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**Date:** March 14<sup>th</sup> 2025

**Bulletin:** Business Licensing Industry

**From:** Business Licensing and Compliance

**RE:** Interchangeable Plate Requirements and Procedures

## Purpose

This bulletin highlights requirements and procedures for interchangeable plate inventory.

## Summary

The Motor Vehicle Administration's (MVA) Business Licensing & Compliance Division is responsible for issuing and monitoring interchangeable plates to our business partners. This includes dealer and transporter plates. If you have these plates in your inventory, please follow these requirements and procedures.

1. You must have **auto liability insurance** at all times and submit proof of coverage when we issue you these plates and when you renew your license. Please submit via your business portal account a completed **"Certificate of Liability Insurance"** form. MVA must be listed as the **"Certificate Holder"** as:  
Maryland Motor Vehicle Administration  
Business Licensing and Compliance Rm. 146  
6601 Ritchie Hwy  
Glen Burnie, MD 21062
2. Set up and use a business portal account on the MVA website. It is required if you have interchangeable plates. You can use this portal account to request new plates, renew your existing plates, report missing plates, etc. If you need to set up a portal account, visit <https://mymva.maryland.gov/TAP/BUS/>
3. All licensed dealerships can have **up to five dealer plates** at each dealer location and **two plates per licensed salesperson**. These quantities are authorized by [COMAR 11.12.01.20](#). We will review your plate quantities periodically and when you renew your license. If our records show that you have more plates than you are authorized to have, we may require that the excess plates be returned. Please conduct inventory audits on a consistent basis and report changes and updates to your inventory to the MVA business licensing staff.

If you have any questions, please contact us at 410-787-2952 or [mvabldisd@mdot.maryland.gov](mailto:mvabldisd@mdot.maryland.gov).