

D-01-22-2

**Date:** January 19, 2022  
**Bulletin:** All Dealers and Title Services Agents  
**From:** Business Licensing and Compliance  
**Subject:** Use of One Time Mailing

## PURPOSE OF BULLETIN

This bulletin is to provide guidance on a temporary solution when titling a vehicle where the Business/owner has an out of state address. Businesses will use the one-time mailing address option.

## SUMMARY OF REQUIREMENTS

Currently businesses are required to have a location address that is a Maryland address. When processing a vehicle transaction through the ERT system and the Business address is not a Maryland address, users should click the “One-time Mailing address” option. This selection allows for the out of state address to be entered and for the title to be sent there. Please note you will have to select this option for each titling transaction processed. The use of the “One-time Mailing address” does not update the address on the ownership account. Please note, you should no longer processed leased vehicles transactions using the “Care of” / C/O option.

As a reminder beginning on December 6, 2021, MDOT MVA customers receiving a license for the first time in Maryland receives a driver’s license number with the new MD ID format, a randomly generated number that provides enhanced protection of personal information. Customers that already have a Soundex will get a MD ID at their next issuance after December 6, 2021, such as duplicate license transaction, license renewal, etc. MD ID is the same number of digits as a Soundex to avoid impact to our partners and will always be cross-referenced back to Soundex to retain customer history. When processing a transaction where you do not have the MDID number, you must request one using the ERTsoundex@mdot.maryland.gov email address and one will be provided to you within 24 hours.

Should you have any questions, please contact us at [mvabldisd@mdot.maryland.gov](mailto:mvabldisd@mdot.maryland.gov)