certain circumstances; requiring the owner of a rental vehicle to provide a notice to the renter of the rental vehicle.

**This bill takes effect 1/1/2020**

**SB0707 Temporary In-Transit Registration**
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0707e.pdf
The bill authorizes the Motor Vehicle Administration to issue a temporary in-transit registration that allows a nonresident owner of a vehicle to operate the vehicle on a highway in the State only for the purpose of transporting the vehicle to a jurisdiction outside the State for titling and registration. The bill establishes that the Administration or licensed title service agents may issue temporary in-transit registrations.

**This bill takes effect 7/1/2020**
2019 Vehicle and Driver Programs Legislation
LINKS TO BILLS:

HB0748/SB770 Electric Low Speed Scooters
http://mgaleg.maryland.gov/2019RS/bills/hb/hb0748e.pdf

HB0055 Ignition Interlock Devices-Defined

SB0146 Commercial Driver’s Licenses-Recognition, Prevention, and Reporting of Human Trafficking
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0146e.pdf

HB0421/SB0196 Licenses, Identification Cards, and Moped Operator’s Permits-Indication of Applicant’s Sex

HB0707 Drunk and Drugged Driving Offenses-Penalties

SB0084 Certificate of Title Application-Signature Requirement

SB0060 Driver’s Licenses-Expiration and Renewal

HB0180 Licenses and Identification Cards-Electronic Credentials

HB1003/SB0436 Rental Vehicles Security

SB0707 Temporary In-Transit Registration
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HB0748/SB770 Electric Low Speed Scooters
http://mgaleg.maryland.gov/2019RS/bills/hb/hb0748e.pdf
The bill establishes that an electric low speed scooter is considered to be a bicycle for the purposes of the Maryland Vehicle Law. Providing that an electric low speed scooter is not a motorized minibike, motor scooter, or motor vehicle for the purposes of the Maryland Vehicle Law. Establishing that the operator of an electric low speed scooter may ride by standing on a certain platform. It provides that provisions of the Maryland Vehicle Law do not prevent a local authority from regulating, in its jurisdiction, the operation of bicycles.
This bill takes effect 10/1/19

SB0084 Certificate of Title Application-Signature Requirement
The bill repeals a requirement that a signature be in ink on an application for a certificate of title of a vehicle.
This bill takes effect 10/1/2019

HB0707 Drunk and Drugged Driving Offenses-Penalties
The bill increases the maximum penalties for a person convicted of driving while under the influence of alcohol or under the influence of alcohol per se, while impaired by alcohol, while impaired by drugs or drugs and alcohol, or while impaired by a controlled dangerous substance (CDS) when that person has certain prior convictions. A person who has two prior convictions for any of the above-mentioned offenses is guilty of a misdemeanor and subject to five years imprisonment and/or a $5,000 fine. The penalties are more stringent when that person (1) has three or more prior convictions for any of those offenses or (2) was previously convicted of a single specified homicide or life-threatening injury by motor vehicle or vessel offense. Such a violator is guilty of a misdemeanor and subject to 10 years imprisonment and/or a $10,000 fine. The bill also increases maximum incarceration penalties. A first conviction of homicide by motor vehicle or vessel while impaired by drugs is subject to five years imprisonment, HB 707/ Page 2 while a subsequent conviction (after a previous conviction of the same or other specified offenses) is subject to 10 years imprisonment. Additionally, for a person convicted of
transporting a minor while impaired by alcohol or while impaired by drugs or drugs and alcohol, the maximum term of imprisonment is increased to one year for a first offense, and to two years for a second offense.

A conviction for a crime committed under federal law that, if committed in Maryland, would constitute a violation of driving while under the influence of alcohol or under the influence of alcohol per se, while impaired by alcohol, while impaired by drugs or drugs and alcohol, or while impaired by CDS is considered a violation for the purposes of the subsequent offender penalties imposed under the bill.

This bill takes effect 10/1/2019

HB0055 Ignition Interlock Devices-Defined
This bill expands the definition of “ignition interlock system” to mean, in addition to current provisions, a device that has a camera (1) with the capability of recording still images of the person taking the test of the person’s blood alcohol level; (2) without the capability to record sound; (3) without the capability to record video; and (4) that records images only while the device is testing the blood alcohol level of the person taking the test or if the device is being tampered with.

This bill takes effect 10/1/2019

SB0146 Commercial Driver’s Licenses-Recognition, Prevention, and Reporting of Human Trafficking
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0146e.pdf
This bill requires commercial driver’s license (CDL) training schools to include education and training on the recognition, prevention, and effective reporting of human trafficking. The Motor Vehicle Administration (MVA) must update the Commercial Driver’s License Manual with the appropriate information and provide an applicant renewing a CDL with the information. This bill takes effect 10/1/2019

HB0421/SB0196 Licenses, Identification Cards, and Moped Operator’s Permits- Indication of Applicant’s Sex
This bill requires that an application for a license, identification card, or moped operator’s permit allow an applicant to identify as (1) female; (2)
male; or (3) unspecified or other. If an applicant identifies as an unspecified or other sex in the application, the Motor Vehicle Administration (MVA) must ensure that the license, identification card, or moped operator’s permit displays an “X” in the appropriate location. The bill prohibits MVA from (1) requiring an applicant to provide proof of the applicant’s sex or (2) denying an application because the sex selected by the applicant does not match the sex displayed on another document associated with the applicant. **This bill takes effect 10/1/2019**

**SB0060 Driver’s Licenses-Expiration and Renewal**
This departmental bill repeals a requirement that a corrected driver’s license issued to a driver age 21 years or older expire on the licensee’s birth date in the fifth year following issuance. In addition, the bill allows the Motor Vehicle Administration (MVA) to waive a vision test for an individual age 21 years or older (but younger than age 40) if the applicant has passed an authorized vision test within the previous nine, rather than six, years. **This bill takes effect 10/1/2019**

**HB0180 Licenses and Identification Cards-Electronic Credentials**
This departmental bill authorizes the Motor Vehicle Administration (MVA) to issue an “electronic credential” to an individual in addition to (and not instead of) a license or an identification card if MVA has already issued either physical credential to the individual. MVA may enter into agreements with a Maryland State agency, another state agency, or the United States to facilitate the issuance, use, and verification of electronic credentials issued by MVA (or another state). MVA may charge a fee for (1) the issuance of an electronic credential and (2) the use of an electronic verification system. MVA may also adopt regulations to carry out the bill. Finally, the bill authorizes an alcoholic beverages license holder (or an employee) to accept the electronic credential as proof of an individual’s age. **This bill takes effect 10/1/2019**

**HB1003/SB0436 Rental Vehicles Security**
This bill Establishes that the owner of a rental vehicle may satisfy a insurance requirement by maintaining a security that is secondary to any
other valid and collectible coverage under certain circumstances and subject to an exception; providing that security maintained by the owner of a rental vehicle or replacement vehicle is primary under certain circumstances; requiring the owner of a rental vehicle to provide a notice to the renter of the rental vehicle. **This bill takes effect 1/1/2020**

**SB0707 Temporary In-Transit Registration**
http://mgaleg.maryland.gov/2019RS/bills/sb/sb0707e.pdf
The bill authorizes the Motor Vehicle Administration to issue a temporary in-transit registration that allows a nonresident owner of a vehicle to operate the vehicle on a highway in the State only for the purpose of transporting the vehicle to a jurisdiction outside the State for titling and registration. The bill establishes that the Administration or licensed title service agents may issue temporary in-transit registrations. **This bill takes effect 7/1/2020**