

Bulletin

D-10-25-04

Date: October 25, 2021
Bulletin: All Dealers and Tag and Title Agencies
From: Business Licensing and Compliance
Subject: Relocation

Beginning Monday November 8, 2021, the Dealer Services unit located in the **Glen Burnie branch** will be relocating from Glen Burnie Headquarters **Building A**, stations 30 and 31 to the Glen Burnie headquarters **Building B**. This new location will be exclusively for dealers and tag and title entities.

For all non-appointment transactions dealers and title services will drop off and pick up all title and registration transactions, tag returns, and ERT bundle work at this location.

This location will also offer appointment only transaction. Dealers and title services will be allowed to process up to six transactions per business entity at one of three windows. To schedule an appointment, the business must call 410-424-3625 or 410-787-2919 and speak with a representative. Appointments will be in half hour increments between the hours of 9am and 2pm Monday thru Friday. When available same day appointments will be offered.

The transactions that will be eligible for over-the-counter processing are below:

- Duplicate titles and lien maintenance (VR-003, VR-018 and POA will be needed)
- Registration transactions not able to be processed via ERT or the kiosk
- Repossession titles
- Disability placards and plates
- Titles Transactions (T1- T5) that can not be processed via ERT
- Salvage titles that have been stamped with the MSP inspection
- New to State title transactions with excise tax calculations

If transactions cannot be completed via ERT please include a cover sheet or printout showing the reason for the error before submission for processing.

If you have questions or concerns, please contact MDOT MVA Vehicle Records at 410-424-3644 or mddtts@mdot.maryland.gov.