

D-08-22-02

Date: August 24, 2022
Bulletin: All Dealers and Tag and Title Agencies
From: Business Licensing and Compliance
RE: Mandatory Electronic Submissions via eServices Portal

Beginning Tuesday September 6, 2022, the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) will be implementing the mandatory requirement for all Dealer and Tag and Title Service Agencies to “electronically submit” all title and registration transactions that cannot be processed via their Electronic Registration and Titling (ERT) Systems. All transactions for processing will be submitted via the eService Portal.

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

- Duplicate Titles and Lien maintenance (POA VR-003 and VR-018)
- Registration transactions not able to be processed via ERT or on the Kiosk
- Repossessions
- Disabled Placards
- Trusts and other tax-exempt transactions
- Public Specials
 - o MD Salvage/Rebuilt Titles that have been stamped off with MD State Police Inspection
 - o New to State with Excise Tax Calculation – If the transaction cannot be completed via ERT. Please include a cover sheet or print out showing the reason for the error.
- **For any emergency transactions, please make an appointment for over-the-counter processing and work with the branch manager or supervisor.**

Additional Important Information:

- Businesses are required to pay for these transactions using its business drawdown account
- All refund requests should be submitted via the portal
- A Transmittal sheet is required to be scanned and submitted with all the documents

If you have any questions, please contact the Business Licensing and Compliance division at 410-787-2952 or mvablcsd@mva.maryland.gov.