

D- 07-25-02

Date: 7/21/2025

Bulletin: All Dealers and Tag and Title Agencies

From: Business Licensing and Compliance

RE: ERT User Affidavits

Purpose

This Bulletin is to remind the dealer and tag and title industry that any person who accesses the ERT system is required to have a valid User Affidavit on file with the MVA. Starting in September 2025, the MVA will require each business to submit a list of active ERT users during the business renewal period.

Summary

All business renewal applications should be submitted using the business portal. As of September 1, 2025, the MVA will require a list of ERT users to be included with the renewal application. Please make sure the list is in an electronic format (preferably an excel spreadsheet). This document should be included as an attachment through your Portal submission when submitting your renewal. The document should include the following:

- First and last name of each active user
- Driver's license number of each active user

Once the renewal application is submitted on your portal, the MVA business licensing staff will review the list of ERT users to ensure that we have the affidavits on file. If any of the users are missing an affidavit, the MVA will request that they be completed and submitted prior to approving the renewal of your business license. When submitting a user affidavit to the business licensing division, please include the following items:

- Completed and signed User affidavit form (Hyperlink below)
<https://mva.maryland.gov/businesses/Documents/ERT-User-Affidavit.pdf>
- Copy of front and back of user driver's license
- Copy of person's professional license (salesman and title service representative) if applicable

If this information is requested by one of the MVA agents in business licensing, please email the above documents directly to that agent. Otherwise, you can submit the documents to the email address listed below.

If you have any questions, please contact us at 410-787-2952 or mvabldisd@mdot.maryland.gov.