INTERACTIVE BUSINESS LICENSING & CONSUMER SERVICES MANUAL

Dealers / Title Services / Vehicle Programs
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Link to Interactive Title & Registration Manual
<table>
<thead>
<tr>
<th>MVA Representative</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>G Janey</td>
<td>#-AN</td>
<td><a href="mailto:gianey@mva.maryland.gov">gianey@mva.maryland.gov</a></td>
</tr>
<tr>
<td>L Morlan</td>
<td>AO-AR</td>
<td><a href="mailto:lmorlan@mva.maryland.gov">lmorlan@mva.maryland.gov</a></td>
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<td>BK-BO</td>
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<td>CG-CI</td>
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<tr>
<td>D Walker</td>
<td>AS-BJ</td>
<td><a href="mailto:dwalker2@mva.maryland.gov">dwalker2@mva.maryland.gov</a></td>
</tr>
<tr>
<td>D Eaton</td>
<td>BP-CF</td>
<td><a href="mailto:deaton@mva.maryland.gov">deaton@mva.maryland.gov</a></td>
</tr>
<tr>
<td>T Cobb</td>
<td>CJ-DA</td>
<td><a href="mailto:tcobb@mva.maryland.gov">tcobb@mva.maryland.gov</a></td>
</tr>
<tr>
<td>Y Alexander</td>
<td>DP-FO</td>
<td><a href="mailto:yalexander@mva.maryland.gov">yalexander@mva.maryland.gov</a></td>
</tr>
<tr>
<td>E Toogood-Askie</td>
<td>FP-HI</td>
<td><a href="mailto:etoogood@mva.maryland.gov">etoogood@mva.maryland.gov</a></td>
</tr>
<tr>
<td>Y Simmons</td>
<td>DB-DO</td>
<td><a href="mailto:ysimmons@mva.maryland.gov">ysimmons@mva.maryland.gov</a></td>
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<tr>
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<td>HJ-HO</td>
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<td>N-NR</td>
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<td></td>
<td>SV-TE</td>
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<tr>
<td>N Cook</td>
<td>HP-JR</td>
<td><a href="mailto:ncook@mva.maryland.gov">ncook@mva.maryland.gov</a></td>
</tr>
<tr>
<td>L Slater</td>
<td>JS-LZ</td>
<td><a href="mailto:lslater@mva.maryland.gov">lslater@mva.maryland.gov</a></td>
</tr>
<tr>
<td>A Holton</td>
<td>M-N&amp;</td>
<td><a href="mailto:aholton@mva.maryland.gov">aholton@mva.maryland.gov</a></td>
</tr>
<tr>
<td>D Banks</td>
<td>NS-PR</td>
<td><a href="mailto:dbanks@mva.maryland.gov">dbanks@mva.maryland.gov</a></td>
</tr>
<tr>
<td>F Parker</td>
<td>PS-RZ</td>
<td><a href="mailto:fparker@mva.maryland.gov">fparker@mva.maryland.gov</a></td>
</tr>
<tr>
<td>J Kuti</td>
<td>S-SU</td>
<td><a href="mailto:jkuti@mva.maryland.gov">jkuti@mva.maryland.gov</a></td>
</tr>
<tr>
<td>L Smith</td>
<td>TF-ZZ</td>
<td><a href="mailto:lgough@mva.maryland.gov">lgough@mva.maryland.gov</a></td>
</tr>
</tbody>
</table>

Counter
James Bowser         | jbowser@mva.maryland.gov |

Cashier
D Keys               | dkeys@mva.maryland.gov |

Late Titling
M. Wagner            | mwagner@mdot.state.md.us |

Supervisors
K. Lucas             | kwilliams1@mdot.state.md.us |

Managers
S. Moore, Section Manager  | smoore1@mdot.state.md.us |
W. Johnson, Section Manager | wjohnson@mdot.state.md.us |
Visit the MVA’s website at:

www.mva.maryland.gov

MVA Forms, Business Applications, and Dealer Bulletins are available on the MVA Web site

MVA Forms
  ❖ [http://www.mva.maryland.gov/Online-Services/Docs/default.htm](http://www.mva.maryland.gov/Online-Services/Docs/default.htm)

Business Application Forms
  ❖ [http://www.mva.maryland.gov/forms/business-services.htm](http://www.mva.maryland.gov/forms/business-services.htm)

Dealer Bulletins

For more information on State and Local licensing requirements, visit the Business License Information System website:

  ❖ [http://business.maryland.gov/start](http://business.maryland.gov/start)

For more information on COMAR, Rules and Regulations, visit the following website:

  ❖ [www.dsd.state.md.us](http://www.dsd.state.md.us)

For more information on Maryland Law

  ❖ [http://www.lawlib.state.md.us](http://www.lawlib.state.md.us)

**Article-Transportation**

Section 13 – Title & Registration

Section 15-Business Licenses
DEALER ASSOCIATIONS

MARYLAND AUTOMOBILE DEALER ASSOCIATION
410-269-1710
HTTP://MDAUTO.ORG

WASHINGTON AREA NEW AUTO DEALERS ASSOCIATION
202-237-7200
HTTP://WWW.WANADA.ORG

MARYLAND DELAWARE INDEPENDENT AUTOMOBILE DEALER’S ASSOCIATION (MDIADA)
717-238-9002
www.midatlanticautodealers.org

ERT VENDORS

TO INQUIRE ABOUT ELECTRONIC REGISTRATION AND TITLING SERVICES, PLEASE CONTACT ANY ONE OF THE FOLLOWING COMPANIES:

CVR
1-800-333-6995
www.evreg.com

DealerTrack
1-800-876-2312
www.dealertrack.com/rts

Title Tech
1-866-689-0578
www.titletec.com
All Dealer Licenses are issued for a period of two years

Basic information about the types of licenses issued by the Business Licensing and Consumer Services Division (BL&CS) can be found below. Appropriate fees apply for each type of license or change to a license. Additional information about each license type can be found by accessing licensing packet link in the appropriate process description.

Note: Sellers of low speed vehicles will be licensed as either new or used vehicle dealers, as appropriate.

<table>
<thead>
<tr>
<th>License Type</th>
<th>Description</th>
<th>Licensing Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used Vehicle Dealer</td>
<td>Sells used vehicles to the public and other dealers. A physical location suitable for retail sales from which the sales are conducted is required. Vehicle sales must be the principal or only business conducted at that location.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Used-Vehicle-Dealer-Business-Licensing-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Used-Vehicle-Dealer-Business-Licensing-Packet.pdf</a></td>
</tr>
</tbody>
</table>
| Wholesale Dealer   | Buys, sells, and exchanges used vehicles with other dealers. May purchase vehicles from the public. MAY NOT SELL TO THE RETAIL PUBLIC. Location may be an office only.  
Note: Charities that accept donated vehicles for resale to a dealer must have a wholesale dealer's license. If the charity wants to sell the donated vehicle to the public, a used vehicle dealer's license is also required. | [http://www.mva.maryland.gov/businesses/docs/Wholesale-Dealer-License-Packet.pdf](http://www.mva.maryland.gov/businesses/docs/Wholesale-Dealer-License-Packet.pdf) |
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Link</th>
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<tbody>
<tr>
<td>Motorcycle Dealer</td>
<td>Sells new motorcycles under a franchise agreement with a license manufacturer or distributor. May be licensed to sell only used motorcycles. A location suitable for retail sales is required.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Motorcycle-Dealer-Licensing-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Motorcycle-Dealer-Licensing-Packet.pdf</a></td>
</tr>
<tr>
<td>Trailer Dealer</td>
<td>Sells new trailers under a franchise agreement with a licensed manufacturer or distributor. May be licensed to sell only used trailers.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Trailer-Dealer-Business-License-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Trailer-Dealer-Business-License-Packet.pdf</a></td>
</tr>
<tr>
<td><a href="https://www.mva.maryland.gov/businesses/docs/Title-Service-Agents-License-Packet.pdf">Title Service Agent</a></td>
<td>Transports MVA paperwork and fees to and from MVA offices for customers. Some Title Service Agents process the documents from their office electronically.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Title-Service-Agents-License-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Title-Service-Agents-License-Packet.pdf</a></td>
</tr>
<tr>
<td>Manufacturer</td>
<td>A manufacturer of a new vehicle constructed in the United States. Licensee does not have to be located in Maryland.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf</a></td>
</tr>
<tr>
<td>2nd Stage Manufacturer</td>
<td>A manufacturer of a new two-stage vehicle completed in the United States. Licensee does not have to be located in Maryland.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf</a></td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Link</td>
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<tr>
<td>Distributor</td>
<td>An authorized importer of new vehicles manufactured or assembled outside the United States who may enter into franchise contracts with dealers. Licensee does not have to be located in Maryland.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Manufacturer-Distributor-License-Packet.pdf</a></td>
</tr>
<tr>
<td>Automotive Dismantler &amp; Recycler</td>
<td>Acquires vehicles to dismantle, destroy, or scrap for the sale of their parts and materials. A location suitable for sales and storage is required.</td>
<td><a href="http://www.mva.maryland.gov/businesses/docs/Dismantler-Recycler-And-Scrap-Processor-License-Application-Packet.pdf">http://www.mva.maryland.gov/businesses/docs/Dismantler-Recycler-And-Scrap-Processor-License-Application-Packet.pdf</a></td>
</tr>
</tbody>
</table>

**Current MVA Fee Listing**

[http://www.mva.maryland.gov/AboutMVA/FEEL/default.htm#Dealer](http://www.mva.maryland.gov/AboutMVA/FEEL/default.htm#Dealer)

**REGISTERING YOUR BUSINESS WITH THE DEPARTMENT OF ASSESSMENTS AND TAXATION**

All applicants for licenses in the State of Maryland must be registered to do business with the Department of Assessments and Taxation using the name(s) indicated on your application. Both corporate and trading names must be registered. Instructions and forms are available at:

[http://www.dat.state.md.us](http://www.dat.state.md.us)

**APPLYING FOR A TRADE NAME**

Instructions and forms available at:

[https://egov.maryland.gov/Easy](https://egov.maryland.gov/Easy)
TRADER'S LICENSE

TRADERS LICENSES ARE OBTAINED FROM THE CIRCUIT COURT OF THE MUNICIPALITY IN WHICH YOUR BUSINESS WILL BE LOCATED. THE CIRCUIT COURT INFORMATION IS AVAILABLE AT:

http://www.courts.state.md.us

[Sample image of a Maryland state license]
New Car Salesman Application

<table>
<thead>
<tr>
<th>State</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas</td>
<td>#1 State Police Plaza Drive Little Rock AR 72209</td>
<td>Little Rock</td>
<td>Louisiana</td>
<td>7919 Independence Blvd. Baton Rouge LA 70806</td>
<td>Baton Rouge</td>
</tr>
<tr>
<td></td>
<td>551-618-8862</td>
<td></td>
<td>Colorado</td>
<td>690 Kipling St Ste 3000 Lakewood CO 80215</td>
<td>Lakewood</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.asp.state.ar.us">www.asp.state.ar.us</a></td>
<td></td>
<td></td>
<td>303-239-4201</td>
<td></td>
</tr>
<tr>
<td>Hawaii</td>
<td>465 S. King Street, Room 102 Honolulu, Hawaii 96813</td>
<td>Honolulu</td>
<td>Illinois</td>
<td>801 South Seventh Suite 300-a Springfield IL 62703</td>
<td>Springfield</td>
</tr>
<tr>
<td></td>
<td>808-587-3279</td>
<td></td>
<td></td>
<td>(815) 740-5160</td>
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<td><a href="http://www.ag.hawaii.gov/hejd">www.ag.hawaii.gov/hejd</a></td>
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<td><a href="http://www.iisp.state.il.us">www.iisp.state.il.us</a></td>
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</tr>
<tr>
<td>California</td>
<td>Bureau of Criminal Info &amp; Analysis California Department of Justice Room G-118 4949 Broadway Sacramento, CA 95820-1528</td>
<td>Sacramento</td>
<td>Pennsylvania</td>
<td>1800 Elmerton Avenue Harrisburg, PA 17110</td>
<td>Harrisburg</td>
</tr>
<tr>
<td></td>
<td>(916) 227-3849</td>
<td></td>
<td></td>
<td>(717) 783-5599</td>
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</tr>
<tr>
<td>New Hampshire</td>
<td>New Hampshire Dept of Safety Division of State Police Central Rep for Criminal Record 33 Hazen Drive Concord NH 03305</td>
<td>Concord</td>
<td>New Jersey</td>
<td>Dept of Law &amp; Public Safety Div of State Police Attn: CIU PO Box 7068 West Trenton NJ 08628</td>
<td>Trenton</td>
</tr>
<tr>
<td></td>
<td>609-237-3575</td>
<td></td>
<td></td>
<td>609-882-2000 ext: 2878</td>
<td></td>
</tr>
<tr>
<td>Oregon</td>
<td>Department of State Police Identification Services Section 3772 Portland Road NE Building C, Salem Oregon 97301</td>
<td>Salem</td>
<td>Maine</td>
<td>Maine State Bureau of Identification 45 Commerce Drive Suite 1 State House Station #42 Augusta ME 04333</td>
<td>Augusta</td>
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<tr>
<td></td>
<td>503-378-3070</td>
<td></td>
<td></td>
<td>207-624-7240</td>
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<td><a href="http://www.oregon.gov/ost/id">www.oregon.gov/ost/id</a></td>
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<td><a href="http://www.maine.gov/dps/cbi">www.maine.gov/dps/cbi</a></td>
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<tr>
<td>Utah</td>
<td>Department of Public Safety Bureau of Criminal Identification 5500 W. Amelia Earhart Drive Suite #100 Salt Lake City Utah 84116</td>
<td>Salt Lake City</td>
<td>Virginia</td>
<td>Criminal Justice Information Services Virginia State Police Post Office Box 27472 Richmond, VA 23261-7472</td>
<td>Richmond</td>
</tr>
<tr>
<td></td>
<td>(801) 965-4445</td>
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<td>(804) 674-2000</td>
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<td></td>
<td><a href="http://www.publicsafety.utah.gov/bei">www.publicsafety.utah.gov/bei</a></td>
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<tr>
<td></td>
<td>(651)-793-7000</td>
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<td>(740) 845-2000</td>
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<td></td>
<td><a href="http://www.dps.mn.gov/divisions/bea">www.dps.mn.gov/divisions/bea</a></td>
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<td><a href="http://www.attorneygeneral.org">www.attorneygeneral.org</a></td>
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<tr>
<td>Kansas</td>
<td>Kansas Bureau of Investigation Attn: Adult Records 1620 SW Tyler Street Topeka KS 66612</td>
<td>Topeka</td>
<td>Florida</td>
<td>Criminal Justice Information Services Florida Department of Law Enforcement Post Office Box 1489 Tallahassee, FL 32302-1489</td>
<td>Tallahassee</td>
</tr>
<tr>
<td></td>
<td>(785)-296-8200</td>
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<td>(850) 410-7100</td>
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<td><a href="http://www.kansas.gov/bki">www.kansas.gov/bki</a></td>
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<td><a href="http://www.fdl.state.fl.us">www.fdl.state.fl.us</a></td>
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<tr>
<td>Nebraska</td>
<td>Nebraska State Patrol Criminal Identification Division P.O. Box 94907 Lincoln NE 68509</td>
<td>Lincoln</td>
<td>Kentucky</td>
<td>Criminal Identification and Records Branch Kentucky State Police 1250 Louisville Road Frankfort, KY 40601-1907</td>
<td>Frankfort</td>
</tr>
<tr>
<td></td>
<td>402-471-4545</td>
<td></td>
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<td>(502) 227-8700</td>
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<td></td>
<td><a href="http://www.statepatrol.nebraska.gov">www.statepatrol.nebraska.gov</a></td>
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<td><a href="http://www.kentuckystatepolice.org">www.kentuckystatepolice.org</a></td>
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</tr>
<tr>
<td>Colorado</td>
<td>Colorado Bureau of Investigations 690 Kipling St Ste 3000 Lakewood CO 80215</td>
<td>Lakewood</td>
<td>Indiana</td>
<td>Central Records Division Indiana State Police IGCN, Room#N301 100 North Senate Avenue, Indianapolis, IN 46204</td>
<td>Indianapolis</td>
</tr>
<tr>
<td></td>
<td>303-239-4201</td>
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<td>(317) 232-8265</td>
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<td><a href="http://www.colorado.gov/ch">www.colorado.gov/ch</a></td>
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<td><a href="http://www.in.gov/isps">www.in.gov/isps</a></td>
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<tr>
<td>Iowa</td>
<td>Iowa Department of Public Safety Division of Criminal Investigation 215 East Seventh Street Des Moines, IA 50319-0045</td>
<td>Des Moines</td>
<td>Massachusetts</td>
<td>Massachusetts State Police State Identiﬁcation Section 59 House Pond Rd. Sudbury, MA 01776</td>
<td>Sudbury</td>
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<tr>
<td></td>
<td>(515) 725-6010</td>
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<td></td>
<td>508-358-3170</td>
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<td><a href="http://www.dps.state.ia.us/">www.dps.state.ia.us/</a></td>
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<td><a href="http://www.mass.gov">www.mass.gov</a></td>
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<tr>
<td>North Carolina</td>
<td>North Carolina State Bureau of Investigation Post Office Box 29500 Raleigh, NC 27626-0500</td>
<td>Raleigh</td>
<td>New York</td>
<td>Record Review Unit Office of Criminal Justice Operations New York State Department of Criminal Justice Services 80 South Swan Street Albany, NY 12210</td>
<td>Albany</td>
</tr>
<tr>
<td></td>
<td>(919) 662-4509</td>
<td></td>
<td></td>
<td>(518) 485-7675</td>
<td></td>
</tr>
<tr>
<td>South Carolina</td>
<td>Criminal Justice Records Section South Carolina Law Enforcement Division Post Office Box 21938 Columbia, SC 29221-4012</td>
<td>Columbia</td>
<td>Rhode Island</td>
<td>Bureau of Criminal Identiﬁcation Department of Attorney General 150 South Main Street Providence, RI 02903</td>
<td>Providence</td>
</tr>
<tr>
<td></td>
<td>(803) 737-9000</td>
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<td>(401) 274-4400</td>
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<td><a href="http://www.sled.sc.gov">www.sled.sc.gov</a></td>
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<td></td>
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<tr>
<td>West Virginia</td>
<td>West Virginia State Police 725 Jefferson Road South Charleston, WV 25309-1698</td>
<td>South Charleston</td>
<td>Virginia</td>
<td>300 Indiana Avenue, NW Washington, D.C. 20001</td>
<td>Washington</td>
</tr>
<tr>
<td></td>
<td>(304) 746-2100</td>
<td></td>
<td></td>
<td>(202) 727-4081</td>
<td></td>
</tr>
<tr>
<td>Wisconsin</td>
<td>Crime Information Bureau Wisconsin Department of Justice Post Office Box 2718 Madison, WI 53701-2718</td>
<td>Madison</td>
<td>Tennessee</td>
<td>Records &amp; Identiﬁcation Section Tennessee Bureau of Investigation 901 RS Gass Boulevard Nashville, TN 37216-2639</td>
<td>Nashville</td>
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<tr>
<td></td>
<td>(608) 264-6207</td>
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<td>(615) 744-4078</td>
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<td><a href="http://www.doi.state.wi.us/">www.doi.state.wi.us/</a></td>
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<tr>
<td>Oklahoma</td>
<td>Criminal Identiﬁcation Section Oklahoma State Bureau of Investigation 6600 North Harvey Oklahoma City, OK 73116-7910</td>
<td>Oklahoma City</td>
<td>Texas</td>
<td>Crime Records Service Texas Department of Public Safety Post Office Box 4145 Austin, TX 78765-4143</td>
<td>Austin</td>
</tr>
<tr>
<td></td>
<td>(405) 648-6724</td>
<td></td>
<td></td>
<td>(512) 424-2590</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ok.gov/bci/">www.ok.gov/bci/</a></td>
<td></td>
<td></td>
<td><a href="http://www.txdps.state.tx.us">www.txdps.state.tx.us</a></td>
<td></td>
</tr>
<tr>
<td>Alabama</td>
<td>Alabama Bureau of Investigation Attn: Identiﬁcation Unit PO Box 1511 Montgomery AL 36102</td>
<td>Montgomery</td>
<td>Georgia</td>
<td>Georgia Crime Information Center Georgia Bureau of Investigation 3121 Panthertown Road Decatur, GA 30037-0808</td>
<td>Decatur</td>
</tr>
<tr>
<td></td>
<td>334-353-7800</td>
<td></td>
<td></td>
<td>(404) 270-8403</td>
<td></td>
</tr>
</tbody>
</table>
Attached is a sample authorization of a vehicle sales license. The authorization, along with a $75 dollar fee is to be taken to any MVA full service branch or express office to obtain your photo sales license.

RENEWALS-Salesman must renew their license prior to the expiration of their current license. Sign the authorization and give to your salesman as soon as possible. Renewal authorizations are valid for 30 days after the expiration of the salesman license and will be accepted for late renewal. After 30 days, your employee must reapply for a new salesman license.

NEW-New salesmen must have their photo license taken within 45 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 45 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

TRANSFER-Transferred salesmen must have their photo license taken within 30 days of the issuance of their license authorization. The authorization does not have to be signed by the dealer. After 30 days, the authorization will not be accepted and your employee must re-apply as a new salesman.

CORRECTED-Licenses needing corrections made to them will be issued a new authorization with the correct information. The authorization for the correction is valid for 30 days from the date of issuance. The authorization does not have to be signed by the dealer. A copy of the new driver’s license or attachment card must accompany corrections to address and change of name.

PLEASE NOTE

If your salesman does not have a current valid license, he may not sell vehicles. Sales made by a salesman who is not properly licensed could result in fines (up to $1,000.00 per sale), suspension, or revocation of your dealers’ license.

Expiration date is determined by application approval date. The branch license staff may not adjust expiration dates.

If you have any questions, feel free to call your account representative.
New License Application

Authorization for Photo Vehicle Sales License

This Photo Authorization is void after 9/11/2015

License #: X8000550-31320PN001
Expiration Date: 07/31/2016

Name: John Doe
Address: 6601 Ritchie Hwy
City/State/ZIP: Glen Burnie, MD 21061
DOB: 10/22/2003
Dealer's Name: Motor Vehicle Administration
Dealer's License: X800004001829

To verify all information listed above
Incorrect or changed information should be reported to the licensing unit (410) 787-7794
This authorization for a photo license may be taken to any full service or express MVA
Alterations or erasures void this form
Present this form along with a photo ID and the license fee

PAID LICENSES

<table>
<thead>
<tr>
<th>License</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>$75.00</td>
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<tr>
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<td>$75.00</td>
</tr>
<tr>
<td>TRANSFER</td>
<td>$75.00</td>
</tr>
<tr>
<td>DUPLICATE</td>
<td>$20.00</td>
</tr>
<tr>
<td>CORRECTED</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

GRATIS LICENSES

<table>
<thead>
<tr>
<th>License</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>GRATIS</td>
</tr>
<tr>
<td>RENEWAL</td>
<td>GRATIS</td>
</tr>
<tr>
<td>DUPLICATE</td>
<td>$20.00</td>
</tr>
<tr>
<td>CORRECTED</td>
<td>$20.00</td>
</tr>
<tr>
<td>CORRECTED</td>
<td>GRATIS</td>
</tr>
</tbody>
</table>

Printed 07-28-2015
Application for Salesperson to work at Dual Dealerships

To work at Dual Dealerships, the Primary dealership where the salesperson is originally licensed must own at least 60% of secondary dealership where the salesperson wishes to work.

Motor Vehicle Administration
8601 Breezewood Highway, N.E.
Glen Burnie, Maryland 21062

I hereby certify I am an owner, officer of:

Primary Dealer Name:
Dealer:
Dealer Phone #
Dealer #

I certify that the above named dealership is at least 60% owned by the dealership know as:

Secondary Dealer:
Dealer:
Dealer Phone #
Dealer #

I further certify that:
will be assigned to starting

I understand and agree to notify the Division of Licensing and Consumer Services, Vehicle Sales Unit, in writing, when this person is reassigned or terminated.

Signature of Owner/Officer

Signature of Vehicle Salesperson

Date

Date
CODE OF MARYLAND REGULATIONS (COMAR)

These are the some of the sections most pertinent to Licensed Dealers, Wholesalers, Title Service Agents and other entities licensed by Business Licensing and Consumer Services. They are available at the following links:

Title 11 DEPARTMENT OF TRANSPORTATION
Subtitle 12 MOTOR VEHICLE ADMINISTRATION — LICENSING OF BUSINESSES AND OCCUPATIONS

Chapter 01 Dealers and Salesmen

Chapter 02 Title Service Agents

Chapter 03 Automotive Dismantlers and Recyclers, and Scrap Processors

Maryland Vehicle Law

These are the some of the articles most pertinent to Licensed Dealers, Wholesalers, Title Services and other entities licensed by Business Licensing and Consumer Services. They are available at the following links:

TITLE 13. Vehicle Laws - Certificates of Title and Registration of Vehicle

TITLE 15. Vehicle Laws - Licensing of Businesses and Occupations

To obtain a Maryland Vehicle Law Annotated book, you may order by phone at 1-877-394-8826 or online at

Note: Much of the information contained in the law book is also available online at
ATTENTION DEALERS

As part of the requirements for a Wholesale Dealer you must keep a running ledger. This ledger must contain the following information:

VEHICLES PURCHASED

- The date vehicle was purchased
- The year, make and model of the vehicle
- The identification number of the vehicle
- The name, address and license number (if applicable) of the person from whom you purchased the vehicle
- The amount for which the vehicle was bought
- The mileage at the time of purchase

VEHICLES SOLD

- The date the vehicle was sold
- The year, make and model of the vehicle
- The identification number of the vehicle
- The name, address and license number of the dealer to which the vehicle was sold
- The amount for which the vehicle was sold
- The mileage at time of sale
• Change of Address
• Change of a Licensee Name
• Adding or Deleting Officers
• Adding a Franchise
• Adding, Deleting, or Changing a Trade Name
• Changing from Corporation/LLC to Company
  • Adding or Closing a Location
CHANGE OF ADDRESS

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer’s License

❖ [http://mvgbintranet1/forms/CS/CS-042.pdf](http://mvgbintranet1/forms/CS/CS-042.pdf)

Zoning approval is secured from the Zoning Board where your business is located

Zoning Form CS-053

❖ [http://mvgbintranet1/forms/CS/CS-053.pdf](http://mvgbintranet1/forms/CS/CS-053.pdf)

Traders License with new address - Trader’s license is secured from courthouse where your business is located.

Franchise Approval Letters (New Vehicle Dealers only) are secured from manufacturer of vehicles you intend to sell.

Copy of a one year lease or proof of ownership of new property (for Wholesale Dealers only)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

❖ [http://mvgbintranet1/forms/CS/CS-011.pdf](http://mvgbintranet1/forms/CS/CS-011.pdf)

New address (if dealership does not have a repair facility on premises)

Repair Facility Contract form CS-125

❖ [http://mvgbintranet1/forms/CS/CS-125.pdf](http://mvgbintranet1/forms/CS/CS-125.pdf)

To turn in Old Wall License

Fee for a corrected wall license - $20.00
CHANGE OF A LICENSEE NAME

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer’s License

- [http://mygbtranet1/forms/CS/CS-042.pdf](http://mygbtranet1/forms/CS/CS-042.pdf)

A new Surety Bond or Bond Rider correcting the name of the dealership

Surety Bond of Vehicle or Trailer Dealer form CS-067A
- [http://mygbtranet1/forms/CS/CS-067a.pdf](http://mygbtranet1/forms/CS/CS-067a.pdf)

A copy of Registration of Corporate Name filed as a name change (for corporations only)

A copy of corrected Trader’s License

A copy of the corrected lease of proof of ownership (for wholesale dealers only)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

New address (if dealership does not have a repair facility on premises)

Repair Facility Contract form CS-125
- [http://mygbtranet1/forms/CS/CS-125.pdf](http://mygbtranet1/forms/CS/CS-125.pdf)

A photocopy of the sign that has the new name of Dealership.

New franchise letters must be secured from the manufacturer if the Dealership holds any franchises.

To turn in Old Wall License and Gratis Salesman License.

Fee for a corrected wall license - $20.00
Fee for duplicate or corrected Gratis License - $20.00
New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer’s License

- [http://mvgintranet1/forms/CS/CS-042.pdf](http://mvgintranet1/forms/CS/CS-042.pdf)

A new Surety Bond or Bond Rider correcting the name of the officers

Surety Bond of Vehicle or Trailer Dealer form CS-067A
- [http://mvgintranet1/forms/CS/CS-067a.pdf](http://mvgintranet1/forms/CS/CS-067a.pdf)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

If officers are being deleted, a letter from each individual must be submitted stating that they agree to being removed from the license. If the officer is deceased, we will need a copy of the death certificate and a copy of the Letters of Administration. Please contact the Business Licensing & Consumer Services for more details.

- [mvablecsd@mva.maryland.gov](mailto:mvablecsd@mva.maryland.gov)

If the Dealership holds a franchise for new vehicles and the deleted officer is the representative on the franchise agreement, a new franchise letter must be submitted authorizing a change of representative.

To turn in Old Wall License and Gratis Salesman License (if changed).

Fee for a corrected wall license - $20.00
Fee for duplicate or corrected Gratis License - $20.00
ADDING A FRANCHISE
WITHOUT a change in the business name

New Dealers use form CS-042 – Application for Vehicle Dealer’s License

❖ [http://mygbintranel1/forms/CS/CS-042.pdf](http://mygbintranel1/forms/CS/CS-042.pdf)

All current franchises must be listed.

Any franchise letter must be name and address specific to your dealership.

Return in Old Wall License.

Fee for a corrected wall license - $20.00
New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer’s License

✦ [http://mygbtranet1/forms/CS/CS-042.pdf](http://mygbtranet1/forms/CS/CS-042.pdf)

A new Surety Bond OR Bond Rider adding, deleting or changing the trade name

A copy of the Registration of the added or changed Trade Name. This is secured from the State Department of Assessments & Taxation at 301 W. Preston St., Baltimore, MD 21201 –

✦ [www.dat.state.md.us](http://www.dat.state.md.us)

Franchise Approval Letters from each manufacturer adding, deleting or changing the trade name.

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011


Return in Old Wall License.

Fee for a corrected wall license - $20.00
CHANGING FROM CORPORATION/LLC TO COMPANY
OR
CHANGING FROM COMPANY TO CORPORATION/LLC

New, Used and Wholesale Dealers use form CS-042 – Application for Vehicle Dealer’s License

- [http://mygbintranel1/forms/CS/CS-042.pdf](http://mygbintranel1/forms/CS/CS-042.pdf)

Bond or Bond Rider Form CS-067A – Surety Bond of Vehicle or Trailer Dealer.
- [http://mygbintranel1/forms/CS/CS-067a.pdf](http://mygbintranel1/forms/CS/CS-067a.pdf)

Franchises (New Cars, Trailers, Motorcycle) Secured from Manufacturer

Zoning (Secured from courthouse where business is located Form CS-053
- [http://mygbintranel1/forms/CS/CS-053.pdf](http://mygbintranel1/forms/CS/CS-053.pdf)

Traders License (Secured from courthouse where business is located)

Repair Facility contract Form CS-125 - Complete only if you do not have a repair facility on premises. The repair facility must be within five miles of dealership
- [http://mygbintranel1/forms/CS/CS-125.pdf](http://mygbintranel1/forms/CS/CS-125.pdf)

Return in Old Wall License.

If you have a Trading As Name, you will need to secure an amendment to your agency paper from: Department of Assessments & Taxation 301 W. Preston St. Baltimore, MD 21201
- [www.dat.state.md.us](http://www.dat.state.md.us)

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011

Completed certification form to certify there has been no change above 50% in stockholder’s interest.
After the change has been approved, submit the following documents for each salesman:

New Application Form CS-043
✓ http://mygbtranet1/forms/CS/CS-043.pdf

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011
ADDING OR CLOSING A LOCATION

New, Used, Wholesale, Motorcycle and Trailer Dealers use form CS-042 – Application for Vehicle Dealer’s License
 ❖ http://mvgintranet1/forms/CS/CS-042.pdf

Zoning (Secured from courthouse where business is located Form CS-053
 ❖ http://mvgintranet1/forms/CS/CS-053.pdf

Trader’s License (Secured from courthouse where business is located)

Franchises (New Cars, Trailers, Motorcycle) Secured from Manufacturer

Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

Criminal Record Request form CS-011
 ❖ http://mvgintranet1/forms/CS/CS-011.pdf

If you have a Trading As Name, you will need to secure an amendment to your business paper from:

Department of Assessments & Taxation 301 W. Preston St. Baltimore, MD 21201
 ❖ www.dat.state.md.us

A new Surety Bond or Bond Rider listing all trade names.

Surety Bond of Vehicle or Trailer Dealer form CS-067A
 ❖ http://mvgintranet1/forms/CS/CS-067a.pdf

Fee - Gratis

CLOSING A LOCATION

Notify Motor Vehicle Administration immediately
 ❖ mvablcsd@mva.maryland.gov

If processing Tags & Title work electronically, notify vendor.

Deliver all state properties, including Wall License, Interchangeable Plates, Salesman’s License, Transfer Permits and Registration Certificates to the following address:

Motor Vehicle Administration
Business Licensing & Consumer Services Room 146
6601 Ritchie Highway
Glen Burnie, MD 21061
The Motor Vehicle Administration (MVA) must receive verification from the Comptroller of Maryland that an applicant for renewal of a Vehicle Dealer, Automotive Dismantler & Recycler, Scrap Process, Title Service, Manufacturer, Distributor, Factory Branch or Vehicle Salesman license has paid, or satisfactorily arranged for payment of state taxes before the license can be renewed.

Approximately 90 days prior to your license becoming due for renewal, MVA will submit your name to the Comptroller’s Office. The Comptroller’s Office will notify the MVA of those applicants having a problem. MVA will send a letter informing you if there is a problem. Your license will not be renewed without a clearance from the Comptroller’s Office. Please share this information with your salespersons.

If you have questions or need assistance, please call the appropriate phone number listed below to speak with a representative of the Comptroller of Maryland.

(MVA cannot assist with the tax matters)

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Income Tax</td>
<td>410-974-2432</td>
</tr>
<tr>
<td>Business Tax</td>
<td>410-767-1908</td>
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<tr>
<td>Unemployment Insurance Contributions</td>
<td>410-767-2699</td>
</tr>
<tr>
<td>Multiple Tax Liabilities</td>
<td>410-767-1908</td>
</tr>
</tbody>
</table>

This notice is sent to alert you that you may need to contact the Comptroller of Maryland and your prompt attention to this notice may help to reduce the potential of your renewal being delayed.

Note: These actions were implemented under the Budget Reconciliation Act of 2003 – Chapter 203, Laws of 2003.
RENEWING A LICENSE

The Business Licensing and Consumer Services (BL&CS) Unit will mail you a renewal packet about 60 days prior to the expiration date of your licenses. If you do not receive a renewal packet, please contact the BL&CS at: mvablcsd@mva.maryland.gov

Complete the Business License Renewal form and submit it to the BL&CS, along with all applicable fees and, as applicable, the documents listed below. You must submit these items at least 15 working days prior to your license expiration date. Note: the MVA will assume your dealership is going out of business if you do not request renewal before your expiration date.

- **Business License Renewal form sent by Business Licensing and Consumer Services.**
- **Trader’s License (copy)** – **Must have a copy of the license for the current year.**
- **Copies of flag releases** – **You will be notified of any outstanding flags with the renewal packet.**
- **Surety Bond rider** – This is required only if changes in your Surety Bond have been made.
- **Power of attorney** - This form is required only when a rider or a new Surety Bond is submitted.
- **Explanation of MVA administrative actions** – If any administrative actions have been taken or are pending against your dealership, you will be asked to submit a written statement.
- **Notice of criminal convictions** – If any officers, partners, or owners (licensees), or other persons with a financial interest in your dealership have been convicted of a criminal offense, you will be asked to submit a written statement explaining the situation. Criminal Record Request forms must be completed for all officers and financial interest listed on the application if the most recent form on file is more than five years old. If the applicant resides out-of-state, an updated criminal background check must also be submitted from that state.

- **Criminal Record Request form CS-011**
- **Agreement with a vehicle buying or referring service** – If you have reached any agreements with one of these services, you will be asked to submit a copy of the agreement.
- Once your renewal request has been approved, the Business Licensing & Consumer Services division will mail a new dealer’s license to you at the licensed location of your business.
REQUEST FOR REFUND OF BUSINESS LICENSE FEE

- To request a refund, contact BL&CS at mvablesd@mva.maryland.gov
- BL&CS will send the form to the owner of the business to complete.
- The request must be submitted within six months of the cancellation of your license.
- There must be at least twelve full months remaining on your license prior to the expiration date.
- Refunds will not be issued for licenses with less than twelve full months remaining.
- Refunds will be made in full year increments only and will not be prorated by month.
- The refund is for your business license only. Tag refunds must be requested separately.
- Mail your completed application packet to: MVA, BL&CS, Rm 146
  6601 Ritchie Highway
  Glen Burnie, MD 21062

Type of License

- Vehicle Dealer – New, Used, Wholesale
- Manufacturer, Distributor
- Trailer Dealer
- Motorco, Dealer
- Title Service
- Automotive Dealer
- Trailer & Recycler/Scrap Processor

License Information

License Number
Expiration Date
Business Name
Trading As
Mailing Address

I/We certify that the business license(s) for my/our business has been canceled. I/We further certify that all state properties issued to the above business have been returned to the Motor Vehicle Administration. I understand that failure to return state properties may affect the refund of my license fees. My license has at least twelve full months remaining prior to expiration. I request a refund of fees for the unused year.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Capacity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Capacity</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Capacity</td>
<td>Date</td>
</tr>
</tbody>
</table>

Application must be signed by all owners, partners, or officers.

MVA USE ONLY

Amount of Refund Approved: __________________________
Refund Approved By: __________________________ Date: __________________________

(LCS 1- 8/2015)

Current Fees
- http://www.mva.maryland.gov/about-mva/fees/index.htm#VehicleRegistration
PROCEDURE FOR DEATH OF LICENSEE

If a licensee is deceased, the following items are needed for each scenario:

**Sole Owner – Estate not settled**

1) Copy of Letter of Administration naming personal representative must be submitted.
2) Application indicating “estate of.....” and name of personal representative.
3) Bond rider indicating “estate of .......” and name of personal representative.
4) Personal representative signs the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new owner (s) name on the license.
6) If acquired by inheritance, the new ownership can be done as a change of ownership transaction.
7) If the business is sold, new owner applies for a new license.

**Sole Owner – Estate settled**

1) Copy of Letter of Administration name personal representative must be submitted.
2) Personal representative supplies statement that the estate has no interest in ownership.
3) New owner applies for a new license.

**Partnership – Estate not settled.** (Remaining partner does not automatically get the other partner (s) interest in the business).

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating “estate of .....” as a partner/owner.
3) Bond rider indicating “estate of .......” and name of personal representative in lieu of partner/owner.
4) Personal representative and partner/owner (s) signs the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new owner (s) name on the license.
6) If acquired by inheritance, the new ownership can be done as a change of ownership transaction.
7) If the business is sold with a 50% change of the ownership, the new owner (s) will need to apply for a new license.

**Partnership – Estate settled.** (Remaining partner does not automatically get the other partner (s) interest in the business).

1) Copy of Letter of Administration name personal representative must be submitted.
2) Personal representative supplies statement that the estate has no interest in ownership.
3) New owner applies for a new license.
Corporations – Personal representative as Officer

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating “estate of….” as officer.
3) Bond rider indicating “estate of……” naming personal representative as an officer.
4) Personal representative and any officer(s) sign the application and other pertinent documents for licensing.
5) After the estate is settled, an application must be submitted to have new officer(s) name on the license.
6) If the personal representative is to remain on the license after settlement as an officer, a new application and bond rider must be submitted to remove the personal representative designation.

Corporations – Estate as Financial Interest

1) Copy of Letter of Administration name personal representative must be submitted.
2) Application indicating “estate of….” as financial interest.
3) Personal representative must submit a statement indicating that the estate has no interest in remaining on the license other than a financial interest.

Corporations – New Officer

1) Copy of Letter of Administration name personal representative must be submitted.
2) Submit a new business licensing application.
3) Personal representative must submit a statement indicating that the estate has no interest in remaining on the license.

Charity Dealers

If there is no ownership interest to be protected, submit a death certificate, newspaper article, obituary, or a statement from the remaining officer(s), if there is a death of an officer from a charity. Other documents may be accepted if approved by management.

Personal Representative on Application

Personal representative should list on the business licensing application in the owner section, “Estate of John Doe, John Foe, personal representative”. The terms personal representative or administrator are both acceptable. The title depends upon whether the deceased had a will.

Note: A licensee has a valued interest in the business that they were license for. The value of the interest requires that a personal representative be appointed to settle the estate. A letter of administration should always be submitted. If there is no letter of administration, the individual(s) requesting the change will need to contact the Register of Wills in the county where the deceased resided.
REMINDEERS FROM AUDITING

The Motor Vehicle Administration Auditing Division has pointed out the following items that need to be addressed:

Make sure that the insurance company that you list on the temporary registration certificate is a Maryland licensed insurance company. You can obtain an Insurance Booklet from the Insurance Compliance Division by contacting Ms. Marva Salmi at 410-768-7391 or through her e-mail address which is msalmi@mva.maryland.gov. Ms. Salmi will e-mail the booklet to you.

Make sure that you forward the temporary permits and certificates to room #206 so they can be validated or have them date stamped at a branch office.

Dealers need to keep a log to document all damaged, voided and returned stickers and lost or stolen stickers. Log should contain the police report number, date and the reason for the return.

Dealers are reminded to have a properly assigned title in their possession before offering a vehicle for sale.

A verification of residency must be completed on all vehicle purchases made by an out of state customer who purchases a vehicle that is to be titled in a state other than Maryland. The white copy of the form should be sent to the MVA with the Temporary Tag certificate, the canary copy given to the customer and the pink copy retained as part of the dealer’s record.

Verification of Residency – Form CS-006

   http://mvghbintranet1/forms/CS/CS-006.pdf
REQUEST FOR ADDITIONAL INTERCHANGEABLE PLATES FORM LCS-24

This form is available on the MVA website.


Request for Additional Interchangeable Plates

If assistance is needed, please e-mail the Motor Vehicle Administration Business Licensing Division at mvabldsc@mva.maryland.gov. Please complete Section A and B.

- Wholesale dealers must submit a copy of their ledger for the past year.
- Interchangeable plates may only be used in the course of your business as allowed by Maryland Vehicle Law. Refer to Sections 13-620 through 13-625 and 13-940 through 13-946.

Section A

<table>
<thead>
<tr>
<th>Salesman Name</th>
<th>Salesman Number</th>
<th>Sales or Auction</th>
<th>Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Section B

We hired ________ salesman who will do vehicle sales or go to the auction.
Our auto sales have increased from ________ to ________ vehicle sales.
Will the dealership return the dealer tags to the MVA once the salesman leave employment? Yes or No
Will the dealership assign the dealer tags to a new hired salesman? Yes or No

License Number ___________________________ Number of Plates Requested ___________________________
Business Name ___________________________ Address ___________________________
Contact Person ___________________________ Phone ___________________________

I certify the above is true and correct to the best of my knowledge, information and belief.

Signature ___________________________ Position ___________________________ Date ___________________________

Mail your completed request to
MVA, BL&CS, Rm 146
6601 Ritchie Highway
Glen Burnie, MD 21062

LCS 34 (11/2012)
Form CS-044 – Application for Duplicate Business License or Title Service ID

<table>
<thead>
<tr>
<th>Application for Duplicate Business License or Title Service ID</th>
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<tbody>
<tr>
<td>I certify, under penalty of perjury, that the statements made herein are true and correct, to the best of my knowledge, information, and belief.</td>
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</tbody>
</table>

Check reason for applying for duplicate license: lost ☐ mutilated ☐ other ☐

- ☐ Business License
- ☐ Title Service ID Card
- ☐ Vehicle Salesperson

<table>
<thead>
<tr>
<th>Name of Business</th>
<th>Name of Salesperson</th>
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<thead>
<tr>
<th>License #</th>
<th>Salesperson # (if available)</th>
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<table>
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<tr>
<th>Signature of Owner, Partner, or Officer of Corporation</th>
<th>Signature of Salesperson</th>
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For more information, please call: 410-766-7000 (to speak with a customer agent), TTY for the hearing impaired: 1-800-482-4575. Visit our website at: www.MVA.Maryland.gov
REPORTING LOST OR STOLEN TAGS

File a report with the police department immediately.

Obtain report number from the jurisdiction where the report was made.

Notify the MVA-Business Licensing Division on company letterhead that tag has been reported to the police as being lost or stolen. Be sure to include the tag number, sticker number, the police report number, and a request for a replacement of the lost or stolen tag.

To replace tag, you may go to any full service MVA office and complete and application for substitute tag-VR-009

Fee for the substitute plate, sticker and/or registration is $20.00

VR-009 – Application for Substitute Plates/Stickers/Duplicate Registration Card

http://mvgbintranet1/forms/VR/VR-009.pdf
Complete the face of this application in detail. All information requested is necessary in order to process your request. A copy of the registered owner's driver's license must accompany this application. If your original plate(s)/sticker(s)/moped, motor-scooter, off-road vehicle decal or registration card has become lost, stolen or mutilated, check the proper block and give reason for applying for replacement plate(s)/sticker(s)/moped, motor-scooter, off-road vehicle decal or registration card.

There will be an additional fee for the substitution of specialty plates, even if they have been reported stolen. Organization/Organization Logo plates have a $15.00 or $25.00 fee respectively. Personalized and Ham Radio Operator plates have an additional $20.00 fee.

If you desire an additional registration card, check the proper block. The fee is five dollars ($5.00) for each card.

Only one owner is required to sign the application. If the vehicle is company-owned, the person signing the application must list their official capacity. If you are not a company official, do not own the vehicle or you have leased the vehicle, a power of attorney certificate must accompany the application.

Please do not send cash. Make check or money order payable to Motor Vehicle Administration. The check must include (1) Imprinted Name and Address, (2) Drivers License Number, (3) Home and/or Work Phone Number.

You may either mail your application with appropriate fees to:
Motor Vehicle Administration - Registration Renewal Section
801 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

or

Visit your local MVA full service office and have your plate(s)/sticker(s)/moped, motor-scooter, off-road vehicle decal or registration card issued to you.

Need assistance, please call 410-768-7000, TTY for the Hearing Impaired: 1-800-492-4676.

Apply to register to vote with your driver's license transaction. For details ask your customer service representative.
Investigative Division Complaint Report

Type of complaint: □ Unlicensed Sales □ Dealer Complaint □ Foreign Registration □ General Complaint

Person Making Complaint

Your Name: ___________________________ Date: ___________________________

Address: _____________________________

City: ___________________________ State: __________ Zip Code: __________

Phone (Home): ___________________________ Phone (Business): __________ Other (cell): __________

Signed:

I certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information, and belief.

Subject of Complaint

Subject’s Name: ___________________________ Phone #: ___________________________

Address: _____________________________

City: ___________________________ State: __________ Zip Code: __________ Placecard #: __________

Vehicles Involved: Year _____ Make _____ Color _____ Tag #: __________

Year __________ Make __________ Model __________ Color __________ Tag #: __________

Place of Employment for Subject (if known): ___________________________

Time of day/night when subject is mostly at home or work (if known): ___________________________

Additional Comments: ___________________________

Additional Information On Complaint

Use Back Of Form

MVA USE ONLY

Complaint received by: Agent/Employee: ___________________________

Complaint Forwarded To: ___________________________ Date Forwarded: ___________________________

Action Taken (Remarks, Forwarded to, Conclusion Reached, Etc): ___________________________

Signature: ___________________________ Title: ___________________________ Date: ___________________________
### SAMPLE DEALER INVENTORY LOG SHEET

#### DEALER INVENTORY LOG
(Insert file name here; paper copy for each item)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MAKE OF VEHICLE</th>
<th>Vehicle ID #</th>
<th>Mileage</th>
<th>Date of Purchase</th>
<th>Purchase Dealer</th>
<th>Purchase Voucher</th>
<th>Date of Sale</th>
<th>odometer Reading</th>
<th>Selling Price</th>
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**Sample Temporary Tag Log**

<table>
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<tr>
<th>Tag #</th>
<th>Date Received</th>
<th>Date Issued</th>
<th>Issued to Whom</th>
<th>Address</th>
<th>Make/Model</th>
<th>Stock File Number</th>
<th>Expiry Date</th>
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**Sample Dealer Tag Inventory Log**

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<tr>
<th>Tag #</th>
<th>Date Received</th>
<th>Date Issued</th>
<th>Issued to Whom</th>
<th>Range</th>
<th>Date Returned</th>
<th>Inventory Date</th>
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Notice of Exclusive or Modification of Implied Warranty

Important Notice To Buyer

Under Maryland law, consumers are entitled to an implied warranty, which means that the dealer may be responsible for making repairs to defective vehicle equipment that presently exists or may occur in the future. If a motor vehicle is over 8 model years old and has been driven more than 60,000 miles, this implied warranty may be waived or modified if the purchaser is in agreement.

Your right to this protection is waived upon signing this form.

Please contact the Motor Vehicle Administration, Consumer Services Section at 410-767-2950. If you do not fully understand what you are signing.

Dealer Certification

As provided in Commercial Law Article 2-316.1(4), this gives notice that all warranties, including the implied warranty of merchantability and fitness for a particular purpose intended, covering the vehicle identified below, are excluded or modified as follows:

Please check one:
- [ ] Vehicle Sold As Is
- [ ] 30-Day Warranty - Dealer Pays 50%
- [ ] Other (explain)

Actual mileage | Year | Make | Vehicle Identification Number (VIN)

I certify the above exclusion or modification of the implied warranty has been fully explained to the purchaser and this vehicle has been inspected as required by law. I further certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge.

Name of Authorized Dealer Representative (please print or type)

Signature of Authorized Dealer Representative

Date

Dealer Name

Dealer No.

Address of Dealer

Purchaser Certification

This is to certify that I understand and agree to the terms above and that I have agreed to purchase the herein described vehicle without the protection of the Implied Warranty provisions of Commercial Law 2-318-1. I further certify that I have received a copy of this notice.

Name of Purchaser (please print or type)

Signature of Purchaser (agent or power of attorney signature not accepted)

Address of Purchaser

For more information, please call: 410-767-7000 (to speak with a customer service representative). TTY for the hearing impaired: 1-800-492-4576. Visit our website at: www.MVA.Maryland.gov