



Motor Vehicle Administration
6601 Ritchie Highway N.E.
Glen Burnie, MD 21062

Bulletin

D-08-14-07

Date: August 25, 2014
Bulletin To: All Tag & Title Services
RE: Employee Identification

As a reminder, in accordance with COMAR 11.12.02.07 Authorized Representatives, when a title service agent is applying for an original or renewal license, you must provide the Motor Vehicle Administration (MVA) the names of employees and agents employed by your company.

The MVA will issue each employee or agent an identification card which authorizes them to act on behalf of your title service. The identification should be available upon request of a customer, investigator, auditor, or MVA employee. Additionally, a photo copy of the identification must accompany transactions brought into the MVA for processing.

Upon termination of an employee or agent you are required to immediately surrender the identification card to the MVA. I trust you will find this reminder helpful. Should you have any questions regarding this bulletin, please contact us at mvablcsd@mva.maryland.gov.