

Documents Required for Obtaining a Maryland Certificate of Title

New Vehicles

Used Vehicles

New Vehicles Purchased Out-of-State

- A manufacturer's Certificate of Origin or other ownership document(s) required by law and;
- Original Dealer's Bill of Sale

New Vehicles Purchased in Maryland

- A Manufacturer's Certificate of Origin and;
- Maryland dealers complete the Maryland Dealer's Certification located on page 2 of this application or submit the original Dealer's Bill of Sale.

Note: Customers purchasing new and used vehicles from licensed dealers need to submit the original bill of sale to ensure proper deduction for trade-in allowance, unless Maryland Dealer Tax Certification is completed providing trade-in information.

Used Vehicles from a Title State

- An out-of-state Certificate of Title in the applicant's name or;
- A properly assigned title is required. If the vehicle is less than 7 years old, a notarized bill of sale signed by all buyers and sellers should accompany the title.

Used Vehicles from a Non-Title State or Foreign Country

- The registration from the non-title state is required. If the registration is not available, a verification of the registration from the non-title state is acceptable if the owner shown is the seller or applicant.
- A bill of sale needs to accompany this application. If the vehicle is less than 7 years old, the bill of sale should be notarized.

Business Entity Proof of Legal Existence

Joint Tenants/Tenants by Entirety

Articles of incorporation for Stock, Non-Stock, Closed, Religious or Tax-Exempt Non-Stock Corporation; Partnership Agreement or Certificate of Limited Liability Partnership; Sole Proprietorship -Copy of Business License, Registration and/or General Partnership filed with the Business Personal Property Unit; Articles of Organization for Limited Liability Company; Articles of Merger or Reorganization; Trust Agreement (Only the part naming the trust and identifying the trustees need to be submitted along with the signature and seal.)

Joint tenants and tenants by entirety are types of shared ownership with survivorship rights. This means that vehicle ownership passes to the surviving owner(s) when one owner dies. Joint tenancy can be used by any two or more people, and tenancy by entirety can only be used by married couples. A certified death certificate is required to transfer ownership to a survivor. If a vehicle is jointly titled to spouses and one spouse dies, the surviving spouse can transfer the vehicle in the surviving spouse's name but does not need to pay the title fee.

Odometer Mileage Statement

Insurance Requirements

Federal and State law requires that you indicate the mileage in connection with the transfer of ownership. Failure to complete or providing false statement may result in fines and/or imprisonment.

All motor vehicles registered in Maryland must be insured by a company licensed in Maryland and must have a personal injury and property damage liability insurance at least in the minimum amount required by Maryland law. Van pool vehicles must have 5 times this amount.

Motor Vehicle Safety Inspection Requirements

Used vehicles titled as CLASS A passenger, CLASS B for hire, CLASS D motorcycle, CLASS E truck, CLASS EFT farm truck, CLASS F tractor, CLASS FF farm tractor, CLASS G trailer, CLASS GF farm trailer, CLASS J van pool and CLASS M multi-purpose passenger vehicles being titled and registered in Maryland must be inspected at an authorized Maryland Safety Inspection Station. The certificate of inspection must accompany this application unless a Temporary Inspection Plate is requested. CLASS J van pool and CLASS M multi-purpose passenger buses must be Maryland safety inspected each year before the registration may be renewed.

The Motor Carrier Safety Act requires the owner of every vehicle with a registered or operating gross vehicle weight greater than 10,000 pounds to have each vehicle inspected, maintained and repaired at least every 25,000 miles or 12 months, whichever occurs first, and to provide written certification that the vehicle(s) is/are maintained under a preventative maintenance program approved by the Motor Vehicle Administration and the Maryland State Police Automotive Safety Enforcement Division.

Maryland Excise Tax

If the vehicle is purchased from a licensed dealer, the excise tax is 6.5% of the full purchase price less a trade-in allowance.

If the vehicle is purchased from someone other than a dealer and:

- The vehicle is 6 model years or newer: The tax is 6.5% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). If the new owner does not provide a notarized bill of sale with this form the tax is the greater of the purchase price or the "clean retail value" shown in the National Automobile Dealers Association Used Car Guide (NADA). For passenger cars, multi-purpose vehicle, 1/2 or 3/4-ton trucks, the value is computed by adding or subtracting high or low mileage.
- The vehicle is 7 model years or older: The tax will be:
 - 6.5% of the purchase price if the purchase price is more than \$640 (\$320 for trailers)
 - \$41.60 (\$20.80 for trailers) if the purchase price is \$640 (\$320 for trailers) or less

New Residents: If you are the owner of the vehicle titled or registered in another state, the amount of the excise tax depends on when you moved to Maryland, the age of your vehicle and how much tax you paid in your prior state.

- Vehicle is 6 model years or newer: It depends on when you moved to Maryland.
 - If you moved to Maryland in the last 60 days, you get a credit for the tax you paid in your prior state. You will pay the difference between the prior state's tax rate and Maryland's 6.5% multiplied by the "clean retail value" of the vehicle as shown in the NADA Used Car Guide. (For passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by adding or subtracting high or low mileage.) If the tax owed is less than \$100 or your prior state's tax rate is more than 6.5%, you will pay \$100.
 - If you moved to Maryland more than 60 days ago, you will pay 6.5% of the "clean retail value" of the vehicle as shown in the NADA Used Car Guide.
- Vehicle is 7 model years or older: You will pay \$41.60. If you have a trailer, you will pay \$20.80.

If you lease a vehicle, bring a copy of the lease contract or a letter from the leasing company showing taxes paid (if any) to the previous state.

Active duty service members living in Maryland and stationed in Maryland, Washington, D.C. or an adjoining state and returning Maryland residents in the Uniformed Services, may be entitled to tax exemption. To qualify for excise tax exemption, present (1) An out of state title listing the Service Member as owner (may be jointly titled); and (2) the DD-214 Discharge Order from the Uniformed Services showing the name of the Service Member on the out of state title or a copy of the Official Orders showing where the Service Member is stationed. Additionally, the VR-005 Application for Certificate of Title must be completed and signed, and the requires a Maryland Safety Inspection. If there is a lien on the vehicle, a \$40.00 Lien Filing fee is required. Title, registration and surcharges will also apply. Please note that non-resident Service Members who are stationed in Maryland can title and register their vehicles in Maryland or in the state that is their home of record.

Registration Plates and Fees

Security Interest Filing Fee - \$40.00 for each lien recorded.

Title Fee - \$200 (qualifying gifted trailers 3,000 lbs or less - \$100; short term rentals - \$100; mopeds and scooters - \$40; off-road vehicles \$70)

Transfer of Registration Plates - \$15, if the annual registration fee is the same or less than previously owned vehicle. If the annual registration fee is more than that of the previously owned vehicle, the transfer fee is \$15 plus any difference in the two registration fees. If you are transferring plates with less than 12 months before the registration expiration, the registration will be renewed for an additional year. NOTE: Vehicle class and ownership restrictions apply.

Surcharge - To ensure stable funding for Maryland's world-renowned emergency medical services (EMS) system, a "surcharge" of \$40 per registration year, will be collected with the registration fee. The EMS system includes med-evac helicopters, ambulances, fire equipment, rescue squads, and trauma units. Surcharge does not apply for Class L Historic, Class N Street Rod, Class G Trailers, Interchangeable and Gratis registrations. For Plug-in Electric Vehicles (PEV), the surcharge is \$100 per registration year. For Zero-emissions Plug-in Electric Vehicles (ZPEV), the surcharge is \$125 per registration year.

Half-year rates are effective on or after the first day of the seventh month of the registration year. Quarterly rates are in effect for trucks 27,000 lbs or more.

Payment Methods: Visa, MasterCard, American Express, Mobile Wallet Pay, Cash, Check and Money Order payable to the MVA. **By mail:** Check and Money Order only.

Please Note: The check must include (1) imprinted name and address, (2) driver's license number and (3) home or work telephone number. Company checks must have Federal Employer Identification Number (FEIN).