

D-05-19-03

Date: May 8, 2019
Bulletin: All Tag and Title Services
From: Business Licensing and Consumer Services
RE: Important Reminders for Tag and Title Services

The MDOT MVA would like to remind all tag and title services about the importance of several key business processes.

1. Finalize all transactions in a timely manner, no later than three (3) days for cash/credit transactions, and no later than ten (10) days for check transactions. MDOT MVA will begin a new process of contacting businesses when there are transactions that are pending past the required time frame.
2. When processing paperwork for dealers, when you enter the date of the trade-in in the ERT system, please enter the date of trade and/or the sale date of the new vehicle. Do not enter the date the paperwork is being transmitted in these fields.
3. When processing transactions for motorcycles and off-road vehicles (ORV), be sure to select the correct class and body type to ensure that road-worthy motorcycles are not accidentally coded as an ORV.
4. Do not process salvage transactions. Salvage transactions are not permitted to be processed electronically. These transactions must be taken to any full service MVA branch.
5. Be sure to keep copies of the customer identification with the transaction paperwork at your business location and send a copy with the MDOT MVA transaction paperwork.
6. Do not send copies of credit card, checks, or social security cards with bundled paperwork.

These important reminders are best practices to ensure that you are compliant with the law, regulations, MDOT MVA rules, and will help ensure that there are no issues with your customer's transaction.

If you have any questions or concerns, please contact us at (410) 787-2950 or email at mvablcsd@mva.maryland.gov.