

	<i>infoMVA</i>	
	Procedure # 20000.02T	
	Revision # 6.0	Revision Date 09/19/11
Glossary of Terms		

Purpose

The glossary provides definitions of key terms used in the infoMVA process descriptions, among other places, plus any relevant business rules and Maryland laws or other references. Note that additional references may be included in the document(s) cited under Business Rules.

Glossary

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TERM	DEFINITION, BUSINESS RULES, and REFERENCES
AAMVA	American Association of Motor Vehicle Administrators – a national organization of state motor vehicle regulatory agencies.
Abandoned vehicle	A vehicle left unattended on public property for more than 48 hours, or parked on private property for more than 48 hours without the consent of the property owner.
Accounting	The MVA unit responsible for bookkeeping and the preparation of financial records of the MVA.
Addended Deposit Slip	A form completed by a cashier on a daily basis showing the day's receipts of cash, checks, credit vouchers and credit card payments.
Address Certification – United States Government Employee (VR-102)	An MVA form provided to Maryland residents who are government employees to include members of the U.S. Armed Forces and are requesting the recording of an out of state address. The form must be signed by the person's commanding officer.
Adjudicate	The process of hearing and settling a case through a judicial process.
Administrative Flag Fee	A fee charged by the MVA for reinstating a driving privilege through the removal of a “flag” or marker on the vehicle's record. <u>Business Rules</u> <ul style="list-style-type: none"> • See Registration – Vehicle Flags (#27300-55) <u>References</u> <ul style="list-style-type: none"> • COMAR 11.15.21.05
Administrative Per Se	The law that allows a police officer to issue an order of suspension if a driver refuses to take the chemical test or takes it and receives a result of .08 or higher. For Maryland licensed drivers, the officer will confiscate the license and issue a 45-day temporary license. These violations are listed under a CE record for the first offense. <u>Business Rules</u> <ul style="list-style-type: none"> • See Alcohol Test Failure or Refusal (#26100-50)

Administrator	The head of the MVA who is appointed by the Secretary of the Maryland Department of Transportation (MDOT), with the approval of the Governor. The Administrator is responsible for carrying out the powers and duties vested by law in the Administration and those powers and duties vested in the Secretary and delegated to the Administrator by the Secretary.
Air brakes	Any vehicle braking system operating fully or partially on the air brake principle.
Alcohol Education Program (AEP)	<p>A 12-hour alcohol education or 26-week treatment program determined by an alcohol assessment. Individuals are referred by District Court judges, Administrative Law judges or by MVA case managers when applying for reinstatement following an alcohol-related revocation.</p> <p>There is also a 3-hour alcohol and drug education program in which applicants for a Maryland driver's license must participate if they:</p> <ul style="list-style-type: none"> • Currently possess a driver's license from the U.S. armed forces ONLY; or • Currently possess a driver's license from another country. <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See 12 Hour Alcohol Education Program (AEP) Requirements (#26200-07) • See 3-Hour Alcohol and Education Program Requirements (#26200-09) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article - 16-212
Alter/altered	To make different or modify (e.g., erasures, white out, strikeouts etc.)
Alternative Test	A knowledge test used in driver licensing that is given orally either by an individual or in which a computer assisted test is presented to the applicant.
Application for Certificate of Title (VR-005)	<p>An MVA form provided to a vehicle owner for the purpose of applying for a new Maryland Certificate of Title (title), when no Maryland title currently exists for that vehicle.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Titling a Vehicle processes <p><u>References:</u></p> <ul style="list-style-type: none"> • Md. Code Ann. Transportation Article 13.104

Apportioned Registration	<p>A form of registration reserved for vehicles (usually large trucks) covered under the International Registration Plan (IRP). The registration is referred to as “apportioned” because part of the registration fee collected is sent to each of the states in which the vehicle will travel.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registration – Apportioned Registration Under the IRP (#27300-62) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 12-401 - 12-414
Articles of Incorporation	<p>A document issued by the Maryland State Department of Assessments and Taxation (SDAT) granting a corporation legal existence and the right to conduct business in Maryland as a corporation.</p>
Assigned VIN	<p>A new Vehicle Identification Number (VIN) that has been assigned to a vehicle by the MVA. In some situations the Maryland State Police (MSP) must inspect the vehicle when the original manufacturer’s VIN can no longer be used. As an example, a vehicle that has been reconstructed with parts from several different vehicles must be inspected before it can be titled and registered.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Salvaged Vehicle Inspection (#58000-03) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article - 13-506 • Md. Code Ann., Transportation Article - 13-507
Auctioneer’s Sales Receipt (VR-112)	<p>An MVA form provided for vehicle auctioneers and buyers to document the sale of an abandoned vehicle. The form serves as the bill of sale and ownership document. It must be signed by the auctioneer and a representative of the police agency involved and notarized.</p>
Authorization For Tag Application (VR-167)	<p>An MVA form issued by a flagging unit to authorize the issuance of a title or license plates for a vehicle.</p>
Automobile Safety Enforcement Division (ASED)	<p>A unit of the Maryland State Police (MSP) that is responsible for authorizing and monitoring Maryland safety inspection stations and their inspectors.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Authorized Inspection Stations (#58000-05) <p><u>References</u></p> <ul style="list-style-type: none"> • COMAR 11.14.01.16
Automated Compulsory Insurance System (ACIS)	<p>A computer system through which the insurance industry electronically reports policy information. The Insurance Compliance Division (ICD) uses the ACIS.</p>
Backlog	<p>An accumulation of unprocessed work.</p>
Bill of Sale	<p>A document certifying the selling price of a vehicle. It must identify all buyers (new owners) and sellers (previous owners) and include the year, make, VIN, and full purchase price of the vehicle.</p>

	<p><u>Business Rules</u></p> <ul style="list-style-type: none"> • A bill of sale is used by the MVA to calculate the excise tax charged when the vehicle is titled. • A bill of sale can take many forms; the MVA provides the form VR-181 that can be used as a bill of sale. • The bill of sale must be notarized and on MVA’s Bill of Sale (VR-181) when: <ul style="list-style-type: none"> – The vehicle is less than 7 years old; and – The purchase price is at least \$500 below the book value; and – The customer wants to base the excise tax calculation on the sale price rather than the book value. • A notarized bill of sale must include: <ul style="list-style-type: none"> – Notary’s stamp or seal – Notary’s signature – Expiration date of Notary’s commission
Binder number	A temporary number issued by an insurance company until a formal insurance policy for a vehicle is issued.
Blank overlay	A display screen on a data entry terminal that contains all of the fields appropriate to a transaction, but none of the data.
Body style	The distinguishing characteristics of a vehicle that are used in determining the vehicle’s class.
Book value	The fair market value of a vehicle as determined by national publications accepted by the MVA.
Branch office	A regional field office of the MVA.
Brand	A notation printed or stamped on a vehicle’s title identifying the condition or <u>Business Rules</u> <ul style="list-style-type: none"> • See Titling – Vehicle Previously Salvaged (#27300-42)
Capacity	A position in which one functions within an organization or company.
Care of (C/O)	A phrase placed in front of a person’s name that indicates the MVA should send mail to that person instead of the vehicle owner. This information is recorded in the address field.
Cash bag or box	A locking, secure repository in which a cashier places moneys for safekeeping.
Central Collection Unit (CCU)	A Maryland State agency under the Department of Budget and Management that collects money owed by customers of the MVA or other State agencies.
Central Processing Unit (CPU)	The micro-processing “brain” of the computer.
Certificate of Origin	An ownership document prepared and issued by a vehicle manufacturer describing the vehicle by year, make, vehicle identification number (VIN), body style, and weight.
Certified copy	A copy of a document or a record prepared by the MVA that is signed and certified as a true copy by the MVA.
Certified statement	A signed, written declaration of fact, made under penalty of perjury to certify an individual is no longer in possession of a license, identification card or registration plates.

Chain of command	The progressive hierarchy of supervision within an organization.
Class – driver’s license	A code (1 letter) that represents the type of driver’s license provided to a customer.
Class – vehicle	A code (1 – 3 letters) that represents both the vehicle type (e.g., passenger car, bus, truck, etc.) and the type of license plates displayed on it (e.g., standard plates, vanity plates, and disability plates).
Close-out/balance	The process of counting the funds received by a cashier, and comparing the total of funds received to the total of fees charged for completed transactions. This process also involves the preparation of a bank deposit slip and required reports.
COMAR – Code of Maryland Regulations	A series of books compiled and published by the Maryland State government that contain administrative regulations.
Commemorative	A special license plate issued by the MVA honoring any geographical, historical, natural resource or environmental occurrence of statewide significance.
Commercial Driver’s License (CDL)	A driver’s license issued to an individual in accordance with the Maryland Vehicle Law, Title 16, Subtitle 8, or by another state, pursuant to the Federal Motor Vehicle Safety Act of 1986, which authorizes that individual to drive a class of commercial motor vehicles.
Compulsory insurance violation	An act or incident of violation of any law specifying vehicle insurance requirements. Lapse of required insurance coverage during the registration period.
Co-owner	One or more parties who share ownership of a vehicle. In Maryland, co-owners are considered to own an equal share of the vehicle.
Corporation	An artificial person or legal entity created by or under the authority of the laws of the state.
Corrected title	A new Certificate of Title that is provided to a customer in replacement of a title that was printed with incorrect information.
Correction	A change made to existing data as a result of error or the receipt of new information. <u>Business Rules</u> <ul style="list-style-type: none"> • See Changing or Correcting Customer Name and Address (#27300-16) • See Correcting a Vehicle Related Information (#27300-64)
Credit Voucher	A document provided by the MVA to a customer who has overpaid for a transaction or service. The customer may apply the credited amount toward another MVA fee by submitting the voucher to the MVA. The customer may also remit the credit voucher to the MVA for a check.
Customer Information Control System – Production region (CICSP)	An internal MVA computer operating system.
Customer Service Center (CSC)	A central phone panel located in Cumberland that was established by the MVA to provide customers with information pertaining to the MVA. Contact with the CSC is typically made by phone (1-800-950-1MVA(1682)) or contact us at: https://mymva.maryland.gov/go/web/ContactMVA

Dealer log	A record of unprocessed work received from a dealership.
Dealer's association	An organization of dealerships acting for the good of the group (e.g. MIADA, MNCTDA, WANADA).
Dealer's bill of sale	A form used by a dealer to certify the purchase price of a vehicle. <u>Business Rules</u> <ul style="list-style-type: none"> • The MVA requires that the original document be submitted. • Copies are acceptable if they are notarized.
Dealer's reassignment	The process by which a licensed dealer reassigns the ownership of a vehicle <u>Business Rules</u> <ul style="list-style-type: none"> • The properly assigned ownership documents must accompany this form. • On the Maryland dealer's reassignment (labeled as "DEALER'S BILL OR SALE A/O REASSIGNMENT") there is a section that maybe used as the bill of sale.
Death certificate	A government issued document confirming the death of an individual
Debtor	A person or other entity that owes money.
Dependent child	A person who depends on someone else for existence, support, etc. <u>Business Rules</u> <ul style="list-style-type: none"> • For the purposes of issuing a driver's license or another Driver Services product, a dependent child is defined as an individual who is under 18 years of age, with the following exceptions: • For the purpose of child Support Enforcement, a dependent child is one identified by the court as eligible to receive child support. • See Driver Licensing – Proofs of Identity and Residency in Maryland (#26300-27)
Deposit slip	A receipt, which provides evidence that on a given date, the sum indicated on the slip, was deposited in the bank.
Disability	A physical impairment that substantially limits one or more of the major life activities of an individual. <u>Business Rules</u> <ul style="list-style-type: none"> • See Disability Parking processes
Disability placard (hang tag)	A permit issued by MVA identifying the vehicle as one operated by or used to transport a person with a disability. The permit is designed to hang on the vehicle's rear view mirror and entitles the vehicle to be parked in a designated disability parking area.
Document	A written or printed item bearing the original, official, legal form of information used as proof or evidence.
Document Checker	A web-based document authentication program used by an MVA Senior Document Examiner (SDE) to validate foreign passports. <u>Business Rules</u> <ul style="list-style-type: none"> • When reviewing a foreign passport, the SDE must access passport security feature information from Document Checker and complete the authentication

	<p>analysis on the Foster Freeman Video Comparator.</p> <p><u>References</u></p> <ul style="list-style-type: none"> • See Driver Licensing – Proofs of Identify and Residency in Maryland (#26300-27)
Document Imaging Workflow System (DIWS)	A computer system used within the MVA to maintain and retrieve records.
Docutector	<p>A web-based document authentication program used by an MVA Senior Document Examiner (SDE) to validate foreign and domestic driver licenses, U.S. military and some immigration documents. This is the web-based version of the International and U.S. ID Checking Guides.</p> <p><u>References</u></p> <ul style="list-style-type: none"> • See Driver Licensing – Proofs of Identify and Residency in Maryland (#26300-27)
Doing Business As (DBA)	A phrase used to indicate that a company or individual is conducting business under another name.
Downcoding	A process followed by Customer Agents in determining a customer’s soundex number when the number automatically generated by the MVA’s computer system, and the number determined by upcoding are both in use (see upcoding for more information). If downcoding is needed, the last digit in the automatically generated soundex number is decreased by one digit; a check of the new number’s availability is then completed before it is assigned to the customer.
DPPA - Drivers Privacy Protection Act	<p>A law that prohibits the MVA from releasing personal information without the written consent of the record holder, except to certain authorized users.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Sale of MVA Information processes
DRATS – Driving Record Automated Traffic System	<p>A correction unit within Administrative Adjudication responsible for correction of transmitted errors from the courts. This unit maintains the Problem Driver Pointer System Help Desk.</p> <p><u>Business Rules:</u></p> <ul style="list-style-type: none"> • See Correcting Entries on the Driver Record
Drinking Driver Monitor Program (DDMP)	A program established to conduct random testing of problem drivers and monitors the customer’s attendance at self-help group meetings.
Driver Improvement Program (DIP)	<p>A 6-8 hour program designed to provide driver rehabilitation. Customers are referred to the program by District Court judges, Administrative Law judges, and MVA case managers. Program participation may be a requirement for reinstating a customer’s driving privilege or result from the customer’s receipt of a moving violation while holding a Provisional license.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Driver Improvement Program (DIP) (#26200-06)

Driver License System (DLS)	A computer system used within the MVA to issue a Maryland driver's license or ID card.
Driving Under the Influence (DUI)	Courts and Judicial Proceedings CJ 10-307 – defined as an alcohol concentration of more than 0.05 but less than 0.07 determined by blood or breath. Reference: TR§16.813
Driving While Intoxicated (DWI)	Courts and Judicial Proceedings CJ 10-307 – defined as an alcohol concentration of 0.08 or more determined by blood or breath. Reference: TR§16.813
Dual registration	A form of registration where the owner is issued registration plates from two different states because the vehicle is used in both jurisdictions for significant periods of time each year. <u>Business Rules</u> <ul style="list-style-type: none"> • See Registration – Dual Registration of a Vehicle (#27300-07)
Duplicate	A replacement document and when a duplicate document is issued, the original document and previously issued copies are all considered void. <u>Business Rules</u> <ul style="list-style-type: none"> • See Duplicate Certificate of Title Request (#27300-11) • See Duplicate Security Interest Filing (SIF) Request (#27300-12) • See Duplicate or Corrected Salvage Certificate (#27300-58)
Edit unit	An MVA unit where transactions are directed when errors or inconsistencies in the initial data entry process are made.
Electronic Registration and Titling system (ERT)	A computer system through which dealers and other non-MVA agencies (e.g., title services) can process certain transactions remotely from their place of business.
Entity	An artificial being that exists as a particular and discreet unit (e.g., corporation, trust, or company).
Estate	The property and debts left by a deceased person.
Excise tax	Tax collected in conjunction with the titling of a vehicle (usually 6% of the vehicle's selling price less value of trade in vehicle, if any. Excise tax-funds are placed in the Transportation Trust Fund and are used for the building and maintenance of roads and bridges in Maryland.
Exempt	A term used to indicate that a person or other entity is not required to fulfill a requirement or duty that is required of others.
Express office	A limited service facility of the MVA.
Expunge	The act of removing certain entries on the driving records. <u>Business Rules</u> <ul style="list-style-type: none"> • See Driver Record Expungement by Request (#26100-21) <u>References</u> <ul style="list-style-type: none"> • TR§16.117 & TR§16.117.1
Failed to Appear (FTA)	Failure to appear within the time specified by a judicial court or the Office of Administrative Hearings. Reference: TR§ 26.204 & TR§ 26.206

Failed to Comply (FTC)	Failure to comply with a requirement (e.g., submit physician’s report), resulting in the mailing of a suspension letter.
Failure to Pay	Failure to pay the fine amount within the time specified by a judicial court. Reference: TR§26.204 & TR§26.206
Finance and statistics	An MVA unit that is responsible for all general and revenue accounting procedures.
Flag	A unique code on the driver or vehicle record to indicate an outstanding or pending issue that may affect processing of transactions. Reference: See Law Enforcement Agency (LEA Referrals) (#26100-84) TR§13.406 & TR§16.204 .
Fleet	A group of vehicles owned or operated by a single entity.
Flimsy	A handwritten temporary registration form.
Foster Freeman Video Comparator	A color and infrared video imaging system designed for verification of passports, visas, and for general examination of questioned documents. <u>Business Rules</u> <ul style="list-style-type: none"> When reviewing a foreign passport, the SDE must access passport security feature information from Document Checker and complete the authentication analysis on the Foster Freeman Video Comparator. <u>References</u> <ul style="list-style-type: none"> See Driver Licensing – Proofs of Identify and Residency in Maryland (#26300-27)
FR-19 – Maryland Insurance Verification	A form submitted to the MVA by an insurance company representative that certifies the actual dates a vehicle was insured. <u>Business Rules</u> <ul style="list-style-type: none"> See Vehicle Insurance processes
Fraud	A deliberate deception used to gain unlawful or unfair gain.
Fraudulent Document	A document that contains false or forged information and is deliberately presented to obtain a product from the MVA.
Functional Capacity Test (FCT)	A screening tool that tests agility and cognition and predicts older drivers’ crash risk.
Gift certificate	An MVA form used to certify the transfer of ownership of a vehicle between family members as a gift. <u>Business Rules</u> <ul style="list-style-type: none"> See Titling – Gift to Family Member (#27300-38)
Gratis	A term used to indicate that no fee was charged for a transaction or service that normally involves the payment of a fee.
Gross Combination Weight (GCW)	The combined weight of a motor vehicle and the trailer that it tows.
Gross Combination Weight Rating	The maximum allowable combined weight of a loaded vehicle, and the trailer that it tows, as certified by the manufacturer

(GCWR)	
Gross Vehicle Weight (GVW)	The weight of a vehicle and its load.
Gross Vehicle Weight Rating (GVWR)	The maximum allowable combined weight of a loaded vehicle, as certified by the manufacturer.
Ham tags	Specialty license plates issued by the MVA that display the vehicle owner's FCC (Federal Communication Commission) Amateur Radio Operators License call number. <u>Business Rules</u> <ul style="list-style-type: none"> • See Registration – Specialty License Plates (#27300-29)
HAZMAT endorsement	Also referred to as “hazardous materials endorsement”; a State-issued endorsement which authorizes the licensee to drive vehicles that are required to be placarded under Federal Hazardous Materials Regulations 49 CFR Part 172, Subpart F.
Heavy Highway Vehicle Use Tax Return	An IRS form that indicates a vehicle owner has paid the Heavy Vehicle Use Tax for the vehicle. Also referred to as Form 2290. Proof of payment of this tax is required for certain vehicles registered with a gross vehicle weight of 55,000 pounds or more.
Help desk	A unit within the MVA that helps employees resolve computer problems, whether individual or system-wide.
Historic motor vehicle	A motor vehicle, including passenger vehicle, motorcycle, or truck that: 1) is 20 years old or older; 2) has not been substantially altered from the manufacturer's original design; and 3) meets criteria contained in the rules and regulations issued by the MVA. Historic vehicles may be driven in connection with exhibitions, club activities, parades, tours, occasional transportation, and similar uses; they are not to be used for general daily transportation. <u>Business Rules</u> <ul style="list-style-type: none"> • See Registration – Other Special Use Vehicles (#27300-28)
Hold title	A record that indicates the title is in a hold status. Example: a title cannot be produced and mailed until certain conditions have been satisfied. <u>Business Rules</u> <ul style="list-style-type: none"> • See Titling – Holding a Title (#27300-10)
Host	The mainframe computer that holds all source data.
Host down	A condition occurring when a computer or network system is unable to communicate with the host computer to which it is linked.
IBM	A computer system used to access and update information requested from the host system.
infoMVA	A collection of documents available on the intranet that provide employees with descriptions of various MVA procedures involving a customer. infoMVA is also used on the MVA web site to refer to a complementary set of process descriptions. The infoMVA documents on the intranet are called Technical versions, while those that are publicly available on MVA's website are called Customer versions.
Implied Consent	Any person who drives or attempts to drive a motor vehicle on a highway or on any

	<p>private property that is used by the public in general in this State is deemed to have consented, subject to the provisions of §§ 10-302 through 10-309, inclusive, of the Courts and Judicial Proceedings Article, to take a test if the person should be detained on suspicion of driving or attempting to drive while under the influence of alcohol, while impaired by alcohol, while so far impaired by any drug, any combination of drugs, or a combination of one or more drugs and alcohol that the person could not drive a vehicle safely, while impaired by a controlled dangerous substance, in violation of an alcohol restriction, or in violation of § 16-813 of this title.</p> <p><u>Business Rules</u></p> <p><u>References:</u></p> <ul style="list-style-type: none"> ✓ MD Vehicle law, 16-205.1.
Inspection – Maryland Safety Inspection	<p>A physical inspection of a vehicle conducted by an authorized safety inspection station that ensures the vehicle meets all Maryland safety requirements. As part of the inspection, the inspector verifies that the VIN on vehicle matches the VIN on title documents. The Maryland State Police (MSP) Automobile Safety Enforcement Division (ASED) authorizes and monitors safety inspection stations and their inspectors.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Vehicle Safety Inspections (#58000-01)
Inspection field	A 6-character (alphanumeric) code indicating the month, day and year the vehicle inspection was completed.
Insurance code	Either a four digit (numeric) code assigned by the MVA to a Maryland licensed insurance company or a five (5)-digit code assigned by the Maryland Insurance Administration to an insurance company.
Insurance Compliance Division (ICD)	An MVA unit that ensures drivers’ compliance with Maryland’s insurance compliance requirements.
Intelli-check	<p>A stand-alone terminal used by an MVA Senior Document Examiner (SDE) to authenticate domestic driver’s licenses and military documents.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • All surrendered driver’s licenses must be authenticated prior to being destroyed. <p><u>References</u></p> <ul style="list-style-type: none"> • See Driver Licensing – Proofs of Identify and Residency in Maryland (#26300-27)
Interactive Voice Response (IVR) system	A phone system available to customers that allows them to receive recorded information, speak to a customer agent, schedule driving skills tests, pay ICD penalties or administrative flag fees or process registration renewals.
International Registration Plan (IRP)	<p>An agreement among states and some Canadian provinces regarding the collection and apportioning of registration fees for commercial vehicles that travel across state lines. Maryland is a signatory obligating this State to require certain vehicles to have an “apportioned registration”, meaning that the registration fee is shared with the other states through which the vehicle travels.</p> <p><u>Business Rules</u></p>

	<ul style="list-style-type: none"> • See Registration – Apportioned Registration Under the IRP (#27300-62)
Inventory sequence reports	A list of transactions by inventory control number that ensures all inventories is accounted for.
Investigations / Investigative and Security Services (ISS)	<p>The MVA’s Investigative arm is empowered to conduct investigations for compliance and violations of certain articles of the State Transportation Laws. The Investigation and Security Service Division also conducts investigations regarding consumer complaints, dealer licensing applications and violations, fatal accident investigations, foreign registration violations, internal affairs matters and more.</p> <p>The Investigation and Security Services Division is also responsible for providing and overseeing security at MVA facilities Statewide.</p> <p><u>References</u></p> <ul style="list-style-type: none"> • COMAR/The Maryland Vehicle Law Annotated.
Joint tenants	Ownership between two or more parties who have been named in one conveyance as joint tenants. Upon death of a joint tenant the decedent’s interest passes to the surviving joint tenant(s) by the right of survivorship.
Jurisdiction	The territorial range over which an authority extends.
Kiosk	A self-service terminal used by customers to renew their vehicle registration, among other services.
Knowledge test	<p>A written, computer, computer assisted or oral test which is administered to an applicant for a Maryland driver’s license, moped permit, commercial or non-commercial driver’s license instructional permit.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Knowledge Tests (#26300-25)
Law enforcement agency (LEA)	<p>The program that allows local and state law enforcement agencies to transmit data on individuals with outstanding warrants to the MVA. The MVA has the authority to suspend the driving privileges and flag the vehicle records of individuals with outstanding arrest warrants.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Law Enforcement Agency (LEA Referrals) (#26100-84) <p><u>References</u></p> <ul style="list-style-type: none"> • TR §16.204 & TR §13.406
Law room proctor	An employee assigned duties in charge of the room where written, computer, and computer assisted knowledge tests are administered.
Lease	<p>A contract granting occupation or use of property, such as a vehicle, during a certain period in exchange for a specified payment.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Titling – Vehicle Purchased by Leasing Company (#27300-24) • See Titling – Vehicle Purchased After Lease (#27300-23)
Legal heir	<p>An individual who inherits or who is entitled by law to inherit the estate of another.</p> <p><u>Business Rules</u></p>

	<ul style="list-style-type: none"> • See Titling – Deceased Owner (#27300-36)
Lessee	An individual or company that rents/leases property from another individual or company.
Lessor	An individual or company that rents/leases property to another individual or company.
Letters of administration	A legal document issued by the Register of Wills entrusting an individual with the administration of the estate of a decedent.
Lien	<p>A record maintained in the MVA database of a debt owed by a vehicle owner to a secured party, and linked to the vehicle’s title record. A secured party is an individual or financial institution who lends money to a vehicle owner and who may repossess the vehicle in the case of non-payment by the debtor. More than one lien can be placed against the same vehicle.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Lien Placement (#27300-13) • See Lien Release (#27300-18)
Lien code	A four-digit (numeric) code assigned by the MVA to identify a specific lending institution.
MAIF	<p>Maryland Automobile Insurance Fund - an auto insurance company that specializes in insuring drivers who are considered “high risk” because they have multiple offenses on their driving record. A customer with three or more violations and/or incidents within the same calendar year is referred by MAIF to the MVA for review.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See MAIF Referral of Problem Driver (#26200-02)
Make	The name of the vehicle as designated by the vehicle manufacturer.
Manufacturer	The original maker or creator of a product.
Medical Advisory Board (MAB)	<p>A panel of physicians that review cases and make a recommendation to the MVA regarding a client’s driving privilege.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Medical Advisory Board (MAB) Referral (#26200-03)
Merger	The fusion or absorption of two corporations into one.
Miscellaneous Transaction Cashier (MTC)	A cashier station that issues items not found in TARIS or DLS. Example: Disabled Person Placards, Non-Resident permits, Collection of ICD penalty fees, etc.
Missing	A term used to mean that a record is unavailable on the MVA’s system, and the transaction may be processed from a blank overlay.
Modified Vision Program	<p>A program that allows drivers with visual acuities less than 20/70 but no worse than 10/100 in one or both eyes, to drive after completing a clinical/behind-the-wheel evaluation, 20 hours of driver training and MVA testing.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Modified Vision Program (#26200-13)
Motor Carrier	The Motor Carrier Safety Act provides that the registrant of any vehicle with a

Certification (VR-024)	registered GVW over 10,000 pounds certify personal knowledge of applicable Federal and State motor carrier safety rules, regulations, standards and orders. Certification must be made at each new / renewals of registration using form VR-024 “Motor Carrier Certification”. This certification is now included in the application for Maryland title and application for tag renewal.
Motor Vehicle Administration (MVA)	An agency within the Maryland Department of Transportation (MDOT) that is responsible for issuing and regulating and maintaining records related to Drivers’ licenses, photo ID cards, vehicle titles, and vehicle registration and vehicle related permits.
NADA - National Automobile Dealers Association	A reference that is used by the MVA to determine the current value of a vehicle.
NATB - National Automobile Theft Bureau	A reference that is used by the MVA to verify whether or not the vehicle has been stolen.
NCIC - National Crime Information Center	A database that can be accessed by the MVA to check for stolen vehicles and to update the status of stolen vehicles.
NICB - National Insurance Crime Bureau	A reference used by the MVA to verify a VIN.
NDR – National Driver Registry	A National database that maintains information on drivers, who are suspended, revoked, cancelled, refused, or disqualified.
Non-resident	A person who does not have a primary place of residence or business in the State of Maryland and who doesn’t file Maryland income taxes.
Non-resident permit	A permit issued by MVA that allows a non-resident to maintain a vehicle in Maryland for a set time without the need to declare residency in MD. The permit is issued only upon proof that the vehicle owner is NOT a Maryland resident. <u>Business Rules</u> <ul style="list-style-type: none"> • See Non-Resident Permit (#27300-60)
Notarized	Containing the certification stamp of a Notary Public.
Notary/Notary Public	An individual who has been granted the legal authority to witness and certify documents.
Notice Of Security Interest Filing – NSIF or SIF	A document showing that a lien has been officially recorded with the MVA. This document is only issued to the first secured party on the record.
Obligor	An individual that is 60 days or more out of compliance with the most recent Court Order to make Child Support Payments. <u>Reference:</u> <ul style="list-style-type: none"> • Ref: TR§ 16.203
Odometer	A statement certifying the mileage on a vehicle at the time of transfer or titling.

disclosure statement/mileage statement	
Office of Administrative Hearings (OAH)	The OAH hears all contested State administrative law cases, except for those concerning agencies exempted by law. A citizen who disagrees with an action taken by a State administrative agency may appear before an administrative law judge to obtain an impartial review. Administrative law judges are independent of the government agency whose action is being contested. Though based in the Baltimore area, the judges hear cases statewide.
Office of Information Resources (OIR)	The MVA unit that is responsible for storing and maintaining the MVA's data.
Operator Activity Report	A list of transactions processed by a particular operator.
Organization	A number of persons or groups having specific responsibilities and united for a particular purpose.
Owner	The individual or entity that holds title to a vehicle.
Parking Fine Receipt (VR-119)	A form issued by a flagging jurisdiction that verifies a parking fine has been satisfied.
Partnership	A business owned by two or more persons that is not organized as a corporation. <u>Business Rules</u> <ul style="list-style-type: none"> • See Titling – Corporation or Partnership Vehicle (#27300-32)
Passing stamp	A special stamp used by branch offices issuing driver's licenses to indicate that an individual has passed the required knowledge and/or Maryland law test.
Personalized registration plates	Custom made registration plates ordered by the owner and issued at the discretion of the MVA. <u>Business Rules</u> <ul style="list-style-type: none"> • See Specialty License Plates (#27300-29)
Plates	The metal license plates issued at the time of registration bearing the registration number assigned to the vehicle
Points	An assessment of the violation of motor vehicle law levied following a conviction. Points are assessed effective with the date of violation of motor vehicle law. <u>Business Rules</u> <ul style="list-style-type: none"> • See Point Assessment for Traffic and Other Law Violations (#26100-01) <u>References</u> <ul style="list-style-type: none"> • TR§16.402
Policy number	A series of characters (alphanumeric) used by an insurance carrier to identify an insurance policy issued for a vehicle.
Power of Attorney	A signed statement authorizing one person to act for another person in their absence. It must state, in detail, what they are authorizing the other person to do for them and must be signed by both the person authorizing and receiving the power of attorney. A <i>General Power of Attorney</i> used to transfer the ownership of a vehicle must state that it is for the transfer of property. A <i>Restricted Power of Attorney</i> must also

	<p>include the year, make and VIN of the vehicle.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • The Power of attorney must be an original not a copy. • A mentally competent person can only grant the Power of Attorney. If a registered owner is mentally incompetent, and ownership of the vehicle is to be conveyed, it is necessary to petition the court to appoint a committee. A certified copy of the committee’s letters of appointment must accompany application for title. • If a person is appointed by a court to act in behalf of another person, the person that the court appointed may not grant power of attorney to another person. • If the person who granted power of attorney dies, the power of attorney becomes invalid for any transfers after their death. • Power of Attorney is granted to companies, who in turn designate their own representatives. Documents signed by the representative must reflect their official capacity (i.e., officer, owner, partner, manager, fleet manager, superintendent, director etc) • A True Test Copy notarized saying it is a true test copy of the original may be accepted by the MVA.
Probation Before Judgment (PBJ)	A PBJ is a verdict handed down by the courts in lieu of a conviction and posted to the segregated (CE) driving record. If no time limit is specified, the expiration date of the PBJ is automatically set for three years.
Reboot	The process of restarting a computer’s operating system.
Reciprocity	The mutual and cooperative exchange of information or privileges between states that may affect the status of the driving privilege.
Reconciliation	The closeout process of counting the funds received by a cashier, and comparing the total of funds received to the total of fees charged for completed transactions. This process also involves the preparation of a bank deposit slip and required reports. (See closeout)
Redemption	Recovery of a vehicle by the owner after it has been repossessed and titled by the lien holder.
Register of Wills	An officer of the county or state who records and sees to the preservation of wills admitted to probate.
Registration certificate	<p>A document issued by the MVA that permits a vehicle to be driven on Maryland’s public roads and highways. Maryland law requires that the certificate be in the vehicle while it is being operated.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registering a Vehicle processes <p><u>References</u></p> <ul style="list-style-type: none"> • COMAR 11.15.01.00
Reorganization	A process through which an existing corporation changes its structure.
Repossession (Repo)	A process through which a lender or secured party takes back a vehicle from a buyer who has not met the obligations of a security agreement.

	<p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Titling – Repossessed Vehicle (#27300-41) <p><u>References</u></p> <ul style="list-style-type: none"> • Md Code Ann., Transportation Article 13-108
Restoration fee	A penalty fee charged as a condition of reinstating a privilege (also see Administrative Flag Fee).
Retail Sales Tax Division	The State government agency responsible for the collection of Maryland sales tax.
Revoked/ Revocation	A process in which a driving privilege is permanently withdrawn unless specific conditions are met and the applicant apply for and are approved for reinstatement.
Salvaged vehicle	<p>A vehicle that: 1) Has been damaged to the extent that the cost to repair the vehicle for legal operation on a highway exceeds the fair market value of the vehicle prior to sustaining the damage; or 2) has been acquired by an Insurance company as a result of a claim or settlement; or 3) has been acquired by an Automotive Dismantler and Recycler as (i) an abandoned vehicle or (ii) for rebuilding or for use as parts only.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Titling – Vehicle Previously Salvaged (#27300-42) <p><u>References</u></p> <ul style="list-style-type: none"> • Md Code Ann., Transportation Article 13-507
Secured party	An individual or company to whom money is owed, and who holds a real interest in a vehicle until the debt is paid.
Security agreement	An agreement in which a vehicle is identified as collateral to prevent risk of loss to a lender.
Self-insurer	The practice of setting aside a fund to meet losses instead of insuring against such through insurance.
Sign off/ log-off	A procedure to close access for a session on a secured system.
Sign on/ log-on	A security procedure required to initialize systems and identify the activity of an individual user.
Skills test	A driving test given to assess an applicant’s ability to drive all motor vehicles of a specific class.
Soundex	A unique alphanumeric code assigned an individual that is determined by his or her name and date of birth. A “Z” soundex is an alphanumeric code assigned to a company, rather than individual; the first character is a “Z”. An “X” Soundex is assigned to vehicle dealers and title services.
Source document	A form or other written statement that provides primary or firsthand information on which secondary writings are based.
Special Mobile Equipment (SME)	<p>A vehicle whose primary use is not for the transportation of persons or materials on public highways, it is operated or moved on a highway only as an incident to its non-highway use.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Titling – Mobile Home and Special Mobile Equipment (#27300-39) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 11-134

	<ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-103 • Md. Code Ann., Transportation Article 11-159
Specialty Plate Unit	A unit in the Glen Burnie office that is responsible for processing requests for organizational and HAM license plates, emergency vehicle designation.
Staggered	A system to ensure that a proportional amount of registration renewals occur during each month of the year. To arrange an alternating or overlapping time periods.
Sticker	A small square piece of paper affixed to a vehicle's license plate that shows the vehicle's expiration month and/or year.
Street rod	<p>A vehicle that is 25 years old or older and has been substantially altered from the manufacturer's original design. A street rod may be driven in connection with exhibitions, club activities, parades, tours, and for occasional transportation; it is not be used for general daily transportation.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registration – Other Special Use Vehicle (#27300-28) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-810 • Md. Code Ann., Transportation Article 13-912-13-946 • Md. Code Ann., Transportation Article 23-107
Substitute (Sub)	A document that is a copy or duplicate of the original and replaces it.
Surcharge	A secondary fee that is added to the normal cost of an item or service; the surcharge is usually designated for a special purpose.
Surety Bond	A formal pledge to secure against loss, damage or default issued by an insurance company.
Suspend	A process through which a privilege is denied for a specified period of time.
TARIS - Titling And Registration Issuance System	The computer system used to process title and registration transactions.
Temporary authority	A document issued to a vehicle owner that permits the vehicle to be driven for a limited amount of time.
Temporary registration plates	<p>Metal license plates are provided to the owner for display on the vehicle, along with a document issued to a vehicle owner that permits a vehicle to be driven to and from an authorized Maryland Inspection Station. The purpose of the plate is for completing repairs and receiving the inspection certificate. The owner is expected to have the vehicle safety inspected before the end of the temporary registration expiration date.</p> <p>Also includes paper tags that are issued by a dealer when the buyer is titling the vehicle out of state, does not have metal plates or does not want to transfer them or the dealer does not have ERT.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registration – Temporary Inspection Waivers (#27300.57) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-405 • COMAR 11.15.09.01

	<ul style="list-style-type: none"> • COMAR 11.15.09.02 • COMAR 11.15.09.03
Tenants by Entirety	A legal term referring to the joint ownership of property acquired by a husband and wife during marriage. Upon the death of one spouse, the survivor becomes the owner of the property.
Terminal	A computer display screen
Title	A document certifying ownership of a vehicle that is issued by a State, US Territory or Foreign Country.
Title Correspondence	A unit in the Glen Burnie office that is responsible for processing requests for organizational and HAM license plates, emergency vehicle designation, disability parking placards, non-resident permits and refunds of excise tax and registration fees for returned tags.
Title File Unit	A unit in the Glen Burnie office that is responsible for maintaining, sorting, storing and retrieving vehicle title and registration records.
Title service	A company licensed by the MVA to perform certain MVA transactions on behalf of dealers and the general public.
Trading As (T/A)	This term is followed by a name being used by a company in doing business; the T/A name is not the legal name of the company.
Traffic control device	A camera system that is used to identify vehicles, which violate red light, toll facility and speed laws. A traffic control device is also a traffic sign (stop sign, yield, no right turn, etc... or a traffic light.
Trailer	A vehicle that has no power source and is towed by a motor vehicle.
Transaction	An item of business conducted or performed between a customer and the MVA.
Transfer/ ownership transfer	A process through which a vehicle owner signs over possession of and the rights to a vehicle to another owner.
Transfer/ tag transfer	<p>A process through which a vehicle owner is authorized to move the license plates from one vehicle owned to another vehicle, when both vehicles have the same class and ownership.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registration – Transfer of License Plates (#27300-56) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-502.1 • Md. Code Ann., Transportation Article 13-503 • COMAR 11.15.11.02
Transmittal sheet	An MVA form used by dealerships and title service agents to document individual transactions. The form is used by the MVA to manage the processing of the requested transactions.
Transporter plate	<p>Issued by the administration for the use on vehicles in the possession of, but not owned by, the transporter. Limited only to the operation of vehicles to facilitate delivery, inspection, repair, painting or remodeling thereof; or the installation of truck chassis mounted equipment and for the demonstration of the equipment; or for the transportation of recovered stolen vehicles by insurance companies.</p> <p><u>Business Rules</u></p>

	<ul style="list-style-type: none"> • See Interchangeable Tags for Businesses Not Licensed by the MVA (#27100-10) <p><u>References:</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-624 • Md. Code Ann., Transportation Article 13-625 • Md. Code Ann., Transportation Article 13-623 • Md. Code Ann., Transportation Article 11-159
Upcoding	A process for determining a customer’s soundex number when the number automatically generated by the MVA’s computer system is already in use. If upcoding is required, the last digit in the automatically generated soundex number is increased by one digit; a check of the new number’s availability is then completed before it is assigned to the customer.
Vehicle	Any device in, on, or by which any individual or property is or might be transported or towed on a highway.
VEIP (Vehicle Emissions Inspection Program)	Emissions testing program used to help improve the state’s environment. VEIP helps Maryland meet the provisions of the 1990 amended Federal Clean Air Act. <u>Business Rules</u> <ul style="list-style-type: none"> • See Vehicle Inspections
VIN (Vehicle Identification Number)	The numerals, letters, or combination of both on a vehicle that the manufacturer designates for the purpose of making a vehicle uniquely recognizable.
Vintage tags	Tags of a certain year displayed on a historic vehicle of the same year, in conjunction with historic or street rod plates. <u>Business Rules</u> <ul style="list-style-type: none"> • See Registration – Other Special Use Vehicles (#27300-28) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-810 • Md. Code Ann., Transportation Article 13-912-13-946 • Md. Code Ann., Transportation Article 23-107
Void	Make invalid, or to cancel a transaction
Working fund	The moneys assigned to a cashier for the purpose of having a source of change upon opening a cashier window.

Fees

- Not Applicable

General Information

- A. Contacts

References

- See Glossary for references

Procedure Status Information

Date Procedure Originated: **02/17/06**

Originating Unit: **Customer Service Center**

Change History:

- 9/19/2011 - Version 6.0

The customer version that is available on the MVA's website is included below. This will enable you to quickly view the information about this process presented to customers.

GLOSSARY OF TERMS

The Glossary provides definitions of key terms used in infoMVA process descriptions and on other web pages. You may click on the first letter of the term in which you are interested to move more quickly to the appropriate definition.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

TERM	DEFINITION
Abandoned vehicle	A vehicle left unattended on public property for more than 48 hours, or parked on private property for more than 48 hours without the consent of the property owner.
Administrative Flag Fee	A fee that the MVA may charge a customer for reinstating a privilege. For more information, see Registration – Vehicle Flags .
Administrator	The head of the MVA who is appointed by the Secretary of the Maryland Department of Transportation (MDOT), with the approval of the Governor.
Apportioned Registration	A form of registration reserved for vehicles (usually large trucks) covered under the International Registration Plan (IRP), of which Maryland is a signatory. The registration is referred to as “apportioned” because part of the registration fee collected is sent to each of the states in which the vehicle will travel. For more information, see Registration – Apportioned Registration Under the IRP .
Assigned VIN	A new Vehicle Identification Number (VIN) that has been assigned to a vehicle by the MVA. In some situations the Maryland State Police (MSP) must inspect the vehicle when the original manufacturer’s VIN can no longer be used. As an

	example, a vehicle that has been reconstructed with parts from several different vehicles must be inspected before it can be titled and registered. For more information, see Salvaged Vehicle Inspection . (58000-03)
Bill of Sale and/or Dealers Bill of Sale	<p>A document certifying the selling price of a vehicle. It must identify all buyers (new owners) and sellers (previous owners) and include the year, make, VIN, and full purchase price of the vehicle. The bill of sale is used by the MVA to calculate the excise tax charged when the vehicle is titled.</p> <p>Also, note the following:</p> <ul style="list-style-type: none"> • A bill of sale can take many forms; the MVA provides a form (Bill of Sale), which you can use as your bill of sale. • The bill of sale must be notarized when: <ul style="list-style-type: none"> – the vehicle is less than 7 years old; and – the purchase price is at least \$500 below the its book value; and – the customer wants to base the excise tax calculation on the sale price rather than the book value.
Body style	The distinguishing characteristics of a vehicle that are used in determining the vehicle’s class.
Book value	The fair market value of a vehicle as determined by national publications accepted by the MVA.
Branch office	A regional field office of the MVA.
Brand	A notation printed or stamped on a vehicle’s title identifying the condition or previous condition of the vehicle. For more information, see Titling – Vehicle Previously Salvaged .
Central Collection Unit (CCU)	A Maryland State agency that collects money owed by customers of the MVA or other State agencies.
Customer Service Center (CSC)	A central phone panel located in Cumberland that was established by the MVA to provide customers with information pertaining to the MVA. Contact with the CSC is typically made by phone (1-800-950-1MVA (1682)) or contact us at: https://mymva.maryland.gov/go/web/ContactMVA
Certificate of Origin	An ownership document prepared and issued by a vehicle manufacturer describing the vehicle by year, make, vehicle identification number (VIN), body style, and weight.
Certified copy	A copy of a document or a record prepared by the MVA that is signed and certified as a true copy by the MVA.
Certified statement	A signed, written declaration of fact, made under penalty of perjury.
Class – driver’s license	A code maintained in MVA records that represent the type of driver’s license issued.
Class – vehicle	A code maintained in MVA records that represents both the vehicle type (e.g., passenger car, bus, truck, etc.) and the type of license plates displayed on it (e.g., standard plates, vanity plates, disability plates).
COMAR – Code of Maryland Regulations	A series of books compiled and published by the Maryland State government that contain administrative regulations.

Commemorative	A special license plate issued by the MVA honoring any geographical, historical, natural resource or environmental occurrence of statewide significance.
Compulsory insurance violation	A disregard for any law specifying vehicle insurance requirements.
Co-owner	One or more parties who share ownership of a vehicle. In Maryland, co-owners are considered to own an equal share of the vehicle.
Correction	A change made to existing data as a result of error or the receipt of new information. For more information, see Changing or Correcting Customer Name and Address and Correcting a Vehicle Related Information .
Credit Voucher	A document provided by the MVA to a customer who has overpaid for a transaction or service. The customer may apply the credited amount toward another MVA fee by submitting the voucher to the MVA. The customer may also remit the credit voucher to the MVA for a check.
Disability	A physical impairment that substantially limits one or more of the major life activities of an individual. For more information, see the Disability Parking processes.
Disability placard (hang tag)	A permit issued by MVA identifying the vehicle as one operated by or used to transport a person with a disability. The permit is designed to hang on the vehicle's rear view mirror and entitles the vehicle to be parked in a designated disability parking area.
DPPA - Drivers Privacy Protection Act	A law that prohibits the MVA from releasing personal information without the written consent of the record holder, except to certain authorized users. For more information, see the Sale of MVA Information processes.
Driver License System (DLS)	A computer system used within the MVA to issue a Maryland driver's license or ID card.
Dual registration	A form of registration where the owner is issued registration plates from two states because the vehicle is used in both for significant periods of time each year. For more information, see Registration – Dual Registration of a Vehicle .
Duplicate	A replacement for the original when a duplicate document is issued, the original document and any other copies are all considered void. For more information, see Duplicate Certificate of Title Request , Duplicate Security Interest Filing (SIF) Request , and Duplicate or Corrected Salvage Certificate .
Estate	The property and debts left by a deceased person.
Excise tax	Tax collected in conjunction with the titling of a vehicle (usually 6% of the vehicle's value), which is then directed to the Transportation Trust Fund. The Trust Fund is used for the building and maintenance of roads and bridges in Maryland.
Express office	A limited service facility of the MVA.
Expunge	The act of erasing information from an MVA record. For more information, see Driver Record Expungement by Request .
Flag	A marker on the driver's or vehicle's record maintained by the MVA that indicates the person/vehicle has an outstanding or pending issue, which may affect processing of certain transactions.

FR-19 – Maryland Insurance Verification	A form submitted to the MVA by an insurance company representative that provides evidence the vehicle’s insurance is in compliance with Maryland compulsory insurance laws.
Gift certificate	An MVA form used to certify the transfer of ownership of a vehicle between family members as a gift. For more information, see Titling – Gift to Family Member .
Gross Combined Weight (GCW)	The combined weight of a motor vehicle and the trailer that it tows.
Gross Vehicle Weight (GVW)	The weight of a vehicle and its load.
Gross Vehicle Weight Rating (GVWR)	The maximum allowable weight of a loaded vehicle, as certified by the manufacturer.
Ham tags	Specialty license plates issued by the MVA that display the vehicle owner’s FCC (Federal Communication Commission) Amateur Radio Operators License call number. For more information, see Registration – Specialty License Plates .
Historic motor vehicle	A motor vehicle, including passenger vehicle, motorcycle, or truck that: 1) is 20 years old or older; 2) has not been substantially altered from the manufacture’s original design; and 3) meets criteria contained in the rules and regulations issued by the MVA. Historic vehicles may be driven in connection with exhibitions, club activities, parades, tours, occasional transportation, and similar uses; they are not to be used for general daily transportation. For more information, see Registration – Other Special Use Vehicles .
Inspection – Maryland Safety Inspection	A physical inspection of a vehicle conducted by an authorized safety inspection station that ensures the vehicle meets all Maryland safety requirements. The Maryland State Police (MSP) Automobile Safety Enforcement Division (ASED) authorizes and monitors safety inspection stations and their inspectors. For more information, see Vehicle Safety Inspections .
Interactive Voice Response (IVR) system	A phone system available to customers to renew their vehicle registration, among other services.
International Registration Plan (IRP)	An agreement among states and some Canadian provinces regarding the collection and apportioning of registration fees for commercial vehicles that travel across state lines. Maryland is a signatory obligating this State to require certain vehicles to have an “apportioned registration”, meaning that the registration fee is shared with the other states through which the vehicle travels. For more information, see Registration – Apportioned Registration Under the IRP .
Kiosk	A self-service terminal available to customers to renew their vehicle registration, among other transactions.
Lease	A contract granting occupation or use of property, such as a vehicle, during a certain period in exchange for a specified payment. For more information, see Titling – Vehicle Purchased by Leasing Company 27300.24T and Titling – Vehicle Purchased After Lease 27300.30T .
Lessee	An individual or company that rents/leases property from another individual or company.
Lessor	An individual or company that rents/leases property to another individual or

	company.
Letters of administration	A legal document issued by the Register of Wills entrusting an individual with the administration of the estate of a decedent.
Lien	A record maintained by the MVA of a debt owed by a vehicle owner to a secured party. A secured party is an individual or financial institution who lends money to the vehicle owner and who may repossess the vehicle in the case of non-payment. For information, see Lien Placement and Lien Release .
MAIF	Maryland Automobile Insurance Fund
Notarized	Containing the certification stamp of a Notary Public.
Notary/Notary Public	An individual who has been granted the legal authority to witness and certify documents.
Notice Of Security Interest Filing – NSIF or SIF	A document showing that a lien has been officially recorded with the MVA. This document is only issued to the first secured party on the record.
Odometer disclosure statement/mileage statement	A statement certifying the mileage on a vehicle at the time of transfer or titling.
Owner	The individual or entity that holds title to a vehicle.
Parking Fine Receipt	A form issued by a flagging jurisdiction that verifies a parking fine has been satisfied.
Personalized registration plates	Custom made registration plates ordered by the owner and issued at the discretion of the MVA. For more information, see Registration - Specialty License Plates .
Plates	The metal license plates issued at the time of registration bearing the registration number assigned to the vehicle
Points	A system used by the MVA to document a driver’s conviction for violating certain vehicle laws. For more information, see Point Assessment for Traffic and Other Law Violations .
Power of Attorney	A signed statement authorizing one person to act for another person in their absence. The power of attorney must state, in detail, what they are authorizing the other person to do for them and must be signed by both the person authorizing and the person receiving the power of attorney. A <i>General Power of Attorney</i> used to transfer the ownership of a vehicle must state that it is for the transfer of property. A <i>Restricted Power of Attorney</i> must also include the year, make and VIN of the vehicle.
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	sustaining the damage; or 2) has been acquired by an Insurance company as a result of a claim or settlement; or 3) has been acquired by an Automotive Dismantler and Recycler as (i) an abandoned vehicle or (ii) for rebuilding or for use as parts only. For more information, see Titling – Vehicle Previously Salvaged .
Soundex	A unique code assigned to an individual that is determined by his or her name and date of birth.
Sticker	A small square piece of paper affixed to a vehicle’s license plate that shows the vehicle’s expiration month/year; separate stickers are issued for month and year.
Street rod	A vehicle that is 25 years old or older and has been substantially altered from the manufacturer’s original design. A street rod may be driven in connection with exhibitions, club activities, parades, tours, and for occasional transportation; it is not be used for general daily transportation. For more information, see Registration – Other Special Use Vehicle .
Substitute (Sub)	A document that is a copy or duplicate of the original and replaces it.
Surcharge	A secondary fee that is added to the normal cost of an item or service; the surcharge is usually designated for a special purpose.
Suspend	A process through which a privilege is denied for a specified period of time.
Temporary registration plates	<p>Metal license plates are provided to the owner for display on the vehicle, along with a document issued to a vehicle owner that permits a vehicle to be driven to and from an authorized Maryland Inspection Station. The purpose of the plate is for completing repairs and receiving the inspection certificate. The owner is expected to have the vehicle safety inspected before the end of the temporary registration expiration date.</p> <p>Also includes paper tags that are issued by a dealer when the buyer is titling the vehicle out of state, does not have metal plates or does not want to transfer them or the dealer does not have ERT.</p> <p><u>Business Rules</u></p> <ul style="list-style-type: none"> • See Registration – Temporary Inspection Waivers (#27300.57) <p><u>References</u></p> <ul style="list-style-type: none"> • Md. Code Ann., Transportation Article 13-405 • COMAR 11.15.09.01 • COMAR 11.15.09.02 • COMAR 11.15.09.03
Title	A document certifying ownership of a vehicle that is issued by a State, US Territory or Foreign Country.
Title service	A company licensed by the MVA to perform certain MVA transactions on behalf of drivers and vehicle owners.
Transfer/ tag transfer	A process through which a vehicle owner is authorized to move the license plates from one vehicle owned to another vehicle, when both vehicles have the same class and ownership. For more information, see Registration – Transfer of License Plates .
Vehicle	Any device in, on, or by which any individual or property is or might be transported or towed on a highway.
VEIP (Vehicle Emissions)	Emissions testing program used to help improve the state’s environment. VEIP helps Maryland meet the provisions of the 1990 amended Federal Clean Air Act.

Inspection Program)	
VIN (Vehicle Identification Number)	The numerals, letters, or combination of both on a vehicle that the manufacturer designates for the purpose of making a vehicle uniquely recognizable.
Vintage tags	License plate of a certain year displayed on a historic vehicle of the same year, in conjunction with historic or street rod plates. For more information, see Registration – Other Special Use Vehicles .

Contact Information:

MVA Customer Service Center: 1-800-950-1MVA (1682)
TTY/Hearing Impaired: 1-800-492-4575
Out-of-State: 1-301-729-4550