

Bulletin

D-07-16-01

Date: July 1, 2016
To: Heavy Vehicle Dealers, Tag & Title Services, and Maryland Trucking Companies
From: Motor Carrier & Electronic Services Division
Re: Registering an Apportioned Vehicle and Temporary Authority

It has recently been brought to our attention there have been issues regarding the registering of apportioned vehicles. The following is the processes for obtaining an apportioned plate or an apportioned temporary authority (T/A):

The titling of apportioned vehicles may be done at any Motor Vehicle Administration (MVA) full service office: www.mva.maryland.gov/locations

Or

A Maryland Licensed Tag and Title Service:

www.mva.maryland.gov/businesses/tag-and-title-services/index.htm

Registering an Apportioned Vehicle

Only the Motor Carrier Services Section (MCSS) can offer same day service for apportioned registration.

If your transaction is being processed by a dealer or tag & title service utilizing Electronic Registration Titling (ERT), the transaction can take up to five (5) business days to update MVA's system.

Note: Once payment is received the MCSS office will verify the title transaction has properly updated on the MVA database prior to issuing International Registration Plan (IRP) credentials.

The Motor Carrier may request an apportioned T/A to operate the vehicle while applying for apportioned registration.

How to apply for a temporary authority

New account

- Complete IRP schedule A/C form
- Complete IRP schedule B form (New account relocating from another jurisdiction)
- Provide three proofs of residency
- If the vehicle title info has not updated on the MVA database, the title receipt and safety inspection certificate must be submitted

Add vehicle (existing account)

- Complete IRP schedule A/C form
- If the vehicle title info has not updated on the MVA database, the title receipt and safety inspection certificate must be submitted

Increase\Decrease weight

The MCSS will issue a T/A for a period up to 60 days on the same day the application is received. The T/A can be emailed or faxed to the customer. There is an additional fee of \$2.00 for each T/A. If a T/A is issued the entire account is subject to suspension for non-payment.

Note: Motor Carriers can request a T/A by submitting an Application for IRP Temporary Apportioned Registration or indicate on the IRP Schedule A/C form, box #15. The completed form can be emailed to irp@marylandmva.com or faxed to the MCSS office at 410-768-7163.

In order to obtain an IRP registration fee quote the following must be provided

- Complete IRP schedule A/C form
- Complete IRP schedule B form (New account relocating from another jurisdiction)
- Provide three proofs of residency
- If the vehicle title info has not updated on the MVA database, the title receipt must be submitted

** Fee quotes are available for customers without the submission of applications. Customer may access a fee estimator that is available by IRP Inc. through Celtic Systems. In order to use the fee estimator please click [here](#).

Should you have any questions regarding this bulletin, please contact the MCSS at irp@mva.maryland.gov.