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MOTOR VEHICLE  
ADMINISTRATION

# *Business Licensing*



## *Packet*

Title Service Agents License Packet

## Title Service Agent License Application Instructions

Thank you for your interest in obtaining a Maryland Title Service Agent License. It is our intent to help you obtain your license as quickly as possible. If assistance is needed, please e-mail the Motor Vehicle Administration Business Licensing Division at [MVABLDISD@mdot.maryland.gov](mailto:MVABLDISD@mdot.maryland.gov). To obtain a Title Service Agent License packet, you may visit the Business License Information website at [www.mva.maryland.gov](http://www.mva.maryland.gov). For more information on state and local licensing requirements, visit [www.dsd.state.md.us](http://www.dsd.state.md.us) for Code of Maryland Regulations (COMAR) and Maryland Vehicle Law is available online at [mgaleg.maryland.gov](http://mgaleg.maryland.gov). Note: Failure to complete the application and submit the required documents will result in your application being rejected.

### Getting Started:

You will need to obtain the following:

- **Zoning Approval Form (CS-053)** - This form must be presented to the Zoning Board in the County/City where your business is located. A representative of the Zoning Board must complete the lower portion of this form.
- **Business Licensing Orientation Request (CS-303)** — Before a license can be issued, you must attend a business licensing orientation. Please complete the form and submit to the Business Licensing and Consumer Services Division. The orientation is held monthly from 9:00 a.m. – 12:00 noon. All applicants will be scheduled for the next available class.
- **Criminal Background Check** — All applicants/licensees must submit a Criminal Background Check. If you live or have lived in another state within the last year, you must provide a criminal record from that state in addition to the Maryland record check.
- **Surety Bond of Title Service Agent (CS-071)** — The bond required is \$50,000. The bond must be in the full name of the Title Service including any trade name. It must reflect the full name of all officers, partners, or owners exactly as shown on the application. A bond is required for each licensed business entity.
- **Department of Assessment and Taxation (INF-004)** — Form/letter that verifies you are registered to do business in the State of Maryland using the name(s) indicated on your application. Both your corporate and trade names must be registered. The Department of Assessment and Taxation is located at 301 W. Preston Street, Baltimore, Maryland 21201. You may contact them by telephone at 410-767-1330, 1331, or 1332 or visit their website at <https://mva.maryland.gov/businesses/Pages/ert.aspx>
- **Completed Site Inspection** — Prior to becoming licensed, a Compliance Inspector will go to your place of business and inspect your location to ensure compliance with the Maryland Code of Regulations (COMAR). The MVA will contact you to schedule the appointment for the site inspection. The Business Licensing Division will then conduct final approval.
- **ERT Contract** — All new licensees are required to contract with an Electronic Registration and Titling (ERT) provider. A copy of your ERT contract is required to be submitted along with your completed application. For vendor contact information, please visit <https://mva.maryland.gov/businesses/Pages/ert.aspx>
- **Workers' Compensation** — If you have Workers' Compensation Insurance, complete information requested on the Application for Title Service Agent License in the appropriate section. If you are claiming exemption from providing Worker's Compensation Insurance because you do not have employees, please contact the Workers' Compensation Office at 410-864-5100 or visit their website at [www.wcc.state.md.us](http://www.wcc.state.md.us) to obtain information and the appropriate forms for businesses who do not provide this type of coverage.
- **Use and occupancy permit** — Is required by applicants using a trailer as an office.
- **License Fee** — \$150.00 for a 2 year license.

Mail or Drop Off  
Completed Packet: MVA, BL&CS, Room 146  
6601 Ritchie Highway  
Glen Burnie, MD 21062

Or save time and complete online with the myMVA Business Portal: [https://mymva.maryland.gov/TAP/BUS/\\_/](https://mymva.maryland.gov/TAP/BUS/_/)

## Application for Title Service Agent License - 2 Year License

<b>Type of Application</b>	<b>Type of Ownership</b>	
Original Application	Individual Owner	Title Service Agent # _____
Renewal Application	Partnership	Expiration Date _____
Additional Location	Corporation	How is work obtained?
Change of Address	Close Corporation	Public _____
Change of Name	LLC	Dealer _____
Change of Officers	Change of Ownership	Other _____

Company Name (include trade name) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Hours \_\_\_\_\_

Employee ID Number (FEIN) \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Contact (This information will be used for all MVA Business Licensing related matters)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Owner, Partner or Officer	Social Security Number	Position	Home Phone Number
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Street Address (Home)	City	State	Zip Code
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Date of Birth	Driver's License Number	State	
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Name of Owner, Partner or Officer	Social Security Number	Position	Home Phone Number
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Street Address (Home)	City	State	Zip Code
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Date of Birth	Driver's License Number	State	
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Name of Owner, Partner or Officer	Social Security Number	Position	Home Phone Number
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Street Address (Home)	City	State	Zip Code
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Date of Birth	Driver's License Number	State	
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**Other than those listed above, list all that have direct or indirect financial interest in this Title Service. Please attach additional statements if more space is required.**

First, Middle, and Last Name	Social Security Number
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Street Address (Home)	City	State	Zip Code
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First, Middle, and Last Name	Social Security Number
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Street Address (Home)	City	State	Zip Code
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YES NO

1. Have you ever been licensed as a vehicle dealer, salesman, or a title service agent in Maryland or any other state?

If yes, Person licensed \_\_\_\_\_

Name of Business \_\_\_\_\_ Type of License \_\_\_\_\_

License number \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Submit additional information on separate sheet.

2. Are any administrative actions, including suspension, revocation, refusal or fines pending against any license you have ever held? NOTE: This does not include your personal driver's license.

If yes, Business \_\_\_\_\_ Licensee \_\_\_\_\_

Type of license \_\_\_\_\_ License number \_\_\_\_\_

State \_\_\_\_\_ Expiration \_\_\_\_\_ Date of action \_\_\_\_\_

Explanation (submit additional sheets if needed)

3. Has any business license you have held in Maryland or any other state been suspended, revoked, or refused? NOTE: This does not include your personal driver's license.

If yes, Business \_\_\_\_\_ Licensee \_\_\_\_\_

Type of license \_\_\_\_\_ License number \_\_\_\_\_

State \_\_\_\_\_ Expiration \_\_\_\_\_ Date of action \_\_\_\_\_

Submit additional information on separate sheet.

4. Have any of the owners, management personnel, or any other person, who shall have a financial interest, either direct or indirect in the business, ever been convicted of a crime other than a traffic violation? If yes, please give details in a separate statement as to dates, nature of conviction, court and the final disposition.

5. Do you currently have Title Service Representatives? If yes, please complete form (CS-018) for each representative. **Each Title Service Personnel must present a MVA issued Title Service Agent or Representative Card.**

6. Are you currently employed with a Maryland State Government Agency? If yes, what Agency? \_\_\_\_\_

## INSURANCE INFORMATION

7. **Surety Bond Insurance Company** \_\_\_\_\_ **Policy/Binder #** \_\_\_\_\_ **Agent** \_\_\_\_\_

8. **Do you provide Worker's Compensation?** If no, attach a copy of your exemption certification.

Insurance Company \_\_\_\_\_ Policy/Binder # \_\_\_\_\_ Agent \_\_\_\_\_

## CERTIFICATION

Any willful misinformation provided with fraudulent intent may be prosecuted under Maryland Law. I solemnly affirm under penalties of perjury and upon personal knowledge the contents of the foregoing document is true and correct. This title service meets the location requirements and I/we understand the titling and registration, insurance, inspection, and title service licensing provisions set forth in Maryland Vehicle Law and pertinent Motor Vehicle Administration regulations.

Name of Title Service \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ by \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Capacity \_\_\_\_\_ Printed Name \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ by \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Capacity \_\_\_\_\_ Printed Name \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ by \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Capacity \_\_\_\_\_ Printed Name \_\_\_\_\_

(All owners and corporate officers are required to sign.)

For MVA Use Only

Date \_\_\_\_\_ CV CK C

Site Inspection Pass Fail Investigator Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Application Accepted Rejected (see Attached) Representative Name \_\_\_\_\_ Date \_\_\_\_\_



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

## Zoning Approval Form

To be completed by applicant and presented for approval to the local zoning authorities

### Submit with Application

Company name (including trade names)

Business Address - Location to be Licensed

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name and type of storage location

Street Address \_\_\_\_\_ City or County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name and type of any additional storage locations

Street Address \_\_\_\_\_ City of County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Type of Business (check appropriate blocks)

#### Licenses

Wholesale \_\_\_\_\_  
New Vehicle \_\_\_\_\_  
Used Vehicle \_\_\_\_\_  
Trailer \_\_\_\_\_  
Motorcycle \_\_\_\_\_

ADR # of Acres \_\_\_\_\_  
Scrap Processr # of Acres \_\_\_\_\_

#### Transporters

Title Service \_\_\_\_\_  
Emergency Vehicle \_\_\_\_\_  
Manufacturer \_\_\_\_\_  
Distributor \_\_\_\_\_  
Other \_\_\_\_\_

**This section to be completed by zoning official** to verify applicant has met all local zoning requirements to conduct the type of business specified above.

I certify, that the business of \_\_\_\_\_

does \_\_\_\_\_ does not \_\_\_\_\_ meet all zoning requirements, including the issuance of a use and occupancy permit, if required.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Official Capacity \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

## Business Licensing Orientation Request

**Note:** Applicants for a dealer or title service license must attend a Business Licensing Orientation Class. This class is scheduled monthly at 9:00 a.m. at the Glen Burnie MVA.

Complete and email this form to: [MVABLDISD@mdot.maryland.gov](mailto:MVABLDISD@mdot.maryland.gov)

The orientation will give information that is essential in the daily operation of your dealership and will allow time for any questions you may have. Representatives from Business Licensing and Consumer services will give presentations.

Questions are welcomed and encouraged.

Participant's Full Name	Email Address	Phone Number	Type of License
Participant's Address	City	State	Zip Code

Names of Attendees and Job Titles

The Administration strongly encourages participation by owners, title clerks and any staff who may be involved in the day to day operation of your business.

Licensee Signature

Date

You will be scheduled for the next available class. A confirmation notice will be sent to you at the email address indicated above. If you have any questions or need to reschedule, please email the Motor Vehicle Administration Business Licensing Division at [here](mailto:). Anyone 15 minutes late or more for orientation will be required to reschedule.

## MVA Criminal Record Request Form

Please place your photo driver's license below and photocopy.

By my signature, I authorize the Motor Vehicle Administration to perform a criminal background check.

Signature

Date

Name of Business	Type of License
	Dealer      Salesman      Professional Driver Instructor
	Title Service Agent      Other

### Instructions for Criminal Background Request

This form is to be used for the processing of your Maryland criminal background check. At the present time no fee will be charged for this service.

### Maryland Residents

This form must accompany all applications from licensees or anyone with a financial interest in a business.

- Provide a clear, legible copy of either your Maryland Photo Driver's License or Maryland Photo ID on the front of this form.
- If you have a change of address that does not appear on your license or ID, please note it on the form.
- Sign the photocopy.
- The copy which contains your original signature must be submitted with your application to the Motor Vehicle Administration.

### Out-of-State Residence:

- Applicants will be required to request Criminal Justice Information System background checks from the appropriate Law Enforcement Agency in their state of residence.
- The background checks should not be sent directly from the appropriate Law Enforcement Agency to the Motor Vehicle Administration.
- For identification purposes, you must submit a clear, legible copy of your out-of-state driver's license or photo ID on this form.

### MVA Use Only

**Surety Bond of Title Service Agent and Out-of-State Motor Home and/or Recreational Vehicle Dealer**

Bond Number \_\_\_\_\_ Agent's Number \_\_\_\_\_ Effective Date \_\_\_\_\_

Know all persons by these presents:

Company/Corporate Name: \_\_\_\_\_

Trade Name, if any: \_\_\_\_\_

Officer(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as Principal, and: \_\_\_\_\_  
(name and address of bonding company)

a corporation organized and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Maryland, as Surety, are held and firmly bound unto the Administrator of Motor Vehicles, State of Maryland in the penal sum of fifty thousand dollars (\$50,000) lawful money of the United States of America, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

**Signed, Sealed, and Dated this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_**

The condition of this obligation is such that, whereas, the above bounden Principal has or is about to make application to the Administrator of Motor Vehicles for the State of Maryland to engage in the business of transporting to and from the Administration, Motor Vehicle certificates of Title, Registrations, Driver's Licenses, Certified Copies of Records, and other related documents, and in accordance with the Transportation Article of the Annotated Code of Maryland and Regulations promulgated by the Administrator of Motor Vehicles, is required to furnish a Surety Bond or engaging in the business of displaying or exhibiting Motor Homes & Recreational Vehicles at the approved location in Worcester County, Maryland.

Now, therefore, if the above bounden Principal shall conduct the business in full compliance with those Sections of the Transportation Article, of the Annotated Code of Maryland, as set forth in the Regulations of the Administrator of Motor Vehicles for the State of Maryland, then this obligation shall be null and void; otherwise to remain in full force and effect. This bond shall be for the use and benefit of the Administrator of Motor Vehicles of the State of Maryland and for any person who may suffer loss by reason of any violation of the above mentioned laws.

This bond shall run concurrently with the period of the license or permit granted to the Principal, and shall remain in full force and effect for any renewal thereof, provided, however, that the penalty of the bond may not be cumulative from year to year, and the total liability of the Surety herein, may not exceed the sum of fifty thousand dollars (\$50,000) regardless of the number of license or permit periods for which the bond is in force.

The Surety may cancel this bond at any time by giving **forty five (45) days** written notice by registered or certified mail to the Administrator of Motor Vehicles, State of Maryland, however, remaining liable for any defaults under this bond, committed prior to the expiration of such forty five (45) day period.

\_\_\_\_\_  
Signature of President/Owner/Partner

\_\_\_\_\_  
Signature of Vice President/Partner

\_\_\_\_\_  
Signature of Treasurer/Secretary/Partner

\_\_\_\_\_  
Signature of Principal (one of the above)

\_\_\_\_\_  
By \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
By \_\_\_\_\_

**Seal  
of  
Surety**

## Important Tax Message

### **Please read this important message**

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 Processor, 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. If an arrangement for payment has been established, you will need a letter of clearance from the Comptroller's Office.

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

If you have any 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 tax matters.**

<b>Personal Income Tax.....</b>	410-974-2432
<b>Business Tax.....</b>	410-767-1908
<b>Unemployment Insurance Contributions</b>	410-767-2699
<b>Multiple Tax Liabilities.....</b>	410-767-1908

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 reduce the potential of your renewal being delayed.

**Note:** These actions were implemented under the Budget Reconciliation Act of 2003 - Chapter 23, Laws of 2003.

## Site Inspection Check List

To All Persons Applying For A Site Inspection:

Please do not call for your appointment until you have met the Office and Location Requirements as outlined in your packet under COMAR 11.12.01.02 – 11.12.01.04. **The licensee MUST be present for the inspection – no exceptions.**

Office Requirements:

- 1. Desk
- 2. Chair
- 3. Locking File Cabinet
- 4. Telephone \* (preferably a landline)
- 5. Sign (required for Retail, Tag & Title, may NOT use MVA logo or state seal)\*
- 6. Lighting
- 7. Heat
- 8. Electricity (**NO** generator, must be hard-wired)

\*A stipulation form may be used, providing you with a specific period of time to comply with these requirements, based on the other approval by the Business Licensing Division of your application packet. If your office is in a commercial building, make sure it is clearly marked with the office / suite number.

A home wholesale office must be located in your personal domicile (where you live - the address on your drivers' license) and must be accessible without going through, past, or near any sleeping quarters or other general living areas. See COMAR 11.12.01.02 and addendum.

Retail Sales Requirements: (See COMAR sections included in packet)

- 1. Location must be fully visible from an approved street or highway that is accessible to the public.
- 2. Location shall be of size to adequately and safely permit the display of a minimum of ten (10) vehicles AND space for customer parking.
- 3. Location must be fully lighted
- 4. Display and parking area shall be adequately surfaced (i.e. paved, crushed stone, etc. NOT dirt or grass)
- 5. The retail sale of vehicles must be the only or principal business conducted from the location (see Maryland Vehicle Law 15.304(A)(i) ).
- 6. Exterior signs must be in place (See COMAR 11.12.01.02 N.) See stipulation as explained under office requirements.
- 7. Repair Facility or Contract (CS-125) – If you do not have repair facilities at the location, you must provide a contract with a repair facility within 5 miles of your dealership. The contract must include Maryland State Police (MSP) inspection if applicable.