

**D-06-25-03**

**Date:** June 25, 2025  
**Bulletin:** Dealers and Tag & Title Agents  
**From:** Vehicle Services Division  
**RE:** Requests for Duplicate Titles

## **PURPOSE**

To explain the new process for dealers and tag and title agents to request a duplicate title electronically. **This bulletin replaces Bulletin D-05-25-06 dated May 23, 2025.**

## **SUMMARY**

MVA will implement a process where **no** documents will be required to request a duplicate title electronically. Instead of providing documents, dealers and tag and title agents will enter certain information to receive a duplicate title. This change requires development in MVA's system and ERT systems.

## **NEW ELECTRONIC PROCESS**

### 1. Business Portal

To request a duplicate title via the business portal, the dealer or tag and title agent will provide: (1) title number, (2) the date the vehicle was traded in (if applicable), (3) the odometer at the time of trade-in (if applicable), (4) the date the lien was paid off (if date is unknown enter transaction date), (5) the address where the duplicate title should be mailed, and (6) an acknowledgement of a certification. **No** documents will be required.

There will be an option to have the duplicate title mailed or request pick up in a branch. For mailed duplicate titles, there will be an option for expedited shipping (\$17.13).

MVA will not charge for this duplicate title if it is the first title printed after a lien on the vehicle has been released.

Requests submitted via the business portal will be processed automatically. If the vehicle's lien was released within 10 calendar days of the duplicate title request, the request will be held and automatically processed on the 11<sup>th</sup> day after the lien was released.

The changes to the business portal moved to production the evening of June 24, and this functionality is now available. See relevant screenshots below.

## 2. ERT System

To request a duplicate title via an ERT system, the dealer or tag and title agent will provide: (1) the date the vehicle was traded in (if applicable), (2) the odometer at the time of trade-in (if applicable), (3) the date the lien was paid off (if applicable), (4) the address where the duplicate title should be mailed, and (5) an acknowledgement of a certification. **No** documents will be required.

MVA will not charge for a duplicate title if it is the first title printed after a lien on the vehicle has been released.

This functionality is not yet available. We will update the technical specifications for ERT systems and provide ERT vendors with the updated specifications and a timeline for this development.

## 3. MVA's Online Duplicate Certificate of Title Request

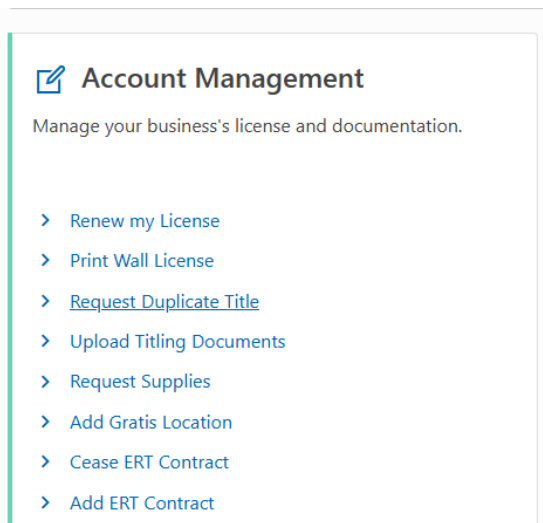
Dealers and tag and title agents cannot use the online request process to request a duplicate title. This functionality will be moved to the business portal.

This process will continue to be available for individual customers.

If you have any questions, please contact the Vehicles Division – Thomas Stottlemire at [tstottlemire@mdot.maryland.gov](mailto:tstottlemire@mdot.maryland.gov), Shae Richards-Marks at [srichardsmarks@mdot.maryland.gov](mailto:srichardsmarks@mdot.maryland.gov) or Lynette Foster at [lfoster@mdot.maryland.gov](mailto:lfoster@mdot.maryland.gov).

## **RELEVANT PORTAL SCREENSHOTS**

### 1. Account Management screen



## 2. Vehicle Information screen

Duplicate Title

John Smith

Duplicate Title

Application

Introduction

Vehicle Information

Vehicle Information

Title Number  
12345678

Trade-In Date  
01-May-2025

Odometer Mileage at Trade-In  
12,345

Did this vehicle have a loan paid off as a part of this trade-in?  

Yes

No

Loan Payoff Date  
30-Apr-2025

Cancel

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## 3. Delivery Options screens

### a. Branch Pick Up

Duplicate Title

John Smith

Duplicate Title

Application

Introduction

Vehicle Information

Verify Information

Delivery

Where should your new product be delivered?

☒ Pickup at branch office.

☐ Mail to address on record.

☐ Mail to alternate address.

Branch Office

If you provide numerous submissions today, please wait for all work to be completed before coming to pick up at the selected branch.

Annapolis

Cancel

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b. Address on Record

Duplicate Title

John Smith

Duplicate Title

Application

Introduction

Vehicle Information

Verify Information

Delivery

Where should your new product be delivered?

☐ Pickup at branch office.

☒ Mail to address on record.

☐ Mail to alternate address.

Address on Record

123 MAIN ST BALTIMORE MD 21222-6125

Cancel

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c. Alternate Address

Duplicate Title

John Smith

Duplicate Title

Application

Introduction

Vehicle Information

Verify Information

Delivery

Where should your new product be delivered?

☐ Pickup at branch office.

☐ Mail to address on record.

☒ Mail to alternate address.

Product Delivery Address

Street Address \*

Required

Unit Type

Unit

City \*

Required

State

Zip \*

County \*

Required

MARYLAND

Required

Required

Validate Address

Address Unverified \*

Cancel

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4. Certification Statement screen

Confirm Submission

Confirm Submission

I acknowledge that it is illegal for anyone to give false or fictitious information to obtain approval from the Maryland Department of Transportation Motor Vehicle Administration. I certify, under penalty of perjury, that this information is true and correct, to the best of my knowledge, information, and belief. I am authorized to request this duplicate title, and I understand that requesting or using a title contrary to law or regulation may impact my use of an ERT system or professional license issued by MVA.

Cancel

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Add to Cart