INTERACTIVE TITLE AND REGISTRATION MANUAL

FOR DEALER'S / TITLE SERVICES / VEHICLE PROGRAMS

The Motor Vehicle Administration is pleased to provide online guidance to dealers and title services. This manual is intended to assist you with the proper completion of your transactions, increase accuracy and reduce rejections of work. The information provided will increase the efficiency of processing work, which leads to greater customer service and satisfaction.

Motor Vehicle Administration

MVA's Mission Statement

"The MVA shall provide exemplary driver and vehicle services that promote Maryland's mobility and safety while enhancing process and product security."

TABLE OF CONTENTS

MVA's Mission Statement..... 2
Table of Contents..... 3-4
MVA Contacts..... 5-6
MVA's Website..... 7-8
Documents Required for Basic Titling Transactions..... 9
New Vehicle Purchased from a Dealer..... 10
Used Vehicle Purchased from a Dealer..... 11
Used Vehicle from Someone "Other than" a Dealer..... 12
Gifted Vehicle Between Immediate Family Members..... 13
Moving to Maryland – Used Vehicle Already Owned..... 14
Homemade Trailer..... 15
Properly Assembly of Title Records..... 16-17
Submission of Work to the MVA..... 18-19
    Submitting Title Work to the MVA 19
    Transmittal Sheet..... 20
Electronic Registration and Titling (ERT) – Dealer Work Submission..... 21-22
What ERT Dealers "Can and Can't Do..... 23-24
What ERT Title Services Can and Can't Do..... 25-26
Forms..... 27
How Do I Purchase a Maryland Vehicle Law Book..... 28
    Certificate of Title – VR-005..... 29-47
Title 11 – Chapter 33 – Trade In Allowance..... 48-51
Excise Tax..... 52
    Maryland Vehicle Law 13-810 – Excise Tax Exemptions..... 52-53
New Registration Plates or Transfer of Registration Plates..... 54-64
    Maryland Insurance Compliance Process 60-61
Power of Attorney for Odometer Disclosure Form..... 65
Maryland Clean Cars Act 2007..... 68
CAL Lev Exemptions..... 69
Truth in Mileage Act of 1986..... 70-89
Certificate of Origin..... 90-93
Maryland Certificate of Title..... 94-95
Maryland Notice of Security Interest Filing (SIF)..... 95-96
Maryland Dealer Reassignment..... 97
Out of State Titles..... 98
Lien Release..... 98-99
Safety Inspection Requirements..... 99-100
Vehicles Acquired Under Unusual Circumstances..... 101
Death of Vehicle Owner..... 101-102
Title 11-Subtitle 15 – Chapter 14 Certificates of Title..... 102-120
Dealer Resale Titles..... 120-121
Dealer Duplicate Titles..... 121

Reasons Title Work May Be Rejected..... 122
Application for Duplicate Certificate of Title..... 123
Application for Dealer's Duplicate Certificate of Ownership..... 124
Excise Tax Credit for Lemon or 60 Day Buy Back Vehicles..... 125-126
What's New at the MVA..... 127-132
Salvage Chart..... 137
Cash for Clunkers..... 138
Fraud Alert..... 139

MOTOR VEHICLE ADMINISTRATION (MVA) CONTACTS

Email Addresses or Phone #

Business Licensing & Consumer Services

Sarah Moore, Section Manager	smoore1@marylandmva.com
Wendy Johnson, Section Manager Salesman License	wjohnson@marylandmva.com
Ranae Johnson, Supervisor ERT Unit	rjohnson3@marylandmva.com
Martell Eley, Supervisor Salvage Unit	feley@marylandmva.com
Insurance Compliance Flags	410-768-7431

Motor Carrier & Electronic Services

Simone Logan, Supervisor Personalized and Organizational Tags	slogan@marylandmva.com
Deborah Smoot, Supervisor Motor Carrier	dsmoot1@marylandmva.com

Vehicle Records

Kathleen Schatz, Section Manager	kschatz@marylandmva.com
Darlene Spencer, Supervisor Correction and Edit Units	dschuman@marylandmva.com
Lisa Smith, Supervisor Disability Placard System and Certified Copies	lsmith2@marylandmva.com
Neva Rowles, Supervisor Tag Return and Refund Units	nrowles@marylandmva.com
Patricia Thomas, Supervisor Vehicle Records	pthomas1@marylandmva.com

Vehicle Services

Carla Chester, Acting Section Manager Parking, Red Light, Speed Camera, Stolen & Abandon Vehicles Flags Vehicle Response Unit	cchester@marylandmva.com
Bob Selig, Supervisor Central Liens Duplicate Titles	rselig@marylandmva.com

MVA'S WEBSITE

www.mva.maryland.gov

You will find helpful information at our website
www.mva.maryland.gov

Learn how to:

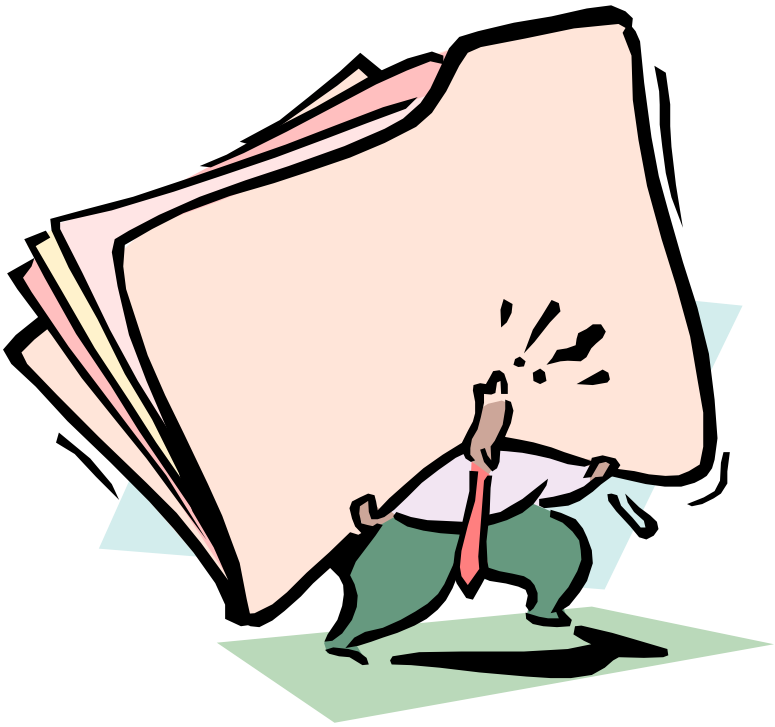
Sign up to receive Dealer Bulletins

Search for information not found in this manual,

Obtain information regarding fines for late submission of dealer work,

And much more!

Documents Required for Basic Titling Transactions



- **NEW VEHICLE PURCHASES FROM A DEALER**
- **USED VEHICLE PURCHASED FROM A DEALER**
- **USED VEHICLE PURCHASED FROM SOMEONE "OTHER THAN A DEALER"**
- **GIFTED VEHICLE BETWEEN IMMEDIATE FAMILY MEMBERS (WITHIN MARYLAND)**
- **MOVING TO MARYLAND – USED VEHICLE ALREADY OWNED**
- **HOMEMADE TRAILER**

NEW VEHICLE PURCHASED FROM A DEALER

Complete the **Application for Certificate of Title, (Form VR-005),** and submit the following documents:

Certificate of Origin properly assigned

Dealers Reassignments (if needed) - Be sure there is a complete sequence of ownership from the owner to the first dealer, to any subsequent dealers, and finally to the retail buyer.

Original Dealers Bill of Sale (photocopies are only accepted if notarized)

Note: Maryland Dealers may complete the certification section on the Application for Certificate of Title, (Form VR-005) or the certification on the dealer's reassignment.

Odometer Disclosure Statement on the reverse of the Certificate of Origin and/or any accompanying dealer reassignments. The odometer disclosure may also be on a separate odometer disclosure statement. All odometer disclosures must meet federal requirements.

Insurance coverage with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

Registration Card - If transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred, provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owners name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.

Tag transfer fee is $10.00. If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

Taxes

Excise tax is 6% of the price certified by the dealer, less trade-in allowance, with no allowance for down payment or manufacturer's rebate. Dealer processing fee up to $100.00 is also included in the taxable price. Non-taxable items include dealer discount or dealer rebates, extended warranties, mechanical repair contracts, electronic registration fees, federal excise tax, and equipment installed to accommodate a disabled individual. See complete procedures for calculating total purchase and taxable price in Code of Maryland Regulation (COMAR) 11.15.33.00

Title Fee $50.00

Lien Filing Fee $20.00 for each lien recorded (if applicable)

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USED VEHICLE PURCHASED FROM A DEALER

Complete the **Application for Certificate of Title, Form VR-005** or complete **the application for title on the reverse of the Maryland title,** and submit the following documents:

Certificate of Title properly assigned. Be sure there is a complete sequence of ownership from the owner to the first dealer, to any subsequent dealers, and finally to the retail buyer.

Dealer Reassignments (if Needed) – Be sure to attach any separate dealer reassignments required to complete the sequence of ownership as stated above.

Original Dealers Bill of Sale (photocopies are only accepted if notarized)

Note: Maryland Dealers may complete the certification section on the Application for Certificate of Title (Form VR-005) or the certification on the dealer's reassignment.

Maryland Safety Inspection Certificate – For vehicles held in dealer inventory only, inspections are valid for up to 6 months; or until 1000 miles has been added to the vehicles odometer. Note: Trucks (1 ton and larger), tractors and freight trailers may be sold un-inspected by Maryland dealers and the MVA may sell a 30-day temporary registration to be used by the owner to complete the inspection process.

Lien Release (if Needed) - An acceptable lien release is a Maryland Notice of Security Interest Filing form properly signed on the front by the lien holders authorized representative; or a lien properly released on an out of state title; or a letter on the lien holders original letter head releasing the lien (See additional information on requirements for lien release letters in this manual). Unless the lien release letter is being provided to you directly from the lien holder, it is wise to verify the lien release and get positive identification from any customer presenting a lien release letter.

Odometer Disclosure Statement - Odometer statements are contained on all titles in compliance with the federal truth in mileage act. Separate odometer disclosure statements are acceptable if properly signed and completed by the seller and buyer. (See complete information on proper odometer disclosure in this manual)

Insurance coverage with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

Registration Card - If transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred. Also provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owners name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.

Tag transfer fee is $10.00. If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.

Taxes - Excise tax is 6% of the price certified by the dealer, less trade-in allowance, with no allowance for down payment or manufacturer's rebate. Dealer processing fee up to $100.00 is also included in the taxable price. Non-taxable items include dealer discount or dealer rebates, extended warranties, mechanical repair contracts, electronic registration fees, federal excise tax, and equipment installed to accommodate a disabled individual. See complete procedures for calculating total purchase and taxable price in Code of Maryland Regulation (COMAR) 11.15.33.00

Title Fee $50.00

Lien Filing Fee $20.00 for each lien recorded (if applicable)

USED VEHICLE PURCHASED FROM SOMEONE "OTHER THAN" A DEALER

Complete the **Application for Certificate of Title, (Form VR-005)** or complete the **application for title on the reverse of the Maryland title,** and submit the following documents:
Certificate of Title properly assigned.
Notarized Bill of Sale with the signatures of all sellers and buyers should be provided for vehicles less than 7 years old.
Maryland Safety Inspection is valid for 90 days from the date of inspection. Once recorded with the MVA, the inspection certificate is only valid for 30 days from the date of inspection for a resale. If an inspection certificate is not provided, the customer may complete a Temporary Inspection Waiver (Form VR-129) to obtain a 30-day temporary registration.
Insurance coverage with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.
Trailers do not require insurance unless rented or leased.
Lien Release (if Needed) - An acceptable lien release is a Maryland Notice of Security Interest Filing form properly signed on the front by the lien holders authorized representative; or a lien properly released on an out of state title; or a letter on the lien holders original letter head releasing the lien (See additional information on requirements for lien release letters in this manual). Unless the lien letter is being provided to you directly from the lien holder, it is wise to verify the lien release and get positive identification from any customer presenting a lien release letter.
New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.
Registration Card - if transferring tags from another vehicle that has been sold, junked, traded, or otherwise transferred, provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owners name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.
Tag transfer fee is $10.00. If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.
Taxes - Vehicles less than 7 years old – When a notarized bill of sale accompanies the title, the excise tax is 6% of "the greater of" the purchase price on the bill of sale or $640.00 ($320.00 for trailers). If the bill of sale does not accompany the title, the excise tax is 6% of the greater of the purchase price on the title, or the NADA book value of the vehicle. Minimum excise tax is $38.40 ($19.20 for trailers).
Taxes – Vehicles 7 years old and older – Excise tax is 6% of the greater of the purchase price on the title or $640.00 ($320.00 for trailers). Minimum excise tax is $38.40 ($19.20 for trailers).
Title Fee $50.00
Lien Filing Fee $20.00 for each lien recorded (if applicable)

Gifted Vehicle Between Immediate Family Members (within Maryland)

Maryland Title- properly assigned by the person(s) giving the vehicle
Application for Certificate of Title on the reverse of the Maryland title**,** or the **Application for Certificate of Title, (Form VR-005) -** completed by the person(s) receiving the vehicle
Insurance coverage with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.
Trailers do not require insurance unless rented or leased.
Gift Certification (Form VR-103) – completed and signed by all givers and receivers of the vehicle
Proof of Relationship – submit if last names are different, i.e., birth certificate, marriage certificate, etc. Note: For Aunt/Uncle over 65 years old to Niece/Nephew transfers only, the Gift Title Transfers – Certified Statement (Form VR-299) may be used in place of proof of relationship
Lien Release (if subject to a lien) **–** Maryland's lien release is a **Notice of Security Interest Filing,** properly released on the front by the lien holder's representative; or a **Letter on Lien Holder's Letterhead** releasing the lien. If the lien is not released, a letter from the lien holder on letterhead to authorize the change in ownership and state whether or not the lien contract has changed or remains the same, is required. The letter must include the year, make and vehicle identification number and specifically indicate to whom the vehicle is to be transferred.
Note: Gifts between husband and wife with an open lien are excise tax exempt, but still require a letter of permission from the lien holder.
Note: Gifts between parents and children with an open lien need a letter signed by both, stating who made the down payment, paid the taxes, made all payments, and will continue to make the payments. If the receiver of the vehicle did not make all of the above payments, the transaction is taxable at 6% of the vehicle book value for vehicles less than 7 years old; or for vehicles 7 years old and older, the minimum tax of $38.40($19.20 for trailers). Letter of permission from the lien holder as stated above is, is also required.
Note; Gifts with open liens between relationships "other than" husband wife, and special conditions as stated above for parents and children, must pay excise tax.
Maryland Safety Inspection is not needed for transfers between husband/wife, parents/children, or transfers where the title is being transferred from joint ownership to one of the owners individual names. ALL OTHER RELATIONSHIPS REQUIRE MARYLAND SAFETY INSPECTION. Note: If an inspection certificate is required but not provided, the customer may complete a Temporary Inspection Waiver (Form VR-129) to obtain a 30-day temporary registration. The cost of a temporary registration is $20.00 and is in addition to all other required fees. If temporary registration is issued, the regular registration fee for the vehicle will be charged when the safety inspection certificate is submitted.
Taxes – Excise tax is "exempt" for vehicles currently titled in Maryland and being transferred to: a spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the vehicle owner and no money or other valuable consideration is involved in the transfer. Transfers from Aunt/Uncle over 65 years of age to Niece/Nephew are excise tax exempt.
Registration Card – if transferring tags from the gifted vehicle or another vehicle that has been sold, junked, traded, or otherwise transferred. Also provide the name and address of the person or business entity to which the old vehicle was transferred. Tags may be transferred to a vehicle in the same owners name, and between parents and children, and husband and wife. Tags may only be transferred to vehicles of the same class.
New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.
Tag transfer fee is $10.00. If the tags being transferred are valid for less than a year, there will also be an additional year's registration fee and surcharge collected.
Title Fee $50.00
Lien Filing Fee $20.00 for each lien recorded (if applicable) –Lien filing fee is not required for existing liens to be recorded if the letter of permission from the lien holder states that the lien contract remains the same.

Note: Gifts of vehicles "not previously titled in Maryland" between family members are subject to excise tax and a Maryland Safety Inspection.

MOVING TO MARYLAND – USED VEHICLE ALREADY OWNED

Complete the **Application for Certificate of Title (Form VR-005)** and submit the following documents:

Out of State Title (or ownership document required in that state) – If the out of state title is being held by a lien holder, call 1-800-950-1682 to obtain a letter, requesting that the out of state title be mailed to the Maryland Motor Vehicle Administration.

Lien Release, if needed

Maryland Safety Inspection Certificate - If the applicant desires registration but does not provide a Maryland Safety Inspection Certificate, they may apply for a 30-day temporary registration by completing the Temporary Inspection Waiver (Form VR-129). If temporary registration is applied for, the permanent registration will not be issued until the Maryland Safety Inspection Certificate is submitted. **Temporary Registration Fee is $20.00.** Note: The fee for the regular plates will be paid when the safety inspection certificate is submitted.

Insurance coverage with a company licensed to insure vehicles in Maryland. Provide the full name of the company, policy or binder number and the agent's name.

Trailers do not require insurance unless rented or leased.

Excise Tax and Excise Tax Credit – If the vehicle is titled or registered in the name of the applicant in another state at the time of making this application, Maryland Excise Tax is 6% of the "average retail value" of the vehicle as shown in the NADA Used Car Guide. Vehicles "7 years old and older" currently owned by the applicant in another state will be charged the minimum excise tax of $38.40 ($19.20 for trailers). On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has not been a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding county or local tax). The excise tax shall apply, but at a rate measured by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be $100. New residents leasing vehicles need to provide a copy of the lease contract or a letter from the leasing company indicating taxes paid (if any) to the previous state to ensure that an excise tax credit may be applied. Active duty military living in Maryland and stationed in Maryland, an adjoining state, or DC; and returning Maryland residents in the military, are entitled to receive an excise tax credit for up to 1 year. Please note that out of state military who are stationed in Maryland have the option of titling and registering their vehicles in Maryland or in the state that is their home of record.

New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

Title Fee $50.00

Lien Filing Fee $20.00 for each lien recorded (if applicable)

Homemade Trailer

Complete the **Application for Certificate of Title (Form VR-005)** and submit the following documents:

Two Pictures of the trailer are required. One picture of the entire rear view showing the lights; and one entire side view showing the hitch

Receipts for parts that were purchased to build the trailer

Certified Statement – Must itemize all parts used to build the trailer (provide receipts as stated above). If all or any of the parts were used, they must be listed and an estimated value of the used parts entered. The certified statement also needs to contain what the owner considers to be the total value of the trailer.

Application for Assigned Vehicle Identification Number (Form VR-198) – Trailers with a gross vehicle weight of 5,000 lbs or less may apply for assigned vehicle identification number at any full service branch of the MVA. Trailers with a gross vehicle weight of 5001 lbs or more, are required to be taken to the garage located at the Glen Burnie branch of the MVA, on Tuesdays between 8:30am and 1:00pm, to have the vehicle identification number assigned and affixed by the Maryland State Police Auto Theft Unit.

Temporary Inspection Waiver, Form VR-129 – Once the VIN has been issued and affixed to the trailer, it will need to be Maryland Safety Inspected before registration plates may be issued. The applicant may apply for a 30-day temporary registration to take the vehicle to an authorized Maryland Safety Inspection Station. If temporary registration is requested, the permanent registration will not be issued until the Maryland Safety Inspection Certificate is submitted. When the safety inspection is submitted, the regular tags may be purchased. **Temporary Registration Fee is $20.00** (This fee is in addition to the cost of registration plates).

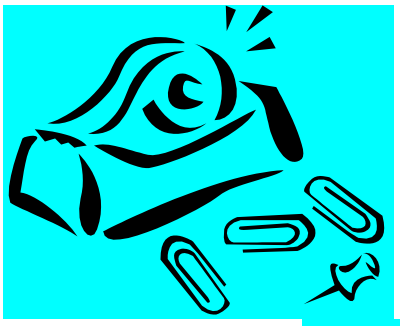
New Tags - If purchasing tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected.

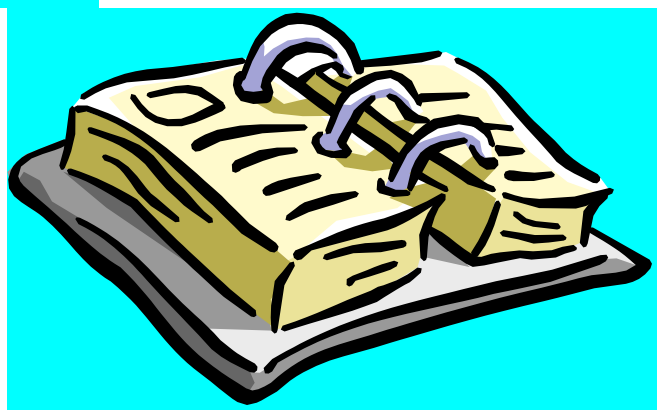
Excise Tax – Excise tax will be 6% of the total value of the trailer. Minimum excise tax for trailers is $19.20.

Title Fee $50.00

Lien Filing Fee $20.00 for each lien recorded (if applicable)

PROPER ASSEMBLY OF TITLE RECORDS





PROPER ASSEMBLY OF TITLE RECORD DOCUMENTS

FROM TOP TO BOTTOM

- Registration card (If Tag Transferred)
- Application for Certificate of Title (Form VR-005)
- Certificate of Origin, Title, or other acceptable ownership document
- Lien Release – Notice of Security Interest Filing
- Dealer Reassignment(s)
- Bill of Sale / Gift Form
- Miscellaneous MVA Forms
- Odometer Mileage Statements
- Maryland Safety Inspection Certificate
- Vehicle Emission Report (if submitted)

PLEASE ASSEMBLE FORMS IN PROPER ORDER

DO NOT FOLD FORMS

DO NOT USE AN EXCESSIVE NUMBER OF STAPLES

DO NOT USE HIGHLIGHTERS

SUBMITTING TITLE WORK TO THE MVA

Submitting Title Work to the MVA

The dealer must submit to MVA all required documents, taxes and fees within **30 days of date of delivery** for class A passenger cars, class D motorcycles, class M multipurpose vehicles, and class G travel and camping trailers. Dealerships will be charged late fines for work not submitted within 30 days of the date of delivery. **NOTE: For other classes of vehicles, the dealer has the option of collecting the tax and submitting it with all required documents within 30 days of the date of delivery; or allowing the customer to present the necessary titling documents, pay the excise tax and all required fees to the MVA.** Even though dealers are not required to submit the documents, taxes and fees for other classes of vehicles, if there is a lien to record, you may want to exercise the option to submit the documents, taxes and fees to ensure that the lien is properly recorded. Maryland Vehicle Law Reference 13-113(e)

If you are selling a vehicle to a customer in another state the law allows the dealer to provide the titling documents to the transferee within 30 days. However, if there is a lien to record, the selling dealer may wish to contact the other state and mail the titling documents, taxes and fees to that state. This will ensure that the lien is properly recorded. Phone numbers for other state's motor vehicle departments may be found in several national publications. Contact your dealer's association for the names of these manuals.

TRANSMITTAL SHEET

All title work submitted to the MVA that is "dropped off" for processing must be recorded on a Transmittal Sheet (Form VR-205). The transmittal sheet is utilized as a receipt for drop off title work as well as a tracking sheet for title work processed. Exception: For walk-in transactions processed at branch offices, the transmittal sheet is not required.

See sample of properly completed transmittal sheet below:

MVA Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-205 (12-09)

Transmittal Sheet

DATE PREPARED: January 19, 2010

DEALER NUMBER: 99999

DEALER'S PRINTED NAME: Good Guy Motors

LICENSE NUMBER: T5-9999

PRINTED NAME OF TITLE SERVICE: Jack's Fast Title Service

PROCESSED BY MVA EMPLOYEE: (Printed Name)

APPLICANT NAME	DATE OF DELIVERY	TRANS TYPE	NET TAX	TITLE FEE	TAG/TRANS FEE	MISC FEE	TOTAL FEES	PLUS/MINUS	REJECT
1. Smith, John	1-5-10	T1	$1980.00	$50.00	$180.00	Lien $20.00	$2230.00		
2. Jones, Jack	1-7-10	T1	$995.40	$50.00	$128.00	Bay $20.00	$1193.40		
3. Doe, James	1-7-10	T2	$1353.86	$50.00	$10.00 $90.00	AG $20.00	$1523.86		
4. Red Trucking Co.	1-14-10	T1	$87.12	$50.00	$154.50	Lien $20.00	$311.62		
5. Day, Sandra	1-15-10	T3	$119.07	$50.00	$128.00	—	$297.07		
6. Baker & Baker LLC	1-15-10	T1	$2460.05	$50.00	$103.50	Lien $20.00	$2633.55		
TOTAL			$6995.50	$300.00	$794.00	$100.00	$8189.50		

VALIDATE TRANSMITTAL	MVA USE ONLY	SUMMARY OF PAYMENT
	REFUND	
	AMOUNT	CHECKS $8089.50
	VOUCHER #	CASH $
	DATE ISSUED/RECEIVED	VOUCHER $ 100.00
		TOTAL $8189.50

TYPE OF TRANSACTION

T1 = NEW TITLE/TAGS
T2 = NEW TITLE TAG TRANSFER
T3 = NEW TITLE WITH TAG TRANSFER & RENEWAL
T4 = NEW TITLE WITH TEMPORARY TAGS
T5 = NEW TITLE ONLY
TC = TITLE CORRECTION
DT = DUPLICATE TITLE
SA = SALVAGE APPLICATION
SC = SALVAGE CORRECTION/ DUPLICATE
SIF = SECURITY INTEREST FILING
TM = TEMPORARY TAGS
NR = NEW TAG REGISTRATION
TT = TRANSFER OF TAGS
DU = DUPLICATE REGISTRATION
PP = PERSONALIZED PLATES
RC = REGISTRATION CORRECTION
RT = REPLACEMENT TAG RENEWAL
SS = SUBSTITUTE STICKERS
SR = STANDARD RENEWAL
ST = SUBSTITUTE TAGS
TR = TAG RETURN
AF = ADMINISTRATIVE FLAG FEE
CC = CERTIFIED COPY
O = OTHERS

WHITE COPY - MVA CANARY COPY - TITLE SERVICE PINK COPY - MVA RECEIPT GOLDENROD COPY - DEALER

For more information, please call: **1-800-950-1MVA (1682)** (to speak with a customer service representative), From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

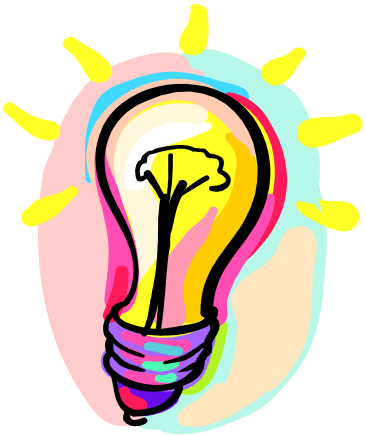
ELECTRONIC REGISTRATION AND TITLING (ERT) DEALER WORK SUBMISSION

SPECIAL NOTE FOR ERT DEALER WORK

SUBMISSION – Any work processed through the ERT dealer networks must be “transmitted” within 30 days of the date of delivery. Bundles, containing title and registration records, need to be submitted to the MVA immediately after transmission by delivering them to counter 104 in the Glen Burnie headquarters building of the MVA; or mailed to the MVA at the following address:

Maryland Motor Vehicle Administration
6601 Ritchie Highway NE
ERT Unit, Room 104
Glen Burnie, MD 21062

WHAT
ERT
DEALERS
"CAN" DO
&
"CAN'T" DO



What transactions "CAN" ERT dealers process electronically?

- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal of tags (T3)
- New title only (T5)
- Title for ATV's - Need to use class D, enter NR in the inspection field and enter AT for the body style
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST)
- Substitute stickers (SS)
- Duplicate registration (DU)
- Duplicate title, Form VR-018 (DT) (Transmit only)
- Duplicate title, Form VR-003 (Transmit only)
- Administrative flag fee (AF)
- Can utilize mailing address, mail address shows on title, not on database.
- Soundex issuance with proper documents – ERT Dealers must fax drivers license ID card, military ID from this country, or US passport to MVA ERT Unit at 410-424-3629 or 410-768-7070. Otherwise the transaction needs to be submitted to MVA.
- Tag return.

What transactions "CANNOT" be processed by ERT dealers?

- **No** branding of titles (can only brand for CAL LEV and odometer A, B or C)
- **No** VIN plate assignment
- **No** new issuance of disability plates, only transfer of disability plates
- **No** new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
- **No** taxi (class B) no limousine (class Q) no ambulance / funeral (class C)
- **No** State and Local government (**not** new or transferred)
- **No** law enforcement
- **No** excise tax-exempt for business (mergers, consolidations, newly formed, dissolving etc.)
- **No** excise tax-exempt individual transferring to inter-vivos trust
- **No** excise tax credit for new residents
- **No** out of country gray market vehicles
- **No** registration corrections (RC)

WHAT
ERT
TITLE SERVICES
"CAN" DO
&
"CAN'T" DO

What transactions "CAN" ERT Title Services process electronically?

- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal (T3)
- New title and temporary tags (T4)
- New title only (T5)
- Title for ATV'S (NR in inspection field, use class D, and R in the exception field, AT for body style)
- Temporary tag (TM)
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST)
- Substitute stickers (SS)
- Duplicate registration (DU)
- Duplicate title (DT) transmit only
- Administrative flag fee (AF)
- Can utilize mailing address (mailing address shows on title, not on database)
- Soundex issuance with proper documents - must fax Driver License, ID card, Military ID from this country, or US Passport to MVA ERT UNIT (otherwise transaction needs to be submitted to MVA)
- Can do work on behalf of dealer (but cannot get 1.2% unless both dealer # and title service # are entered)
- Tag return
- Can "only" process salvage transactions on behalf of an insurance company (Must have contract with the insurance company and submit to MVA Business Licensing for approval).

What transactions "CANNOT" be processed by ERT Title Services?

- **No** duplicate title VR-003 processing
- **No** branding of titles (can only brand for CAL LEV and odometer A, B or C)
- **No** VIN plate assignment
- **No** new issuance of disability plates, only transfer of disability plates
- **No** new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
- **No** taxi (class B), **no** limousine (class Q), **no** ambulance/funeral (class C)
- **No** state and local government (not new or transfer)
- **No** law enforcement
- **No** tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
- **No** tax exempt - individual transferring to intervivos trust
- **No** excise tax credit for new residents
- **No** out of country – (gray market vehicles)
- **No** registration correction (RC)
- **No** transfer tags (TT)
- **No** transfer with renewal (TR)

Forms

To download the most commonly used MVA forms:
Go to www.mva.maryland.gov then go to Online Services/Download forms

Forms can be ordered by fax from the MVA Warehouse using the fax number below:

Fax: 410-762-5136

Fax requests need to be on the letterhead of the dealership or title service and must include the complete mailing address. " **DO NOT**" USE P.O. BOXES. THE DELIVERY SERVICE "**WILL NOT**" DELIVER TO P.O. BOXES. Be sure to include the first name, last name and phone number of the point of contact at the dealership or title service.

Please note that "Maryland Dealer Reassignments" and the "Secure Power of Attorney for Odometer Disclosure" may only be purchased from the:

Maryland Automobile Dealer's Association (MADA)
410-269-1710 http://mdauto.org/

or,

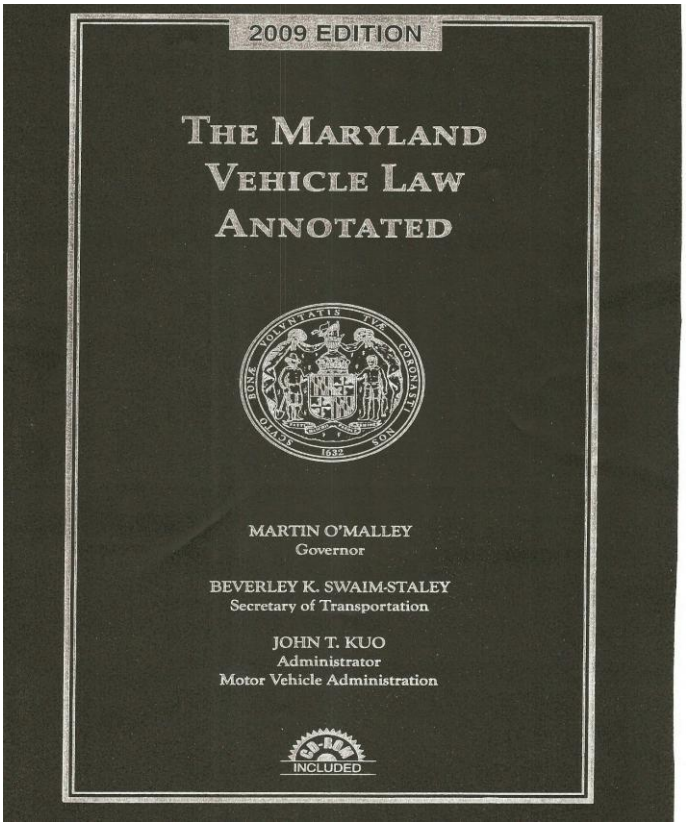
Maryland Independent Automobile Dealer's Association (MIADA)
410-269-4237 http://miada-diada.com/forms.cfm.

HOW DO I PURCHASE A MARYLAND VEHICLE LAW BOOK?

CALL TOLL FREE 800-562-1197

OR

ORDER ONLINE AT WWW.LEXISNEXIS.COM/BOOKSTORE



Guidance in the Completion of the

The Application for Certificate of Title

Form VR-005

The Application for Certificate of Title is the form you will use to assist your customer in titling and registering their vehicle(s). It summarizes the contents of supporting documents in a vehicle's title record. The pages that follow provide you with step-by-step guidance needed to properly complete the form. Maryland Vehicle Law requires the use of this form.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10)

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME / MIDDLE / LAST	CO-APPLICANT'S FIRST NAME / MIDDLE / LAST
APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO. / DATE OF BIRTH (MONTH, DAY, YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN # / DATE OF BIRTH (MONTH, DAY, YEAR)
APPLICANT'S STREET ADDRESS / CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS / CITY OR TOWN
COUNTY / STATE / ZIP CODE	COUNTY / STATE / ZIP CODE

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

VEHICLE DESCRIPTION

☐ NEW VEHICLE ☐ USED VEHICLE	MODEL YEAR	MAKE OF VEHICLE	MODEL NO.	VEHICLE IDENTIFICATION NUMBER			
☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE	TYPE OF FUEL	# OF CYLINDERS	MOTOR CARRIER #	UNIT #

☐ TRUCK	☐ TRUCK TRACTOR		☐ BUS	☐ MOTORCYCLE		☐ TRAILER (SPECIFY LENGTH)	
G.V.W.	G.C.W.	AXLES	SEATS	ENGINE NO.	ENGINE SIZE (C.C.)	G.V.W.	TYPE OF TRAILER

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings.
LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.

NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER	

PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE

IF VEHICLE RECENTLY PURCHASED	MARYLAND DEALER'S CERTIFICATION	DEALERS ONLY
MD. EXCISE TAX 6% OF $_____ FULL PURCHASE PRICE ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery _____ DEALER'S NUMBER N U _____ NAME OF DEALERSHIP _____ SIGNATURE OF DEALER _____ DATE _____	CERTIFIED SELLING PRICE TRADE-IN ALLOWANCE TAXABLE PRICE GROSS TAX COLLECTED
VIN OF TRADE-IN _____ STATE _____		COLL. FEE 1.2% OF GROSS
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately _____. I/we last registered this vehicle in _____ and paid _____% tax (if no tax paid, write "NONE") ☐ Check here if active duty military.		NET TAX REMITTED

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: ☐ New Tags ☐ Transfer of Tags ☐ Title Only Is your motor vevhicle now suspended or revoked in this or any other state? ☐ Yes ☐ No Is this vehicle to be operated for short term rental? ☐ Yes ☐ No If transferring plates, complete below:

TAG NO._____ and STICKER NO._____ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name_____

Address _____

Name of Insurance Co. _____ Policy or Binder No. _____

Agent or broker_____ Class of Tags desired _____

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (NO TENTHS)

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant_____ Printed Name of Applicant _____

Signature of Co-Applicant _____ Printed Name of Co-Applicant _____

Witness my/our Hand(s) and Seal(s) this _____ day of _____ year _____

Signature of Co-Signer _____ Relationship _____

Soundex_____ Date of Birth_____

For more information, please call: **1-800-950-1MVA (1682)** (to speak with a customer service representative),
From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

FOR ASSISTANCE – PLEASE CALL TOLL FREE 1-800-950-1MVA (950-1682) OUT OF STATE 1-301-729-4550, TTY FOR THE HEARING IMPAIRED 1-800-492-4575

DOCUMENTS REQUIRED FOR OBTAINING A MARYLAND CERTIFICATE OF TITLE

NEW VEHICLES

NEW VEHICLES PURCHASED OUT-OF-STATE

1. A Manufacturer's Certificate of Origin or other ownership document(s) required by law and;
2. Original Dealer's Bill of Sale

NEW VEHICLES PURCHASED IN MARYLAND

1. A Manufacturer's Certificate of Origin and;
2. Maryland dealers complete the Maryland Dealers Certification located on the front of this application or submit the original Dealers 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

USED VEHICLES FROM A TITLE STATE

1. An out of state Certificate of Title in the applicant's name or;
2. 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

1. 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.
2. 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.

ODOMETER MILEAGE STATEMENT

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

INSURANCE REQUIREMENTS

All motor vehicles registered in Maryland must be insured by a company licensed in Maryland and must have personal injury and property damage liability insurance at least in the amount of $20,000/$40,000/$15,000, as required by 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/low speed vehicle, 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 Waiver (VR-129) is submitted. 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.

SECURITY INTEREST FILING FEE

$20.00 For Each Lien Recorded

TITLE FEE

$50.00

TRANSFER OF REGISTRATION PLATES

If the annual registration fee is the same or less than the previously owned vehicle, the transfer fee is $10.00. If the annual registration fee is more than that of the previously owned vehicle, the transfer fee is $10.00 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.

JOINT TENANTS/TENANTS BY ENTIRETY

Joint tenants and tenants by entirety are forms of ownership with rights of survivorship. Ownership by joint tenancy may be selected by any two or more persons. Only joint ownership by husband and wife may select tenants by entireties. Upon transfer to the survivor, the application must be accompanied by a certified copy of the death certificate.

MARYLAND EXCISE TAX

If the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance.

Transactions for vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or $640 ($320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the average retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage.

Vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than $640 ($320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is $640 ($320 for trailers) or less the tax will be the minimum excise tax $38.40 ($19.20 for trailers).

New Residents

If the vehicle is titled or registered in the name of the applicant in another state at the time of making this application, Maryland Excise Tax is 6% of the "average retail value" of the vehicle as shown in the NADA Used Car Guide. Vehicles "7 years old and older" currently owned by the applicant in another state will be charged the minimum excise tax of $38.40 ($19.20 for trailers). On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has not been a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding county or local tax). The excise tax shall apply, but at a rate measured by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be $100. New residents leasing vehicles need to provide a copy of the lease contract or a letter from the leasing company indicating taxes paid (if any) to the previous state to ensure that an excise tax credit may be applied. Active duty military living in Maryland and stationed in Maryland, an adjoining state, or DC; and returning Maryland residents in the military, are entitled to receive an excise tax credit for up to 1 year. Please note that out of state military who are stationed in Maryland, have the option of titling and registering their vehicles in Maryland or in the state that is their home of record.

REGISTRATION PLATES AND FEES

Multiyear registration – All classes of vehicles will be issued a 2-year registration except for trucks (1 ton and larger), and tractors.

Surcharge – To insure stable funding for Maryland's world-renowned emergency medical services (EMS) system, a "surcharge" of $13.50 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.

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.

The following fees include the surcharge where applicable:

	2 YRS	1 YR
CLASS A – Passenger Car, or		
CLASS M – Multipurpose Vehicle		
Shipping Weight up to 3,700 lbs	$128.00	$64.00
Shipping Weight over 3,700 lbs	$180.00	$90.00
CLASS B – Passenger vehicle for hire (TAXI)	$327.00	$163.50
CLASS E – 1/2 and 3/4 ton trucks up to 7,000 lbs GVW	$154.50	$77.25
Note: 1/2 and 3/4-ton trucks with a GVWR above 7,000 lbs may be registered at a maximum GVW of 10,000 lbs. If the weight of 10,000 lbs is selected the registration fee will be:	$207.00	$103.50
CLASS D – Motorcycles/Low Speed Vehicles	$97.00	$48.50
CLASS L – Historic Vehicles	$51.00	$25.50
CLASS N – Street Rod	$51.00	$25.50

CLASS G – Non-Freight Trailers/Semi-Trailers (Surcharge does not apply)

Maximum gross vehicle weight limit	Fee per 1,000 lbs or fraction thereof 2 YRS	1 YR
3,000 lbs or less	$51.00	$25.50
3,001 to 5,000 lbs	$102.00	$51.00
5,001 to 10,000 lbs	$160.00	$80.00
10,001 to 20,000 lbs	$248.00	$124.00

Note: For non-freight trailers, weight must be selected in 1,000 lb increments.

CLASS G – Freight trailers in excess of 20,000 lbs $76.50 $38.25

CLASS E – Truck schedule of fees for Trucks 1 Ton and larger (Add Surcharge)

GVW CATEGORIES	Fee per 1,000 lbs or fraction thereof
10,000–18,000 lbs	$9.00
18,001–26,000 lbs	$11.75
26,001–40,000 lbs	$12.75
40,001–60,000 lbs	$14.75
60,001–80,000 lbs	$16.00

CLASS EFT – Farm trucks (Add Surcharge)

GVW CATEGORIES	Fee per 1,000 lbs or fraction thereof
Minimum 10,000-40,000 lbs	$5.00
40,001–65,000 lbs Maximum	$5.25

This schedule applies to both GVW and GCW, as required. For assistance in selecting the appropriate weight for your vehicle, contact the Commercial Vehicle Enforcement Division of the Maryland State Police. GCW is required if you are pulling trailers in excess of 20,000 lbs.

CLASS T – Tow Trucks and Rollbacks (Fee includes surcharge)

Under 26,000 lbs GVWR	$198.50
Over 26,000 lbs GVWR	$563.50

CLASS TE – Tow Trucks and Rollbacks can be used for hauling or towing

Up to 18,000 lbs	$198.50 (includes surcharge)
18,001 – 26,000 lbs	$11.75 per 1,000 lbs
26,001 – 40,000 lbs	$563.50
40,001 – 60,000 lbs	$14.75 per 1,000 lbs
60,001 – 80,000 lbs	$16.00 per 1,000 lbs

CLASS EPD or ED4 Dump Trucks (Add Surcharge)

	GVW	1 YR
2 axles	40,000 lbs	$1050.00
3, 4, 5 or 6 axles	40,000 – 70,000 lbs	$26.25 per 1,000 lbs

CLASS GF Farm Trailers/Semi Trailers (Surcharge does not apply)

Maximum Gross Weight Limits	1 YR
3,000 lbs	$12.75
5,000 lbs	$25.50
10,000 lbs	$40.00
20,000 lbs	$62.00

PAYMENT: Please make checks or money orders payable to MVA. The check must include (1) imprinted name and address, (2) driver license number (soundex number), (3) home or work telephone number. Company checks must have the Federal Employer Identification Number (FEIN). Visa, Master Card, American Express and cash are acceptable for payment in person.

Apply to... Register to Vote Now!

Apply to register to vote with your driver's license transaction. For details ask your customer service representative.

Proper Completion of the Application for Certificate of Title

Form VR-005 or Title Application Located on the Reverse of the Maryland Title

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME	MIDDLE	LAST	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
John	Quincy	Public			

APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO.	DATE OF BIRTH (MONTH / DAY / YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #	DATE OF BIRTH (MONTH / DAY / YEAR)
P-142-429-723-002	1 / 1 / 46		

APPLICANT'S STREET ADDRESS	CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS	CITY OR TOWN
0123 Anywhere Street	Balto		

COUNTY	STATE	ZIP CODE	COUNTY	STATE	ZIP CODE
Balto	MD	21222			

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

OWNER INFORMATION

For the protection of your customers and your business, **be sure to obtain positive identification from all persons buying vehicles**. In most cases, this will be a Maryland Driver License or Maryland Identification Card. A copy of the identification provided must be maintained with your records.

NAMES - Full names of all owners need to be used (First, Middle, and Last). For customer's having no middle name, indicate with NMN. If the customer's name contains a middle initial only, this must be verified by the Maryland Driver's License, or a Maryland ID Card showing a middle initial.

For new residents to the State who have not yet obtained a Maryland Driver's License or a Maryland ID Card, the first, middle and last name must be furnished along with the date of birth. Since many other states do not use full names on their Driver's Licenses, you need to inform the customer that in this State, they need to use their full name.

The name(s) on the application must agree with the assigned Certificate of Origin (CO) or Title.

If there is a name change, submit the **Application for Change of Name and Address (Form VR-154)** and send copies of supporting documents (Marriage Certificate, Divorce Decree, Court Order, etc.) that show the name change.

ET AL - Vehicles having more than 2 owners must have the names, soundex numbers, and signatures of all owners on the title application, (Form VR-005). Only the first owner's name and soundex number is shown on the title. The co-owners' names are shown as ET AL and the co-owners' soundex will be Z-977-777-777-777. *NOTE: When the vehicle is sold, the signatures of all owners will be required to transfer ownership. The title record needs to be viewed to verify the names of all owners. Contact MVA to verify the names of all owners on a vehicle showing ET AL.*

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME	MIDDLE	LAST	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
John	Quincy	Public			

APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO.	DATE OF BIRTH (MONTH / DAY / YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #	DATE OF BIRTH (MONTH / DAY / YEAR)
P-142-429-723-002	1 / 1 / 46		

APPLICANT'S STREET ADDRESS	CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS	CITY OR TOWN
0123 Anywhere Street	Balto		

COUNTY	STATE	ZIP CODE	COUNTY	STATE	ZIP CODE
Balto	MD	21222			

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

BUSINESS NAMES – The following are examples of how names may be shown for business owned vehicles.

USE OF CARE OF (c/o)-This is normally used when the owner of a vehicle is located out of state, but the vehicle is being used in the State of Maryland. Since the law requires a Maryland address, the application must reflect the name and address of the person using or leasing the vehicle in Maryland preceded by c/o. The title application is completed as follows:

Owner	Co-Owner
Any Company Leasing Soundex Number (use "Z" Soundex) 519 Best Street Anywhere AA Maryland 21987	c/o Mary Doe

A "Z" Soundex is **always** used with a c/o.

Even though the lessee (or driver) name is entered in the space for co-owner preceded by c/o, THEY ARE NOT THE CO-OWNER. They are considered to be part of the address. The owner needs to sign all applications and documents. The person listed as c/o may **not** sign the title application unless they are granted Power of Attorney.

Use of Trading As (T/A) and Doing Business As (DBA)

An individual whose company is not incorporated (or an LLC) may use Trading As (T/A) and Doing Business As (DBA). As long as the company is not incorporated (or an LLC), the owner and his/her company are legally the same entity. Ownership is shown as follows on the application:

Owner	Co-Owner
John Brown Soundex Number (use "Z" Soundex) 111 Browns Parkway Glen Burnie AA Maryland 21009	T/A Browns Little Company

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME	MIDDLE	LAST	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
John	Quincy	Public			

APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO.	DATE OF BIRTH (MONTH / DAY / YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #	DATE OF BIRTH (MONTH / DAY / YEAR)
P-142-429-723-002	1 / 1 / 46		

APPLICANT'S STREET ADDRESS	CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS	CITY OR TOWN
0123 Anywhere Street	Balto		

COUNTY	STATE	ZIP CODE	COUNTY	STATE	ZIP CODE
Balto	MD	21222			

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

Always assign a **"Z" Soundex** number when using Trading As (T/A) or Doing Business As (DBA). Tags may be transferred from a vehicle owned by the individual (John Brown) to a vehicle owned by the individual T/A his company, or vice versa. An individual cannot Trade As (T/A) a corporation, LLP, or LLC because they are separate entities. Any application received requesting that an individual T/A a corporation or LLC must be returned for clarification as to whether the individual or the corporation/LLC is the owner of the vehicle.

A Corporation may Trade As its registered trade name, for example:
America's Best Company, Inc. T/A ABC, Inc.

In this instance, the corporation is legally the same entity as its registered trade name. You may contact the Department of Assessments and Taxation for verification at 410-767-1340 or www.dat.state.md.us. Please be advised, a corporation or LLC may not trade as a completely separate corporation or LLC. If one corporation or LLC is using a vehicle belonging to another corporation or LLC, c/o should be used, not T/A.

Can a corporation or LLC be a co-owner with an individual?" The answer is yes. Even though this is an unusual request, it can be shown once it is determined that this is truly what the customer wants. In this case, the corporation or LLC is listed as owner and the individual as co-owner. The MVA customer agent enters the corporation's name as owner in TARIS and the individual's name (do not use c/o in this case) as co-owner. The title application must contain the "Z" Soundex number and the co-owner's soundex number. However, TARIS will only accept the "Z" Soundex number: the co-owner's soundex will be left blank in TARIS. The application must be signed by a corporate officer or "member" of the LLC as the owner (must have capacity stated after signature), and the individual as co-owner.

SOUNDEX NUMBERS - Enter complete and accurate soundex numbers. DO NOT USE OUT OF STATE DRIVERS LICENSE NUMBERS. If the applicant does not have a Maryland soundex number, be sure to give their FULL NAME AND DATE OF BIRTH. In this case the customer agent who processes the work will assign a soundex number.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME	MIDDLE	LAST	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
John	Quincy	Public			

APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO.	DATE OF BIRTH (MONTH / DAY / YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #	DATE OF BIRTH (MONTH / DAY / YEAR)
P-142-429-723-002	1 / 1 / 46		

APPLICANT'S STREET ADDRESS	CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS	CITY OR TOWN
0123 Anywhere Street	Balto		

COUNTY	STATE	ZIP CODE	COUNTY	STATE	ZIP CODE
Balto	MD	21222			

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

Please note: For Maryland residents who have not yet obtained their Maryland driver's license or ID Card, dealers and titles services using one of the "electronic registration and titling networks" may contact the ERT Unit at 410-787-7823 to receive assistance with soundexing. The ERT unit can only issue a soundex if the applicant can furnish a driver license from another state in the United States. Otherwise MVA must do the soundexing of the applicant. ERT dealers who need a soundex issued must fax their request to 410-424-3629. Be sure to fax a complete Application for Certificate of Title (FormVR-005) showing a Maryland address, a copy of the out of state drivers license and a cover sheet with the dealers name and contact information.

Soundex Numbers for Business Owned Vehicles - When titling vehicles owned by companies, corporations, limited liability companies, limited liability partnerships, partnerships, etc., be sure to use the assigned Z soundex number if it is available. Only use the same Z soundex number if all name and address information is identical. If there is a different address or c/o is shown, a new Z soundex number must be assigned. Any application received for a business owned vehicle must include the FEIN (Federal Employer Identification Number) in the area provided in the co-owner soundex/FEIN area.

TRUST: For vehicles purchased from a dealer to be titled directly into a Trust, or an Inter Vivos Trust, the dealer will need to issue a Z Soundex number. The trustee must sign the title application and all other required documents. A copy of the portion of the Trust Agreement that names the trust and the trustee(s) needs to be submitted. **This is a "taxable" transaction.**

Please note: Excise tax exemption may only be applied in private (non-dealer) transactions where a vehicle is already owned in Maryland, and the ownership is being transferred into an inter-vivos trust, and the owner of the vehicle is the primary beneficiary of the inter-vivos trust. Most other trust transactions are taxable.

DATE OF BIRTH - Date of birth is required.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-005 (01-10

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME	MIDDLE	LAST	CO-APPLICANT'S FIRST NAME	MIDDLE	LAST
John	Quincy	Public			

APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO.	DATE OF BIRTH (MONTH / DAY / YEAR)	CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #	DATE OF BIRTH (MONTH / DAY / YEAR)
P-142-429-723-002	1 / 1 / 46		

APPLICANT'S STREET ADDRESS	CITY OR TOWN	CO-APPLICANT'S STREET ADDRESS	CITY OR TOWN
0123 Anywhere Street	Balto		

COUNTY	STATE	ZIP CODE	COUNTY	STATE	ZIP CODE
Balto	MD	21222			

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? ☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

ADDRESS - Give a complete Maryland address (street address, city, county, state and zip code).

P. O. Box may be shown along with the street address if it is in the same zip code area as the street address.

Maryland residents in the military, stationed out of state may show an out of state address if an "Address Certification, U. S. Government Employee's", **(Form VR-102)** is completed and signed by the employer and the employee.

JOINT TENANTS AND TENANTS BY ENTIRETIES are forms of ownership with rights of survivorship. Any two (or more) people may use JOINT TENANTS. Only husband and wife may use TENANTS BY ENTIRETIES. If Joint Tenants or Tenants by Entireties are selected, **it will need to be entered into the exception field** as "JT" or "TBE". Upon the death of an owner, the survivor needs only to submit a death certificate and the assigned title to transfer ownership. If there is an open lien, a letter of authorization from the lien holder will be required.

If neither of the above is selected, joint ownership will be considered TENANTS IN COMMON. Upon the death of an owner, the surviving owner may transfer ownership with a death certificate, the assigned title and a lien release/letter of authorization (if applicable).

NOTE: For more information on transfer's involving deceased owners, see booklet "Instructions for Transferring Ownership of a Decedents Vehicle", form VR-151. All Death Certificates submitted must contain the seal of the Bureau of Vital Statistics.

http://www.mva.maryland.gov/VehicleServ/REG/inherit.htm

VEHICLE DESCRIPTION							
☑ NEW VEHICLE ☐ USED VEHICLE	MODEL YEAR 2010	MAKE OF VEHICLE KIA	MODEL NO.	VEHICLE IDENTIFICATION NUMBER 1A1234B56A1234567			
☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN		
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER			

VEHICLE INFORMATION

Check the appropriate box to indicate **NEW** or **USED** vehicle.

Enter a full description of the vehicle (Year, Make, Model and Vehicle Identification Number). Be sure to compare VIN on the application to VIN on Certificate of Origin or Title. Enter body style, type of fuel and number of cylinders.

TWO STAGE VEHICLES – If the chassis Certificate of Origin is assigned to a second stage manufacturer who sells the completed vehicle to a retail consumer, two certificates of origin are required. For transactions requiring two Certificates of Origin, enter complete vehicle information for both stages and submit Certificates of Origin for both stages. The VIN of the first stage and the year and make of the second stage will be shown on the title. However, if the conversion is only cosmetic, the year, make and VIN of the first stage will be shown. If the chassis Certificate of Origin is assigned to the retail consumer, the application for title can be accepted with one Certificate of Origin and a bill of sale for the body. This bill of sale will be to the retail consumer.

Second Stage Vehicles

Type of Vehicle	Required Statement of Origin	Vehicle Identification # Shown on Title	Model, Year Shown on Title *(1)	Model, Name Shown on Title
1. Type A: Motorhome	1st and 2nd stage manufacturer's	1st stage manufacturer's	2nd stage manufacturer's	2nd stage manufacturer's
2. Type B: Van Conversions meeting the definition of Motorhome	1st and/or 2nd stage manufacturer's	1st stage manufacturer's	1st or 2nd stage manufacturer's *(3)	1st or 2nd stage manufacturer's *3
3. Type C: Chopped Vans (Mini-Motorhomes)	1st and 2nd stage manufacturer's	1st stage manufacturer's	2nd stage manufacturer's	2nd stage

VEHICLE DESCRIPTION							
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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN		
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER			

EXCEPTIONS

1-A – Motor Vehicle Administration will accept the model year as certified by the 2nd stage manufacturer provided the model year of the incomplete vehicle appears on the Federally required label affixed to the vehicle. This label must be prominently displayed on the vehicle to give notice to a purchaser.

2-B – Definition of Motor Home: The vehicle is equipped with permanently installed living facilities such as toilet, sink, stove, furnishings, etc. The living portion of the vehicle is a permanent integral living part of the entire vehicle as originally constructed by the manufacturer or reconstructed upon the chassis of a motor vehicle.

3-C – If the conversion is <u>more than cosmetic</u> and the 2nd stage manufacturer is licensed, both Certificates of Origin are required, in which case use the 2nd stage model year and model name. If the conversion is <u>only cosmetic</u>, use 1st stage Certificate of Origin's vehicle identification number, year and model name.

TRUCKS - Enter **GROSS VEHICLE WEIGHT (GVW)**, which is the weight of the vehicle plus the load. Only enter **GROSS COMBINATION WEIGHT (GCW)** for a truck if it will be pulling a "Freight Trailer" in excess of 20,000 lbs.; or a tractor pulling a trailer in excess of 10,000lbs. **GROSS COMBINATION WEIGHT (GCW)** is the weight of the pulling vehicle (Truck or Tractor) and its load plus the weight of the trailer and its load.

NOTE: If your customer needs assistance in selecting gross vehicle weight or gross combination weight call "Commercial Vehicle Enforcement Division" at 410-694-6100.

1/2 AND 3/4 Ton Trucks – Usually select 7,000 lbs. GVW. However, if the GVWR is above 7,000 lbs., a GVW of 10,000 lbs. may be selected. A 1/2 or 3/4 ton truck cannot be raised above 10,000 lbs. The letters "SP" will be entered in the exception field on the registration to indicate a 1/2 or 3/4-ton truck raised to its maximum weight of 10,000 lbs. Since a certificate of origin is not available to verify the GVWR for used truck transactions, the vehicle owner may use the **½ and ¾ Ton Truck Owner's Weight Certification (FormVR-142A)** to choose the maximum weight of 10,000 lbs, if desired.

A one-ton truck's minimum GVW is 10,000 lbs. Place N/A in the exception field. One-ton trucks may select a higher weight.

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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings.
LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.

NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY		KIND OF LIEN (DESCRIBE)	DATE OF LIEN
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER

For larger trucks, see Truck Schedule of Fees Form VR-042A;

Indicate on the application Truck or Truck Tractor (if applicable)

DUMP TRUCKS - A dump truck may use EPO, EPD or ED4 tags. If EPD or ED4 Dump Service tags are selected, the truck will not be subject to axle weight limitations at weigh stations. However, if EPO tags are selected, the truck is subject to axle weight limitations according to the bridge formula just as any other truck would be.

If dump service tags are desired, complete the Dump Truck Certification **(Form VR-098)** indicate the number of axles on the title application and submit a **side view photograph of the vehicle.**

- 2-axle dump - may only show a GVW of 40,000 lbs. Enter 2X in the exception field in TARIS or ERT program. (A higher weight may be selected for GCW.)
- 3 or more axles - select between 40,000 - 55,000 lbs. Enter 3X in the exception field in TARIS or ERT program. (A higher weight may be selected for GCW.)
- 4 or more axles - operating in Garrett and Alleghany counties only, may select up to 70,000 lbs. Enter 4X or higher number of axles in the exception field in TARIS or ERT program. (A higher weight may be selected for GCW).
- Class ED4 (4 or more axles) with lift axle certification by the manufacturer may select between 56,000 - 70,000 lbs. Enter 4X or higher number of axles in the exception field in TARIS or ERT program. Class ED4 vehicles may operate statewide. The "lift axle certification" must be carried in the vehicle and a copy needs to be submitted to the MVA to request class ED4 registration. (A higher weight may be selected for GCW).

Note: You must count the first axle when determining the number of axles.

NOTE: 3-axle dump trucks registered at 65,000 pounds prior to January 1, 1995 may operate at that weight until December 31, 1999. However, after December 31, 1999, 65,000 lb. dump trucks may operate at that weight for a maximum of twenty years based on the model year. Once reaching 20 model years old, they must either reduce weight to 55,000 lbs. or have a lift axle installed.

VEHICLE DESCRIPTION							
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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN		
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER			

DUMP TRUCKS IN COMBINATION WITH FREIGHT TRAILERS IN EXCESS OF 20,000 LBS: When a dump truck is pulling a trailer in excess of 20,000 lbs, it must show both GVW and GCW on the registration card. Registration fees for dump trucks operating in combination are calculated as follows:

(1) Find the fee for the "GVW" using the Dump Truck Schedule of Fees on **Form VR-042A**;

(2) Use the Truck Schedule of fees on form VR-042A to find the "dollar per thousand" amount for the GCW selected;
(3) Find the difference between the GCW and the GVW;
(4) Multiply the "difference" times the "dollar per thousand" figure; and add the result to the cost for the GVW in item (1). This will give you the total registration fee for the dump truck in combination.

NOTE: When a dump truck using either EPD or ED4 tags is pulling a trailer (freight or non-freight), the axle weight limit exemptions that normally apply to "dump trucks" are not applicable. This means that a dump truck pulling a trailer will have its axles weighed at the Weigh Station.

NOTE: Even though GCW is not needed unless a truck is pulling a freight trailer in excess of 20,000lbs, the weight selected for GCW "may be" equal to or only slightly higher" than the GVW because the truck may be operated empty while pulling the heavy trailer.

APPORTIONED REGISTRATION (International Registration Plan): For assistance with apportioned registration, call Motor Carrier and Electronic Services at 410-787-2971.

BRIDGE FORMULA- Information regarding bridge formulas may be obtained from the State Highway Administration (SHA). Their number within Maryland is 1-800-543-4564 outside Maryland 410-582-5734. You may also contact the SHA for a Motor Carrier Handbook.

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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings.
LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.

NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY		KIND OF LIEN (DESCRIBE)	DATE OF LIEN
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER

TOW TRUCKS - Complete Tow Truck Certification (Form VR-294) entering Gross Vehicle Weight Rating (GVWR) and required insurance certification information. Tow trucks must have a minimum manufacturer's GVWR of 10,000 lbs. or more and be equipped as a tow truck or rollback. Vehicles showing a GVWR of 26,000 lbs. or under will show U26 in the exception field on the registration. The registration fee will be $185.00 plus a $13.50 surcharge. Vehicles showing a GVWR over 26,000 lbs. will show O26 in the exception field on the registration. The registration fee will be $550.00 plus a surcharge of $13.50. Indicate tow truck or rollback on the form.

Class T will be selected for tow trucks used exclusively for towing. N/A will be shown for GVW and GCW. Fee for U26 is $185.00. Fee for O26 is $550.00. A $13.50 surcharge will also be assessed.

Class TE will be selected for rollbacks and tow trucks used for towing and other hauling. GVW must be entered and GCW may be entered if applicable. If weight selected is 18,000 lbs. or less fee is $185.00 and the $13.50 surcharge. Over 18,000 lbs., but less than 26,000 use fee from regular truck chart **see Truck Schedule of Fees** (Form VR-042A). If the weight selected is above 26,000 lbs. up to 40,000 lbs., the fee is $550.00. Over 40,000 lbs. use fee from regular truck chart by clicking on the link above. .

TRUCK TRACTORS (CLASS F) – Indicate the gross combination weight (GCW) only.

FARM TRUCKS - must have a GVWR above 6,000 lbs. to qualify. The minimum GVW that may be selected is 10,000 lbs. but a higher weight may be selected based on bridge formula guidelines from Maryland State Police Commercial Vehicle Division. Complete Application and Certification for Issuance of Farm Tags **(Form VR-097).**

FARM TRUCK TRACTORS (CLASS FF) - Indicate gross combination weight only(GCW). Please note that farm truck tractors "are taxable transactions". Complete Application and Certification for Issuance of Farm Tags **(Form VR-097).**

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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN		
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER			

BUS – Buses operating as class P must state the number of passengers, and this will show on the registration in the exception field, example 25P. Class P buses operating Intrastate (only in Maryland) need to submit their Public Service Commission Vehicle Listing (TR605) stamped approved by the PSC before plates can be issued. A Maryland Safety Inspection is not required at the time registration or renewal of registration is processed since they are already subject to inspections through the PSC. The phone number for the Public Service Commission is 410-767-8000.

Class P buses operating Interstate (both in Maryland and Out of State) are required to provide a "certificate of authority" form obtained from the Federal Motor Carrier Safety Administration. FMCSA completes an inspection of these vehicles at the time the DOT number is assigned. The phone number for Federal Motor Carrier is 202-366-4000.

NOTE: Temporary Registration (30 Day) may **not** be issued for class P vehicles.

SCHOOL BUSES- School Vehicle Tag Certification (Form EP-216), signed and embossed, must be submitted before tags are issued. The EP-216 is only available from the Board of Education, or MVA's School Vehicle Safety Technical Program. The EP-216 form must contain the embossed seal of either the Vehicle Safety Technical Program or the Board of Education. EP-216 form is not required for registration or registration renewal and a Maryland Safety Inspection Certificate is not required since once registered, these buses are under the authority of the School Vehicle Safety Section and already are subject to annual inspection. The Vehicle Safety Technical Program telephone number is 410-768-7401.

NOTE: Temporary Registration (30 Day) may **not** be issued for school buses.

A class M tag will be issued to vehicles having the body style of a school bus but painted a color other than international school bus yellow and flashing lights must be removed. No tag may be issued unless this is completed and certified on the Multipurpose Certification (Form VR-095). This type of vehicle **requires** an annual inspection with (NAI) indicated in the exception field.

NOTE: Buses converted to motor homes will be registered as class M, do not require annual Maryland Safety Inspection and will show a body style of MH.

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☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN		
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER			

MOTORCYCLE - Enter engine number and engine size. Complete the "Motorcycle Equipment Certification" (Form VR-094). Legislation enacted in 2008 defines a motorcycle as a motor vehicle that:

- Has Motive Power
- Has a seat or saddle for the use of the rider
- Is designed to travel on not more than three wheels in contact with the ground at speeds exceeding 35 MPH
- Is of a type required to comply with all motor vehicle safety standards applicable to motorcycles under federal law

NOTE: Motorcycles not manufactured for use on the road will "NOT" be issued registration plates. "NR" will be entered in the inspection field on the title in this case.

MOTOR SCOOTER- A motor scooter is a non-pedal vehicle with:

- A seat for the operator
- 2 wheels of which one is 10 inches or more in diameter
- A step through chassis
- A motor with a rating of 2.7 brake horsepower or less; or if the motor is an internal combustion engine with a capacity of 50 cc piston displacement or less; and
- Is equipped with an automatic transmission

NOTE: Motor scooters are not titled or registered. Click on the following link for motor scooter information contained on the Maryland MVA website concerning lawful operation and driver's licensing requirements in Maryland.

http://www.mva.maryland.gov/VehicleServ/REG/scooter.htm

LOW SPEED VEHICLE- A low speed vehicle is designed to carry not more than four people. A low speed vehicle is a four-wheeled electric vehicle that has a maximum speed capability that exceeds 20 miles per hour but is less than 25 miles per hour. The vehicle must have at least four wheels in contact with the ground and an unladen weight

of less than 3,000 lbs. Low speed vehicle does **NOT** include golf carts or electric personal assisted mobility devices (EPAMD).

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☑ NEW VEHICLE ☐ USED VEHICLE	MODEL YEAR 2010	MAKE OF VEHICLE KIA	MODEL NO.	VEHICLE IDENTIFICATION NUMBER 1A1234B56A1234567			
☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. G.C.W. AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY		STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN	
CITY OR TOWN		STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER		

NOTE- A Low Speed Vehicle Application (Form VR-324) must be completed. When processing the transaction it will be registered as a Class D (motorcycle) with "R" in the exception field. LV will be placed in the body style for all low speed vehicles. Original completed documents involving a Low Speed Vehicle **must** be sent to Vehicle Services Room 104 at the Glen Burnie MVA, along with a credit voucher for the fees. Class "R" tags are only available at the Glen Burnie MVA

ALL TERRAIN VEHICLES (ATV)- Registration may not be issued. However, a title may be processed through the Electronic Titling and Registration System (ERT). The transaction will be done as title only with AT as the body style and the class will be D. NR will be placed in the inspection field for not roadworthy. Should the selling dealership indicate they do not have the ERT System please refer the applicant to the MVA web site www.mva.maryland.gov for the name and address of a licensed tag and title service listed under Vehicle Services.

TRAILERS - Indicate the trailer type on the application (boat, utility, camping, travel, etc.) Non-freight trailers will show GVW on the registration card and will be weighed separately from the pulling vehicle at the weigh station. The weight must be chosen in thousand pound increments.

Non-freight trailers select GVW. Show weight in increments of 1,000 lbs:
3,000 lbs. or less Fee $25.50
4,000 or 5,000 lbs. Fee $51.00
6,000 lbs. 7,000 lbs. 8,000 lbs. 9,000 lbs. 10,000 lbs. Fee $80.00
11,000 lbs. 12,000 lbs. 13,000 lbs. 14,000 lbs. 15,000 lbs. 16,000 lbs. 17,000 lbs. 18,000 lbs. 19,000 lbs. 20,000 lbs. Fee $124.00
Freight Trailer is a trailer in excess of 20,000 lbs. pulled by a truck; or a trailer in excess of 10,000 lbs. pulled by a tractor. Fee $38.25

NOTE: A freight trailer will show N/A on the registration card for GVW and GCW and will be weighed in combination with the vehicle pulling it. That combined weight cannot

exceed the GCW selected on the registration of the pulling vehicle. This includes farm trailers over 20,000 lbs.

VEHICLE DESCRIPTION							
☑ NEW VEHICLE ☐ USED VEHICLE	MODEL YEAR 2010	MAKE OF VEHICLE KIA	MODEL NO.	VEHICLE IDENTIFICATION NUMBER 1A1234B56A1234567			
☐ TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	BODY STYLE 2S	TYPE OF FUEL Gas	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
☐ TRUCK ☐ TRUCK TRACTOR G.V.W. / G.C.W. / AXLES		☐ BUS SEATS	☐ MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)	☐ TRAILER (SPECIFY LENGTH) G.V.W.	TYPE OF TRAILER	
If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE $20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.							
NAME OF SECURED PARTY		STREET ADDRESS OF SECURED PARTY			KIND OF LIEN (DESCRIBE)	DATE OF LIEN	
CITY OR TOWN		STATE	ZIP CODE	AMOUNT OF LIEN	ACCOUNT NUMBER		

A complete list of vehicle classes, requirements and registration fees may be found at:
http://mvanet/Vehicle%20Services/Fees/FEECHART.pdf

LIEN RECORDING- Give complete and accurate lien information: amount of lien, kind of lien, account number, date of lien and name and address of secured party. WORK CANNOT BE PROCESSED WITHOUT COMPLETE LIEN INFORMATION. All first liens are placed on the title application. (Even though an account number is requested, the MVA will not reject any request to record a lien, for lack of an account number)

SECOND AND ADDITIONAL LIENS are recorded by attaching a "SECURITY INTEREST FILING STATEMENT" **(Form VR-217)**. A $20.00 lien fee is charged for each lien recorded. Second and additional lien holders will not receive a Notice of Security Interest Filing.

NOTE: Banks, credit unions, finance companies and dealers do not need to submit a lien contract at the time the lien is recorded. ALL OTHER LIEN HOLDERS MUST SUBMIT A COPY OF THE CONTRACT AT THE TIME THE LIEN IS RECORDED. A lien contract must contain a description of the vehicle to include the year, make and vehicle identification number. The lien contract must also contain language that there is a security interest, and the signature(s) of all debtors. All contracts must be signed by "at least" all owners of the vehicle. There may also be additional co-signors on a lien contract.

An updated Lien Code Manual is provided to the ERT Vendors. Please contact your vendor for access to the Lien Code Manual.

PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE		
IF VEHICLE RECENTLY PURCHASED	**MARYLAND DEALER'S CERTIFICATION**	**DEALERS ONLY**
MD. EXCISE TAX 6% OF $_____ FULL PURCHASE PRICE ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery 02-12-10 DEALER'S NUMBER N U NAME OF DEALERSHIP SIGNATURE OF DEALER 2-12-10 DATE	CERTIFIED SELLING PRICE 12,212.00 TRADE-IN ALLOWANCE 1500.00 TAXABLE PRICE 10712.00 GROSS TAX COLLECTED 642.72
VIN OF TRADE-IN 2B3456C8765A43210 STATE		COLL. FEE 1.2% OF GROSS 7.71
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately _____. I/we last registered this vehicle in _____ and paid _____% tax (if no tax paid, write "NONE") ☐ Check here if active duty military.		NET TAX REMITTED 635.01

Purchase Price Information and Calculation of Excise Tax

Enter the purchase price.

BILL OF SALE - The names on the bill of sale must match the assigned title or certificate of origin. A bill of sale only needs to be submitted for vehicles sold by out of state dealers. Maryland Dealers complete the "Maryland Dealers Certification" on the Application for Maryland Certificate of Title **(Form VR-005)**, or complete the price certification on the Maryland Dealers Reassignment (form VR-182), the price certification on the Dealers Reassignment on the reverse of the Maryland title or Maryland salvage certificate.

The person signing for the dealership needs to indicate their capacity after their signature or indicate that they have Power of Attorney to sign for the dealership.

The Power of Attorney of the person authorized to sign for the dealership must be kept on file at the dealership and be made available upon request by MVA.

EXCISE TAX - Is based on the price as certified by the dealer, less trade-in, with no allowance for down payment or manufacturers rebate.

Taxable items include:

- The retail purchase price
- The shipping or freight charges
- After manufacture items included with the vehicle at time of purchase, and
- Manufacturer rebates
- The $100.00 processing fee must be added to the purchase price and taxed. Note: The first $100.00 of the processing fee charged by an out of State dealer must be taxed as well.

PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE		
IF VEHICLE RECENTLY PURCHASED	**MARYLAND DEALER'S CERTIFICATION**	**DEALERS ONLY**
MD. EXCISE TAX 6% OF $_____ FULL PURCHASE PRICE ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery 02-12-10 DEALER'S NUMBER N U NAME OF DEALERSHIP SIGNATURE OF DEALER DATE 2-12-10	CERTIFIED SELLING PRICE 12,212.00 TRADE-IN ALLOWANCE 1500.00 TAXABLE PRICE 10712.00 GROSS TAX COLLECTED 642.72
VIN OF TRADE-IN 2B3456C8765A43210 STATE		COLL. FEE 1.2% OF GROSS 7.71
Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately _____. I/we last registered this vehicle in _____ and paid _____% tax (if no tax paid, write "NONE") ☐ Check here if active duty military.		NET TAX REMITTED 635.01

Non-taxable items include:

- Dealer trade-in allowance (see COMAR 11.15.33 in this manual)
- Dealer discounts or rebates
- Extended warranties
- Mechanical repair contracts
- Federal excise tax
- Electronic registration fee, and
- Equipment installed to accommodate a disabled person.

Maryland dealers are "Entitled" to keep 1.2% of the excise tax up to $24.00 on all vehicle classes. The calculation of the 1.2% of the excise tax is shown on the **Maryland Dealer's Tax Certification** located on the Application for Certificate of Title (form VR-005), the Maryland Dealer's Reassignment (form VR-182), Maryland Certificate of Title, the Maryland Notice of Security Interest Filing (for sale of repossessed vehicles in this State), or the Maryland Certificate of Salvage.

Code of Maryland Regulation 11.15.33 provides guidance in proper procedures for calculation of excise tax due on dealer sales and how and when to apply trade-in allowance. The regulation also provides guidance on which items are taxable and which are not taxable.

The complete regulation is as follows:

11.15.33.00

Title 11 DEPARTMENT OF TRANSPORTATION
Subtitle 15 MOTOR VEHICLE ADMINISTRATION—VEHICLE REGISTRATION
Chapter 33 Vehicle Trade-In Allowance
Authority: Transportation Article, §§12-104(b), 13-809, and 13-812, Annotated Code of Maryland

11.15.33.01

.01 Applicability.
This chapter applies to the use of a dealer trade-in allowance to determine the total purchase price of a vehicle that is used to calculate the excise tax remitted when purchasing another vehicle.

11.15.33.02

.02 Purpose.
The purpose of this chapter is to establish the requirements and guidelines for calculating the total purchase price of a vehicle when there is a dealer trade-in allowance, as set forth in Transportation Article, §13-809, Annotated Code of Maryland.

11.15.33.03

.03 Definitions.
A. In this chapter, the following terms have the meanings indicated.
B. Terms Defined.
(1) "Administration" means the Motor Vehicle Administration.
(2) "Certified selling price" means the full price of the vehicle purchased before the trade-in allowance is deducted.
(3) "Dealer" has the meaning stated in Transportation Article, §11-111, Annotated Code of Maryland.
(4) Lease.
(a) "Lease" means a signed contract or agreement for the rental or leasing of a vehicle for more than 180 consecutive days.
(b) "Lease" includes a lease where the vehicle is intended or not intended as security as defined in Transportation Article, §11-127.1, Annotated Code of Maryland.
(5) "Leased vehicle" means a vehicle acquired from a dealer, by the lessor, for lease of the vehicle to a lessee for payment under the terms and conditions of a lease.
(6) "Lessee" means a person or entity who, under the terms and conditions of a lease made at the time of acquisition from a dealer, has possession of the leased vehicle.

(7) "Lessor" means a person or entity who, at the time of acquisition from a dealer, relinquished possession of the vehicle to a lessee under the terms and conditions of the lease.
(8) "Nonleased vehicle" means a vehicle in which a person or business entity holds both title to, and possession of, the vehicle.
(9) "Taxable price" means the total purchase price as stated in Transportation Article, §13-809, Annotated Code of Maryland.
(10) "Trade-in" means a vehicle assigned to a dealer for the purpose of receiving a deduction in value that is applied to the purchase price of another vehicle.
(11) "Trade-in allowance" means the amount determined by the dealer that is deducted from the purchase price of another vehicle.

11.15.33.04

.04 Total Purchase Price.
A. The total purchase price or taxable price of a vehicle is determined by the certified selling price agreed on by the buyer and the seller, including any dealer processing charges as defined in Transportation Article, §15-311.1, Annotated Code of Maryland, less an allowance for the trade-in. There is no other nonmonetary consideration.
B. The taxable price of the vehicle shall include:
(1) The retail purchase price;
(2) The shipping or freight charges;
(3) After manufacture items included with the vehicle at time of purchase; and
(4) Manufacturer rebates.
D. A dealer may not include the cost for any nontaxable items when determining the taxable price of the vehicle. Nontaxable items include:
(1) Dealer trade-in allowance;
(2) Dealer discounts or rebates;
(3) Extended warranties;
(4) Mechanical repair contracts;
(5) Federal excise tax;
(6) Electronic registration fee; and
(7) Equipment installed to accommodate a disabled person.

11.15.33.05

.05 Trade-in Allowance.
A. A dealer determines the trade-in allowance that is deducted from the purchase price of another vehicle. The amount of the trade-in allowance may not exceed the trade-in value indicated in the national publication of used car values adopted for use by the Administration.
B. A trade-in allowance may not be divided or deducted from the purchase price of more than one vehicle.

C. The trade-in allowance shall be limited to the vehicle with the highest trade-in value.

D. A vehicle titled in Maryland or out-of-State may be used as a trade-in.

E. If the vehicle traded-in is subject to a lien, the owner or co-owners of the vehicle are entitled to the full trade-in allowance, as stated in §A of this regulation, and deducted from the total purchase price. The trade-in allowance is not limited to the amount of equity the owner has in the vehicle.

11.15.33.06

.06 Applying the Trade-in Allowance.

A. When applying a trade-in allowance to the certified selling price to determine the taxable price of the vehicle purchased, the dealer shall complete one of the following forms:

(1) Application for Certificate of Title (VR-5);

(2) Maryland Dealers Reassignment (VR-182);

(3) Dealers Reassignment on the reverse side of the Maryland Certificate of Title (VR-2);

(4) The Dealer's or Auto Wreckers Re-Assignment on the reverse side of the Maryland Salvage Certificate (VR-108); or

(5) The Dealer's Reassignment on the reverse side of the Maryland Notice of Security Interest Filing (VR-2), if the dealer is selling a repossessed vehicle.

B. When applying a trade-in allowance, a dealer shall:

(1) Complete the Maryland Dealer's Certification portion of the application for title; or

(2) Provide an original bill of sale showing the certified selling price and amount of the trade-in allowance.

C. The dealer shall determine and enter on the Maryland Dealer's Certification portion of the application for title:

(1) The certified selling price;

(2) The trade-in allowance;

(3) The taxable price of the vehicle by deducting the amount of the trade-in allowance from the certified selling price;

(4) The gross tax remitted by calculating the applicable excise tax rate times the taxable price; and

(5) For licensed Maryland dealers, the net tax remitted by:

(a) Multiplying 1.2 percent times the gross tax remitted; and

(b) Subtracting the result from the gross tax collected.

D. When the trade-in allowance is equal to, or higher than, the total purchase price, the excise tax shall be $0.

E. When the excise tax is exempt under Transportation Article, §13-810, Annotated Code of Maryland, or calculated as $0 as set forth in §D of this regulation, no additional allowance or refund shall be given to the purchaser of the vehicle.

F. When a certificate of title or a dealer reassignment is submitted without the required Maryland Dealer's Certification showing the trade-in allowance information on the form, a dealer shall submit with the certificate of title or a dealer reassignment:

(1) A completed Application for Certificate of Title (VR-5) containing the required certification; or

(2) An original bill of sale showing the:

(a) Purchase price and the amount of trade-in allowance;

(b) Vehicle identification number of the trade-in vehicle; and

(c) State in which the trade-in vehicle was last titled.

11.15.33.07

.07 Qualifications for Trade-in Allowance.

A. A trade-in allowance under Transportation Article, §13-809(a)(3)(i), Annotated Code of Maryland, shall only apply when:

(1) The owner or co-owner of the trade-in vehicle is the owner or co-owner of the vehicle being purchased; or

(2) The owner or co-owner of the trade-in vehicle is a relative as defined in §B of this regulation of the owner or co-owner of the vehicle being purchased.

B. In this regulation, a relative means a spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the owner or co-owner of the trade-in vehicle and is the owner or co-owner of the vehicle being purchased.

C. For a relative who qualifies for a trade-in allowance, the dealer shall submit an application for a certificate of title to the Administration with:

(1) A completed application for Maryland Gift Certification (VR-103) certifying the relationship to the owner or co-owner of the trade-in vehicle and vehicle being purchased; and

(2) Proof of the relationship if the last names of the relatives are different.

D. A trade-in allowance may be applied when the owner of the trade-in vehicle is the primary beneficiary of an inter-vivos trust and the purchased vehicle is in the name of the inter-vivos trust.

11.15.33.08

.08 Trade-in Allowance for Leased Vehicles.

A. A trade-in allowance under Transportation Article, §13-809(a)(3)(ii), Annotated Code of Maryland, may be applied to the purchase price of a leased vehicle if:

(1) The trade-in is in the same owner's name as the name of the lessee on the purchased vehicle; or

(2) The vehicle is:

(a) Owned by the same leasing company purchasing the vehicle;

(b) Being assigned to the dealer; and

(c) Becoming a part of the dealers inventory for resale.

B. A trade-in does not include a vehicle acquired by a dealer but not assigned to a dealer.

11.15.33.9999

Administrative History

Effective date: April 6, 2009 (36:7 Md. R. 526)

Understanding EXEMPTIONS FROM EXCISE TAX is another important area to know in calculating the proper amount of tax due. Most of the excise tax exemptions that may apply to dealer sales are in section (a). For your reference section (b) and (c) has also been included even though in most cases, they do not relate to dealer transactions; these sections will be helpful to licensed title services who assist customer with non-dealer transactions. Maryland's law for excise tax exemption is provided for you below:

MARYLAND VEHICLE LAW §13-810

Excise tax exemptions – Certain vehicles are exempt from the excise tax imposed. These excise tax exemptions are found under article §13-810 Exemptions of the Maryland Vehicle Law, which is a follows:

(a) Exempt vehicles generally. — On issuance in this State of an original or subsequent certificate of title for a vehicle, the vehicle is exempt from the excise tax imposed by this part, if it is:

(1) A mobile home over 35 feet long;
(2) A vehicle owned by the United Sates and used in the investigation of any violation of suspected violation of the law of the United States.
(3) A vehicle owned by this Sate or a political subdivision of this States.
(4) A fire engine or other Fire Department emergency apparatus, including any vehicle operated by or in connection with any Fire Department.
(5) by a nonprofit rescue squad.
(6) A vehicle owned and operated by the Civil Air Patrol.
(7) An ambulance, rescue or other vehicle owned and operated for the benefit of the public A vehicle owned and held for the use of the public by a unit of a national veteran's organization.
(8) A vehicle owned and operated by a Maryland chapter of the American Red Cross.
(9) A vehicle acquired by an insurance company as a result of a comprehensive or collision claim.
(10) A vehicle registered in a jurisdiction the laws of which do not require titling and acquired for resale by a licensed dealer.
(11) A vehicle that is involuntarily transferred to a licensed dealer and for which a certificate of title is not available.
(12) A school bus owned by a religious organization or a private school which is exempt from federal income tax under 501 c (3) of the Internal Revenue Code.
(13) A privately owned bus used only for operating the transportation system of any political subdivision in this State, if the bus is used for the transportation of the public on regular schedules and between fixed terminals.
(14) A vehicle otherwise exempt for the excise tax by any other applicable law.
(15) A vehicle which is used regularly for the transportation of individuals with disabilities and owned by a nonprofit organization providing direct care services to individuals with disabilities which is licensed by the Department of Health and Mental Hygiene and is wholly or partially funded by the State.
(16) A mobile hearing and vision-screening vehicle owned and operated for the benefit of the public by a nonprofit civic organization.
(17) A Class F tractor or truck tractor, however a farm tractor is taxable.
(18) A Class P charter bus or a Class P for hire bus.
(19) A salvage vehicle acquired by a licensed dealer that has been restored by the licensed dealer and that has been inspected under 13-507 (a) (ii) of this title.
(20) A vehicle acquired for resale by a licensed dealer if the dealer reassignment sections contained on the certificate of title are exhausted.
(21) A Class M motor home or Class G travel trailer that is transferred or retitled in the dealership's name under 15-305 (d) (2) of this article.
(22) A special purpose vehicle owned by a coal company if the vehicle is used:
(i) For transportation of workers, coal, or equipment used in the coal production process; and
(ii) Exclusively in or on coal mining property.
(23) A vehicle which is used exclusively in the transportation of disabled or elderly persons, owned by a nonprofit organization, and in which the Maryland Transit Administration retains a security interest.

(24) A vehicle acquired by a religious, charitable, or volunteer organization exempt from taxation under 501 c (3) of the Internal Revenue Code, the Department of Human Resources, or a local Department of Social Services for the purpose of transferring the vehicle to a Family Investment Program recipient or an individual certified by the Department of Human Resources or a local Department of Social Services as eligible for the transfer, or

(25) A rental vehicle

(b) *Applicability of subsections* (c) (1) and (3) —The provisions of subsection (c) (1) and (3) of this section do not apply to the transfer of a vehicle if:

(1) The vehicle that is transferred was previously exempt under subsection (a) (17) or (18) of this section; and

(2) The transferee of the vehicle titles and registers the vehicle under any other section of this title.

(c) *Vehicles exempt on transfer*. — On transfer of a vehicle titled in this State and issuance of a subsequent certificate of title, the vehicle is exempt from the excise tax imposed by this part, if it is:

(1) A vehicle transferred to:

(i) A spouse, son, daughter, grandchild, parent, sister, brother, grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law of the transferor, and no money or other valuable consideration is involved in the transfer; or

(ii) A niece or nephew of the transferor if:

1. The transferor is at least 65 years of age at the time of the transfer; and

2. No money or other valuable consideration is involved in the transfer.

(2) A vehicle repossessed under a security agreement, unless the sale of the vehicle is required under the agreement;

(3) A vehicle transferred from an individual to a partnership, limited liability company, or corporation or from a partnership, limited liability company, or corporation to a sub-partnership, subsidiary limited liability company, or subsidiary corporation, if the individual, partnership, limited liability company, or corporation is a partner, member, or principal stockholder of the newly formed partnership, sub partnership, limited liability corporation, as the case may be;

(4) A vehicle transferred to a legal heir, legatee, or distribute;

(5) A vehicle involuntarily transferred as a result of divorce or separation proceedings.

(6) A vehicle that is jointly owned and transferred to the name of one of the owners, if the transferee can establish to the satisfaction of the Administration that the transferor did not pay any part of the original purchase price of the vehicle or any applicable taxes or fees for the vehicle;

(7) A vehicle transferred by a corporation to its stockholder or stockholders or by a limited liability company to its member or members as a liquidating distribution of tangible personal property where the vehicle or vehicles transferred are not a principal or substantial asset of the corporation or limited liability company as determined by the Administration;

(8) A vehicle transferred as a result of a reorganization within the meaning of §368(A) of the Internal Revenue Code or a vehicle transferred as a result of a statutory merger or consolidation of a corporation and a limited liability company if no gain or loss is recognized as a result of the transaction under §332 and §721 of the Internal Revenue Code.

(9) A vehicle transferred to a Family Investment Program recipient or an individual certified by the Department of Human Resources or a local department of social services as eligible for transfer of the vehicle that was exempted from the excise tax imposed by this part under subsection (A) (24) if this section.

(10) A vehicle transferred into a written inter vivos trust in which the transferor is the primary beneficiary; or

(11) A vehicle transferred to a lessee who exercises an option under a vehicle leasing agreement for an initial term of more than 180 consecutive days to purchase the leased vehicle at the end of the lease.

(d) *Reciprocal exemptions for law enforcement vehicles.* — The Administration may exempt from excise tax imposed by this part any vehicle of a law enforcement agency of the United States or of any other state, if the United States or other state provides a reciprocal exemption for law enforcement vehicles of this State

(e) Registration of vehicles exempt under subsection (a) (17) or (18) If the owner of a vehicle is exempt under subsection (a) (17) or (18) of this section from the vehicle excise tax subsequently registers the vehicle under any other section of this title, the owner shall pay the excise tax based on the fair market value of the vehicle at the time the exemption was initially granted.

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: ☐ New Tags ☑ Transfer of Tags ☐ Title Only Is your motor vevhicle now suspended or revoked in this or any other state? ☐ Yes ☐ No Is this vehicle to be operated for short term rental? ☐ Yes ☐ No If transferring plates, complete below:

TAG NO. 123ABC and STICKER NO. 123ABC The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name Traded to Dealer

Address

Name of Insurance Co. Maryland Insurance Company Policy or Binder No. 000111000

Agent or broker Class of Tags desired A

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING 2500 (NO TENTHS)

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant John Q Public Printed Name of Applicant John Quincy Public

Signature of Co-Applicant Printed Name of Co-Applicant

Witness my/our Hand(s) and Seal(s) this 02 day of 12 year 2010

Signature of Co-Signer Relationship

Soundex P-142-429-723-002 Date of Birth

For more information, please call: **1-800-950-1MVA (1682)** (to speak with a customer service representative), From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

Registration of Vehicles

NEW TAGS - If purchasing new tags, submit the two-year registration fee (including surcharge) for the class of tags desired. Only trucks (1-ton and larger) and tractors pay a one-year registration fee. See fees for registration plates under the Vehicle Services heading at www.mva.maryland.gov. All classes of vehicles have staggered registration and the month of titling will be the month of registration renewal. However, customers can request specific registration months, if desired. The TARIS system can calculate the amounts due based on the month selected. Various tag schemes of license plates may be viewed in **Maryland Registration Tag System** (Form VR-131)

HALF YEAR REGISTRATION FEE- applies when less than 6 months is left until the next scheduled renewal.

QUARTERLY FEES- apply to vehicles of the following classes registered at 27,000 lbs. or more: Class EPO(Truck), Class EFT (Farm Truck), Class F(Tractor), Class FF(Farm Tractor); Class EPD (Dump Truck), Class T (Tow Truck), Class TE (Tow Truck/Rollback).

SURCHARGE- a $13.50 surcharge per registration year will apply to all classes except: L, Historic; N, Street Rod; G, Trailers; Interchangeable plates; and transactions that are "Gratis" under Maryland Vehicle Law 13-903. Surcharge does not apply to the issuance of 30-day temporary tags (for non-dealer transactions), however surcharge will be collected when permanent plates are issued.

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: ☐ New Tags ☑ Transfer of Tags ☐ Title Only Is your motor vevhicle now suspended or revoked in this or any other state? ☐ Yes ☐ No Is this vehicle to be operated for short term rental? ☐ Yes ☐ No If transferring plates, complete below:

TAG NO. 123ABC and STICKER NO. 123ABC The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name Traded to Dealer

Address

Name of Insurance Co. Maryland Insurance Company Policy or Binder No. 000111000

Agent or broker Class of Tags desired A

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING 2500 (NO TENTHS)

☐ 1. The mileage stated is in excess of its mechanical limits.

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I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant John Q Public Printed Name of Applicant John Quincy Public

Signature of Co-Applicant Printed Name of Co-Applicant

Witness my/our Hand(s) and Seal(s) this 02 day of 12 year 2010

Signature of Co-Signer Relationship

Soundex P-142-429-723-002 Date of Birth

For more information, please call: **1-800-950-1MVA (1682)** (to speak with a customer service representative), From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

FLAGS and suspensions of various types may prevent the issuance of new tags or prevent the transfer of tags. **MVA's Flagging Unit** may be reached at 410-768-7404 for guidance. The Flagging Program Jurisdictions and Locations (form VR-143) provides contact information for the jurisdictions flagging for parking, red light, electronic toll and speed camera violations.

TRANSFER TAGS- The fee to transfer tags is $10.00: Under the multi-year registration system, if the tag is valid for less than 12 months, submit an additional year registration fee and $13.50 surcharge. If the tag being transferred is due for renewal, collect the renewal fee (single or multiyear), and a surcharge of $13.50 for each year and submit with this application (the $10.00 transfer fee is not charged when tags that are being transferred are also renewed)**.** If the tag is being transferred to a vehicle with a higher GVW (or GCW) you must collect the fee for the applicable increase in vehicle weight. Quarterly, half year, and multiyear registration need to be considered as well in cases of weight increases. These fees are calculated by both TARIS and ERT vendor software. Requirements for tag transfers are as follows:

- Tag and sticker number must be entered on the application
- Must be same class of vehicle
- Enter disposition of the old vehicle; Name and address to whom previous vehicle was sold, junked, traded, or given.
- REGISTRATION CARD needs to be submitted, *or* *for ERT dealers only, if the registration card is not available, the dealer's "TAG Pull /Transfer Request" sheet" is acceptable.*
- Tags may be transferred from a vehicle in the same owner's name; the joint or individual names of a spouse(s); or the joint or individual names of parents and children of the owner.
- Transfer may be transferred from an individual (who is the primary beneficiary) to vehicle titled into an inter vivos trust.

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- If tag transfer is requested, but the customer also requires a substitute set of tags, submit a form **Application for Substitute Plates/Stickers/Duplicate Registration Card (Form VR-009)** and copy of the Tag Return Receipt, if available. If the tags were lost or mutilated, an additional $20.00 substitute tag fee will be charged. *Please note: ERT dealers may process the substitute tag transaction and then proceed to transfer the tag.*
- "Permanent" historic tags assigned to vehicle 60 years old and older "may not" be transferred.
- When transferring disability plates to another vehicle or applying for new disability license plates, the dealer must verify the customer disability certification card or verify with the MVA that the disability certification is valid. Attach a copy of the certification for the owner or co-owner of the vehicle.

NOTE: IF YOU WILL NOT HAVE ENOUGH TIME TO PROCESS THE CUSTOMERS TRANSACTION BEFORE THE EXPIRATION OF THEIR TAGS, ISSUE THE CUSTOMER A 60 DAY TEMPORARY TAG AND SUBMIT THEIR REQUEST FOR TRANSFER AND RENEWAL TO MVA ALONG WITH THE TITLING DOCUMENTS. THIS WILL PREVENT NEEDLESS FRUSTRATION AND INCONVENIENCE FOR THE CUSTOMER.

If substitute tags are needed, for tag transfer, submit an **Application for Substitute Plates/Stickers/Duplicate Registration Card (Form VR-009)** and receipt for returned tags (if available). If tags were lost or mutilated, a $20.00 substitute tag fee will be charged. In addition, if the tags being transferred are due for renewal and a customer needs a replacement set of tags, there will be an additional $20.00 substitute tag fee charged. Please note; if the customer is applying for substitute tags because the tags were stolen, and the customer can provide a police report, the substitute tags will be issued gratis. In all other cases, substitute tags are gratis.

Reference to Maryland Vehicle Law for transfer of registration plates are found in 13-503.1, 13-503.2 and 13-503.3. COMAR 11.15.11.02

REPURCHASE OF CERTAIN PLATES UNDER A NEW CLASS –This procedure is in place to accommodate situations where a specialized plate (or Maryland's new standard War of 1812 plate) is on a vehicle that is being sold, junked, traded or otherwise disposed of, and the owner is purchasing a vehicle of a different class (i.e. car to truck; multipurpose to car, etc.). Repurchasing the tags under the new class is permissible when the following specialized plates are involved:

- War of 1812 Plates (A, M, EPO)
- Disabled person's plates (ADP, MDP, EDP)
- Personalized disabled person's plates (AVH, MVH, EVH)
- Organizational plates (AOR, MOR, EOR)
- Organizational logo plates (AOL, MOL, EOL)
- Amateur radio operator plates (HAM, HMM, HEM)
- Personalized plates (ASP, MSP, ESP)
- Agricultural plates (AGA MGA EGA also Disabled and Personalized)
- Bay plates (ABY, EBY, MBY also Disabled and Personalized)

PROCEDURE FOR REPURCHASING PLATES:

- Owners must be the "same" or can add or drop a spouse or child. Note: For organization plates, the organization member must remain as one of the owners.
- Must give disposition of the vehicle to which the plates were originally affixed (name and address of purchaser)
- Must submit the old registration card. Remit registration fee for the new vehicle including the surcharge (New month and year stickers will be issued to be affixed to the plate) *for ERT dealers only, if the registration card is not available, the dealer's "TAG Pull /Transfer Request" sheet" is acceptable.*
- All Special Plates are available for 1 ton trucks

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Agent or broker Class of Tags desired A

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SPECIAL REGISTRATION PLATES FOR DISABLED VETERANS- Section 13-903 of the Maryland Vehicle Law exempts qualifying disabled veterans from the "registration fees" when applying for special registration plates. The following plate classifications are covered:

Individuals with disabilities ADP, EDP, MDP, DDP, HDP, JDP, PDP
Special Amateur Radio HAM, HEM, HMM
Special Organization AOL, EOL, MOL, DOL, AOR, EOR, MOR, DOR
Special Combat Related / Armed Forces AOL, EOL, MOL
Special Commemorative (Bay) ABY, EBY, MBY, GBY,
Special Agricultural Plates AGA, GGA, MGA, AGH, EGH, MGH

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Note: Even though the registration fee is gratis for plates issued to "**totally disabled veterans**", on the initial issuance of **"organizations logo plates",** a totally disabled veteran needs to pay a **one-time fee of $25.00**. No other annual fees apply at the time of registration renewal.

Note: If a totally disabled veteran chooses to apply for Personalized Plates, the registration fee is no longer gratis and the Personalized Plate fees apply as well.

BAY AND AGRICULTURAL PLATES- Complete the Application for Chesapeake Bay/Agricultural License Plates **(Form VR-302)** to apply. A fee of $20.00 in addition to the annual registration fee must be paid at the time of issuance of the new plates. In addition to the one time $20.00 fee, the vehicle owner must pay a $10.00 annual fee along with the annual registration fee. The plates may be issued to the following class of vehicles: Class A, Class EPO (26,000 lbs or less) Class M, Class G.

DISABILITY PLATES AND PLACARDS – Vehicle owners may apply for disability plates on their vehicle by completing the Application for Maryland Parking Placards/License Plates for Individuals with a Disability **(Form VR-210)**. If this is the initial request for issuance of a disability plate or placard, Section C needs to be completed by a licensed physician, licensed chiropractor, licensed optometrist, licensed podiatrist, or licensed nurse practitioner. (See complete instructions on the reverse of the form)

Disabled individuals may request any of the combinations of placards and plates below:
1 set of plates
1 set of plates and 1 parking placard
1 parking placard (blue)
2 parking placards (blue)
1 temporary placard (red)
2 temporary placards (red)

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DISABILITY PLATES FOR LEASED VEHICLES - If a "disabled individual" is shown on the title of the vehicle as the "c/o", license plates may be issued with the completion of the form VR-210. However, for those leased vehicles where the leasing company does not choose to show c/o, the disabled individual will need to use a placard to be entitled to special disabled parking privileges. Several leasing companies only want the address of the leasing company within Maryland.

DISABILITY PLATES FOR VEHICLES TITLED TO AN INTER-VIVOS TRUST
Disability License plates may be issued to a vehicle titled to an inter-vivos trust if the disabled individual is the primary beneficiary of the trust.

INSURANCE- Enter "full" name of insurance company, policy or binder number, and agents name. (If an incomplete company name is given or if you only indicate the "insurance agency" the transaction will be rejected)

NOTE: Only "Rented" or "Leased Trailers" require insurance.

Maryland's Insurance Compliance Process

Having a good understanding of Maryland MVA's Insurance Compliance process will ensure that your customer's vehicle is not flagged unnecessarily.

The information requested on the VR-005, Application for Certificate of Title, under VIN# and state of trade, is not associated with Insurance Compliance. It is on the application to assist in auditing trade in amounts applied to the purchase price of a vehicle and becomes part of the vehicle's title record.

Automated Compulsory Insurance System (ACIS) is a stand-alone program that only communicates to MVA's mainframe.

VERY IMPORTANT!!! When trading in a vehicle to purchase another vehicle, the customer MUST notify their insurance company that the vehicle was traded-in when the

tags were transferred and provide the insurance company with the information for the newly purchased vehicle.

Newly Titled vehicles:
Upon the titling of a new vehicle the purchaser self certifies that they have insurance and at that time they provide the name of the insurer and the policy number on the application. ACIS forwards a request to the insurer for insurance verification. If the insurance company does not respond in a positive way ACIS will then generate a case and send a letter of inquiry to the vehicle owner.

ACIS will not generate a notice to request verification of insurance if an event occurs, for example:

- If a tag is returned to MVA
- If the tags expire
- If the title is transferred
- If new business is reported by an insurance company

ACIS will generate a notice to request verification of insurance if:

- A newly titled vehicle's insurance cannot be verified. or when the insurance company sends cancellation of vehicle's insurance .
- If a vehicle is sold privately and the tags are not returned
- If a vehicle is sold privately and the tags are not returned and the vehicle is not re-titled

How Soundex Flags Are Created

Insurance Inquiry Flag (Soundex Flag) – If MVA receives a notice of cancellation on a vehicle's insurance, it will suspend the registration 15 days after the case is created, for that vehicle and all other vehicles owned or co-owned by the vehicle's owners. This soundex flag prevents that owner from completing any registration transaction or registering a new vehicle.

How to Pay Through IVR

Insurance fines may be paid by IVR once the penalty has been accessed. The motorist has the option of paying their fine at MVA or 410-768-7431. Payments are by credit card only. VISA MC AX EXP. Make sure you have your title number and case number. No partial payments. If your account has already been sent to CCU, no payments may be made by phone.

If a customer has cases on multiple vehicles, all penalty fines must be paid before the flag will be lifted.

To view information about insurance compliance in Maryland go to
www.mva.maryland.gov
Then click on Vehicle Services / Insurance Compliance / Maryland approved insurance companies.

To order a book of insurance companies licensed to insure vehicles in Maryland go to:
insurance@mva.maryland.gov

ODOMETER MILEAGE- Enter the odometer reading and check appropriate box if applicable. The transaction must contain an odometer disclosure statement on a Certificate of Origin, title, dealer's reassignment or odometer disclosure statement that conforms to all federal requirements.

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REASSIGNMENT ODOMETER DISCLOSURE LANGUAGE:

- Current odometer reading (no tenths)
- An indication whether the odometer reading reflects "ACTUAL MILEAGE", "ACTUAL MILEAGE IS IN EXCESS OF MECHANICAL LIMITS OF THE ODOMETER" or "NOT ACTUAL MILEAGE"
- Signature and printed name of the seller(s)
- Signature and printed name of the buyer(s)

NOTE: For odometers that have 6 digits, do not check "in excess of mechanical limits" unless the vehicle has at least one million miles.

MARYLAND TITLES WILL BE BRANDED ACCORDINGLY:

a. ACTUAL MILEAGE
b. EXCEEDS MECHANICAL LIMITS
c. NOT ACTUAL MILEAGE

ODOMETER DISCLOSURE EXEMPTIONS

→ Motor vehicle 10 model years old or older
→ Vehicles having GVWR of more than 16,000 lbs.
→ Vehicles not self propelled
→ New vehicle prior to its first transfer for purposes other than resale
→ A vehicle sold directly from manufacturer to any agency of the U.S. in conformity with contractual specifications.

Note: For vehicles 10 years old or older, Maryland requires that the odometer be entered on the VR-005, but will not reject the transaction if a federally conforming odometer disclosure statement is not present.

Note: The Truth in Mileage Act of 1986 is provided for your guidance at the end of this section.

SIGNATURE ON APPLICATION: Applicant(s) must sign and print their name and date the application.

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CO-SIGNER- If an owner of a vehicle is under 18, a parent, spouse, employer, or other responsible adult must sign as co-signer. The purpose of the co-signer's signature in this section is to certify to the accuracy of the information on the application for title. (They will not be shown on the title).

APPLICANTS MAY SIGN IN THEIR USUAL MANNER. All of these are acceptable signatures:

- *John Henry Doe*
- *John H. Doe*
- *J. H. Doe*
- *John Doe*
- *J. Henry Doe*

PRINTED SIGNATURES are only acceptable with sufficient proof that the applicant cannot sign the name.

"X" SIGNATURE requires the signature of two (2) witnesses.

COMPANY AND CORPORATE SIGNATURES- Need to have the capacity of the individual stated after the signature. See examples below for capacities having authority to sign on behalf of the business entities:
Solely Owned Company or Sole Proprietorship -sole owner or sole proprietor
Partnership - partner (even though one is acceptable, try to have all partners sign)
Corporation - president, vice president, secretary, treasurer, any manager
Limited Liability Companies - member

If a business entity gives power of attorney to an individual to sign all documents to title and register any vehicles owned by that business entity, the power of attorney need not be submitted. It will only be necessary for the person signing to indicate that they have power of attorney to sign on behalf of that business entity. However, if a concern arises, the MVA reserves the right to request to see the power of attorney.

APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES

I/we do hereby make application for: ☐ New Tags ☑ Transfer of Tags ☐ Title Only Is your motor vevhicle now suspended or revoked in this or any other state? ☐ Yes ☐ No Is this vehicle to be operated for short term rental? ☐ Yes ☐ No If transferring plates, complete below:

TAG NO. 123ABC and STICKER NO. 123ABC The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name Traded to Dealer

Address

Name of Insurance Co. Maryland Insurance Company Policy or Binder No. 000111000

Agent or broker Class of Tags desired A

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING 2500 (NO TENTHS) ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY.

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant John Q Public Printed Name of Applicant John Quincy Public

Signature of Co-Applicant Printed Name of Co-Applicant

Witness my/our Hand(s) and Seal(s) this 02 day of 12 year 2010

Signature of Co-Signer Relationship

Soundex P-142-429-723-002 Date of Birth

For more information, please call: **1-800-950-1MVA (1682)** (to speak with a customer service representative), From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

TRUSTEE SIGNATURE – The person or persons who are trustees in a trust need to indicate trustee after their signature. A copy of the trust agreement (only the part naming the trust and designating the trustees) must be attached to the application for title. If more than one trustee is appointed, they all have to sign, unless the trust agreement indicates that they may act separately (severally).

RESTRICTED POWER OF ATTORNEY- If an individual or business entity grants power of attorney to complete any documents necessary to assign, title or register a vehicle "SPECIFICALLY DESCRIBED BY YEAR, MAKE AND VIN" the original power of attorney or a notarized copy must accompany the transaction. Person(s) granting power of attorney and person(s) to whom power of attorney was granted need to sign the power of attorney.

GENERAL POWER OF ATTORNEY - It is important that a general power of attorney have wording that indicates that it may be used for the transfer or acquisition of personal property as the case may be, or in a very broad sense implies the same.

OWNER INCOMPETENT requires signature of guardian and a copy of the court order appointing the guardian.

Please note: If a "durable power of attorney" (advanced directive) was executed by the individual prior to the time of their incompetence, stating that it will continue to be in effect in the event that the person granting becomes incompetent, it may be accepted without the need for guardianship. Be sure that the power of attorney covers the transfer of personal property.

STATE OF MARYLAND, POWER OF ATTORNEY FOR ODOMETER DISCLOSURE OF A MOTOR VEHICLE (FORM VR-279) is used when a vehicle titled in another state is traded-in to a Maryland dealer, and the title is in the possession of a lien holder. Once the title is received from the lien holder, this power of attorney allows the dealer to disclose the mileage and complete the assignment of ownership. All three sections of this form must be completed. Please note: This form is only available through the Maryland Automobile Dealers Association (MADA) http://mdauto.org// or the Maryland Independent Automobile Dealers Association (MIADA) http://miada-diada.com/forms.cfm. (See Truth in Mileage Act)

POWER OF ATTORNEY FOR ODOMETER DISCLOSURE OF A MOTOR VEHICLE **CONTROL NO. 99514**

WARNING: This form may be used only when Title is physically held by a lien holder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE IDENTIFICATION NUMBER YEAR MAKE BODY

PART A. — POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I _____ appoint _____

(Translator's name print) (Translator's name print)

As my attorney-in-fact, to disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer reads _____ miles and to the best of my knowledge that it reflects the actual mileage

(NO TENTHS)

unless one of the following statements is checked:

_____ (1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

_____ (2) I certify that the odometer reading is not the actual mileage.

WARNING — ODOMETER DISCREPANCY

Transferor's Signature: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (ZIPCODE)

Transferee's Signature: _____ Printed Name _____

Transferee's Name: _____

(PRINTED OR TYPE NAME OF BUSINESS OR COMPANY)

Transferee's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

PART B. — POWER OF ATTORNEY — TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE.

(Part B Is Not Valid Unless Part A Has Been Completed)

I _____ appoint _____

(TRANSFEROR'S NAME PRINTED) (TRANSFEROR'S NAME PRINTED)

as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's Signature: _____ Printed Name: _____

Transferee's Name: _____

(PRINT OR TYPE NAME OF BUSINESS OR COMPANY)

Transferee's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads _____ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

_____ (1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

_____ (2) I certify that the odometer reading is not the actual mileage.

WARNING — ODOMETER DISCREPANCY

Transferor's Signature: _____ Printed Name: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

PART C. — CERTIFICATION

I, _____ hereby certify that the mileage I have disclosed on the

(person exercising above powers of attorney, print)

title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Transferor's Signature: _____ Printed Name: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

THIS DOCUMENT IS VOID IF ANY INFORMATION ENTERED HEREON HAS BEEN ERASED OR ALTERED BY ANY MEANS.

UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS STRICTLY PROHIBITED.

VR-279

SAMPLE

MARYLAND CLEAN CARS ACT 2007

Maryland Clean Cars Act of 2007 SB-103 Effective June 1, 2007
*All vehicles starting with model year 2011, must comply with California's strict emissions standard. (CAL LEV)
*This Bill does not affect vehicles with model year 2010 and older.
*The Maryland title will indicate the 2011 + year vehicle meets the emissions standard for this state.
*Vehicles starting with model year 2011 that do not meet the Maryland Clean Cars Act of 2007 cannot be titled in Maryland (see exemptions specifically noted below).
*Many of the vehicles titled today are CAL LEV compliant.
*The Bill was passed in 2007 requiring vehicles with a model year of 2011 and beyond to be CAL LEV compliant. This was to give the Manufactures three years to become compliant as required by Federal Regulations.
*The Motor Vehicle Administrations titling screens have been modified to require operators to enter a Y to reflect that the vehicle is CAL LEV compliant. This will allow the CAL LEV brand to print on the title certificate for future use. This brand field will be added to the dealer transactions in the near future.

Sample wording for CAL LEV, which appears on the front of the Certificate of Origin:
*This vehicle is certified for sale in all 50 states.
*This vehicle conforms with applicable U.S. Federal Safety bumper and theft protection and with the applicable U.S. Federal and California emission requirements.
*This vehicle certified according to Federal EPA and California ARB emission requirements for sale in any state within the U.S.

CAL LEV EXEMPTIONS

The following exemptions were identified in the Maryland Department of Environment COMAR regulations:

- Transferred by inheritance
- Transferred by divorce, dissolution, or legal separation.
- Previously registered where mileage exceeds 7,500 miles,
- Purchased by a nonresident prior to moving to Maryland
- A Vehicle sold for the purpose of being wrecked or dismantled.
- A vehicle sold directly from one licensed dealer to another licensed dealer.
- A vehicle sold for registration out-of-state
- A vehicle sold for off-highway use
- A vehicle of a rental agency in Maryland as a result of a rental initiated in a state other than Maryland.
- An emergency vehicle
- A military tactical vehicle
- A vehicle exempted by California Health and Safety Code §43656
- A vehicle replacement vehicle acquired by a resident of Maryland out of State
- A vehicle designated as exempt by the Administration

This law is applicable to vehicles of the 2011 model year and each model year thereafter for passenger cars, light-duty trucks, and medium-duty vehicles. Includes Medium duty vehicles with gross vehicle weight rating of 14, 000 pounds or less.

TRUTH IN MILEAGE ACT OF 1986

TRUTH IN MILEAGE ACT

The Law

Congress enacted the federal odometer law in 1972 to prohibit tampering with odometers and to establish safeguards for the protection of consumers. In 1976, the law was amended to strengthen the enforcement provisions. In 1986, the Truth in Mileage Act of 1986 was enacted to enhance the paper trail of odometer readings. The Truth in Mileage Act also doubled the civil penalties to $2,000 and made knowing and willful violations a felony. In 1988 the Pipeline Safety Reauthorization Act amended the odometer law to permit the use of a secure power of attorney in connection with the mileage disclosure. The laws and amendments are codified and can be found in Title IV of the Motor Vehicle Information and Cost Savings Act, 15 U.S.C. Sections 1981 – 1991.

The National Highway Traffic Safety Administration (NHTSA) was charged with the responsibility of implementing the provisions of the law. The final rulemaking was advertised in the Federal Register on August 30, 1989.

Unlawful Acts

The Act makes it unlawful for any person:

1) To advertise for sale, to sell, to use, or to install or to have installed, any device which causes an odometer to register an inaccurate mileage;
2) To disconnect an odometer;
3) To reset or alter the odometer of any motor vehicle with intent to change the mileage;
4) To drive, with fraudulent intent, a motor vehicle with a disconnected or nonfunctional odometer;
5) To conspire with any other person to violate the provisions of the Act;
6) To fail to issue a disclosure statement or to issue a false statement; and
7) If a dealer or distributor, to fail to receive a complete mileage disclosure statement.

REMEDIES

Private Civil Actions – Anyone violating any requirement "with intent to defraud" is liable for three times actual damages or $1500, whichever is greater, plus costs and attorney fees. This action may be brought by an attorney in a State or Federal court within two years from the date on which liability arises.

Injunctive Relief – The United States Attorney General may bring an action to restrain violations of the Act.

State Enforcement – The chief law enforcement officer in a State (usually the Attorney General) may bring an action to restrain violations or to recover amounts for aggrieved consumers.

Civil Penalty – The Secretary of the Department of Transportation has the authority to assess civil penalties which are collectable in a civil action brought by the United States Attorney General. Any person who violates any provision of the Federal law is subject to a civil penalty not to exceed $2,000 for each violation, with a maximum penalty of $100,000.

Criminal Penalty – The criminal penalty, subjects a person, including an individual director, officer or agent of a corporation, to a fine of not more than $50,000 or to imprisonment for not more than three years, or both, for knowingly and willfully committing any of the unlawful acts.

The American Association of Motor Vehicle Administrators created a Task Force to analyze the final rule and develop guidelines for the states to follow in implementing the law.

The Task Force reduced the pertinent issues regarding the act to six.

- **Power of Attorney**
- **Secure documents**
- **Non-conforming Documents**
- **Reassignment/Disclosure Language**
- **Involuntary Divestiture**
- **Odometer/Mileage Reading Brands**

POWER OF ATTORNEY

- The Final Rule prohibits the use of a Power of Attorney in any situation where the transferor (seller) and the transferee (buyer) are the same person or agents of the same person or corporation.

- The Pipeline Safety Reauthorization Act of 1988 allows for the use of a Power of Attorney when the transferor and the transferee are the same person or an agent of the same person or corporation and the title is in the possession of a lien holder.

- Legitimate uses of a Power of Attorney will continue to be recognized by NHTSA. Such uses include, but are not limited to estate administrators or personal representatives, lessor/lessee dealings and most situations where an owner or joint owner is unavailable.

PIPELINE SAFETY REAUTHORIZATION ACT OF 1988

- Requires each jurisdiction to issue Power of Attorney forms by means of a secure printing process.

- Requires that the original form be returned to the jurisdiction by the person who was granted the Power of Attorney and a copy be retained by that person, firm or corporation.

- Requires the Power of Attorney form to have a certified odometer disclosure statement with a signature line for both the person granted the Power of Attorney and the transferee. NHTSA requires certification that the title is, in fact, in the possession of a secured party.

- The use of the Power of Attorney is voluntary on the part of the customer. They are under no obligation to sign a Power of Attorney and if they elect to return to the dealership after they receive the title, the dealer must comply.

POWER OF ATTORNEY FORM

Three Part Form:

- Part A Mileage Disclosure
- Part B Is used to show that the party granted the Power of Attorney has reviewed the title document and acknowledge disclosure.
- Part C Is a certification to all information appearing on the Power of Attorney Form and that there are no indications of mileage discrepancies.

POWER OF ATTORNEY FOR ODOMETER DISCLOSURE OF A MOTOR VEHICLE **CONTROL NO. 99514**

WARNING: This form may be used only when Title is physically held by a lien holder or has been lost. This form must be submitted to the State by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE IDENTIFICATION NUMBER YEAR MAKE BODY

PART A. — POWER OF ATTORNEY TO DISCLOSE MILEAGE

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I _____appoint_____

(Translator's name print) (Translator's name print)

As my attorney-in-fact, to disclose the mileage, on the title for the vehicle described above, exactly as stated in my following disclosure.

I state that the odometer reads_____miles and to the best of my knowledge that it reflects the actual mileage

(NO TENTHS)

unless one of the following statements is checked:

_____ (1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

_____ (2) I certify that the odometer reading is not the actual mileage.

WARNING — ODOMETER DISCREPANCY

Transferor's Signature: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (ZIPCODE)

Transferee's Signature: _____ Printed Name _____

Transferee's Name:_____

(PRINTED OR TYPE NAME OF BUSINESS OR COMPANY)

Transferee's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

SAMPLE

PART B. — POWER OF ATTORNEY — TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE.

(Part B Is Not Valid Unless Part A Has Been Completed)

I_____appoint_____

(TRANSFEROR'S NAME PRINTED) (TRANSFEROR'S NAME PRINTED)

as my attorney-in-fact, to sign the mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's Signature: _____Printed Name:_____

Transferee's Name: _____

(PRINT OR TYPE NAME OF BUSINESS OR COMPANY)

Transferee's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

Federal law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I state that the odometer now reads _____ miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked:

_____ (1) I certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.

_____ (2) I certify that the odometer reading is not the actual mileage.

WARNING — ODOMETER DISCREPANCY

Transferor's Signature: _____Printed Name: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

PART C. — CERTIFICATION

I, _____hereby certify that the mileage I have disclosed on the

(person exercising above powers of attorney, print)

title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Transferor's Signature: _____Printed Name: _____

(STATEMENT DATE)

Transferor's Address: _____

(STREET) (CITY) (STATE) (ZIPCODE)

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UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS STRICTLY PROHIBITED.

VR-279

SECURE DOCUMENTS

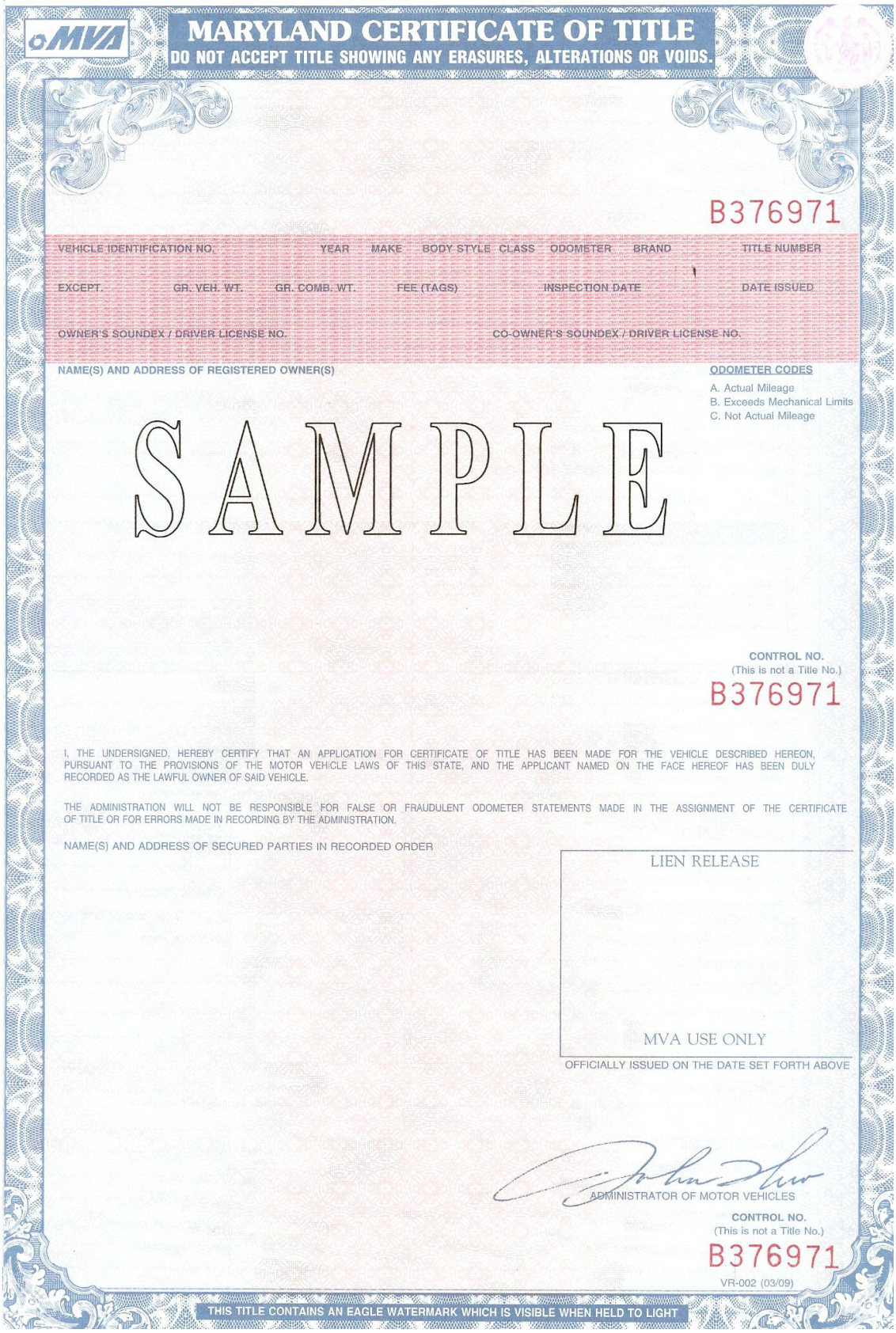
The certificate of title and any documents used to reassign the title shall be set forth by a secure process; however, the assignment documents do not need to be set forth by the same secure process as the title certificate.

AAMVA is recommending as a minimum:

- **Pantograph Void Feature**
- **Erasure Sensitive Background Inks**
- **Security paper**

These features will deter or detect counterfeiting and will allow alterations to be visible to the naked eye.

CERTIFICATE OF TITLE (Front)



MARYLAND CERTIFICATE OF TITLE

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.

B376971

VEHICLE IDENTIFICATION NO. YEAR MAKE BODY STYLE CLASS ODOMETER BRAND TITLE NUMBER

EXCEPT GR. VEH. WT. GR. COMB. WT. FEE (TAGS) INSPECTION DATE DATE ISSUED

OWNER'S SOUNDEX / DRIVER LICENSE NO. CO-OWNER'S SOUNDEX / DRIVER LICENSE NO.

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)

ODOMETER CODES

A. Actual Mileage
B. Exceeds Mechanical Limits
C. Not Actual Mileage

SAMPLE

CONTROL NO.
(This is not a Title No.)
B376971

I, THE UNDERSIGNED, HEREBY CERTIFY THAT AN APPLICATION FOR CERTIFICATE OF TITLE HAS BEEN MADE FOR THE VEHICLE DESCRIBED HEREON, PURSUANT TO THE PROVISIONS OF THE MOTOR VEHICLE LAWS OF THIS STATE, AND THE APPLICANT NAMED ON THE FACE HEREOF HAS BEEN DULY RECORDED AS THE LAWFUL OWNER OF SAID VEHICLE.

THE ADMINISTRATION WILL NOT BE RESPONSIBLE FOR FALSE OR FRAUDULENT ODOMETER STATEMENTS MADE IN THE ASSIGNMENT OF THE CERTIFICATE OF TITLE OR FOR ERRORS MADE IN RECORDING BY THE ADMINISTRATION.

NAME(S) AND ADDRESS OF SECURED PARTIES IN RECORDED ORDER

LIEN RELEASE

MVA USE ONLY

OFFICIALLY ISSUED ON THE DATE SET FORTH ABOVE

ADMINISTRATOR OF MOTOR VEHICLES

CONTROL NO.
(This is not a Title No.)
B376971

VR-002 (03/09)

THIS TITLE CONTAINS AN EAGLE WATERMARK WHICH IS VISIBLE WHEN HELD TO LIGHT

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

ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) _____

Address of Buyer(s) _____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage.

ODOMETER READING _____ (no tenths) — WARNING - ODOMETER DISCREPANCY

SELLING PRICE _____
DATE OF SALE _____

SIGNATURE OF SELLER(S) _____
PRINTED NAME OF SELLER(S) _____
SIGNATURE OF BUYER(S) _____
PRINTED NAME OF BUYER(S) _____

SIGNATURE OF CO-SELLER(S) _____
PRINTED NAME OF CO-SELLER(S) _____
SIGNATURE OF CO-BUYER(S) _____
PRINTED NAME OF CO-BUYER(S) _____

APPLICATION FOR TITLE AND REGISTRATION

Name(s) of Buyer(s) _____

Address of Buyer(s) _____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.

BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH

IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)

NAME OF SECURED PARTY	ADDRESS OF SECURED PARTY

I/we hereby make application for (Check applicable block) ☐ New Title ☐ New Title and Tags ☐ Transfer of Tags ☐ New Title Only No Tags | IF MOTORCYCLE, LIST ENGINE NUMBER | IF TRUCK/TRACTOR/TRAILER LIST WEIGHT G.V.W G.C.W

If you are transferring tags from a vehicle that you sold, to this vehicle, give the following (if applicable) | CLASS OF VEHICLE | TAG NUMBER | VALIDATION STICKER NUMBER

NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE | ADDRESS

CERTIFICATION OF INSURANCE | NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY) | POLICY OR BINDER NUMBER | NAME OF AGENT

IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES?

☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

NOTARY NOT REQUIRED

I/we certify, under penalty of perjury that the statements made herein are true and correct to the best of my/our knowledge, information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle.

Witness My/Our Hand(s) And Seal

This _____ Day of _____ 20 ____

"I AM AWARE OF ODOMETER CERTIFICATION MADE BY SELLER"

SIGNATURE OF BUYER(S) _____
PRINTED NAME OF BUYER(S) _____
SIGNATURE OF CO-BUYER(S) _____
PRINTED NAME OF CO-BUYER(S) _____

CO-SIGNATURE OF PARENT, GUARDIAN OR RESPONSIBLE ADULT REQUIRED WHEN APPLICANT IS UNDER 18 YEARS OF AGE. MUST BE SIGNED BY OWNER(S), OFFICER(S) OF CORPORATION, OR PARTNER IN PARTNERSHIP.

DEALER'S REASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) _____

Address of Buyer(s) _____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

SIGNATURE OF BUYER(S) _____
PRINTED NAME OF BUYER(S) _____

SIGNATURE OF CO-BUYER(S) _____
PRINTED NAME OF CO-BUYER(S) _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage.

ODOMETER READING _____ (no tenths) — WARNING - ODOMETER DISCREPANCY

DATE OF DELIVERY _____

SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____
PRINTED NAME OF AUTHORIZED AGENT _____
PRINTED NAME OF DEALERSHIP _____

CERTIFIED SELLING PRICE _____
TRADE IN ALLOWANCE _____
TAXABLE PRICE _____
GROSS TAX COLLECTED _____

VIN OF TRADE-IN		STATE	COLL. FEE 1.2% OF GROSS OR $24 MAX. FEE ALLOW.
IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN	NET TAX REMITTED
NAME OF SECURED PARTY		ADDRESS OF SECURED PARTY	

DEALER'S REASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) _____

Address of Buyer(s) _____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

SIGNATURE OF BUYER(S) _____
PRINTED NAME OF BUYER(S) _____

SIGNATURE OF CO-BUYER(S) _____
PRINTED NAME OF CO-BUYER(S) _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage.

ODOMETER READING _____ (no tenths) — WARNING - ODOMETER DISCREPANCY

DATE OF DELIVERY _____

SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____
PRINTED NAME OF AUTHORIZED AGENT _____
PRINTED NAME OF DEALERSHIP _____

CERTIFIED SELLING PRICE _____
TRADE IN ALLOWANCE _____
TAXABLE PRICE _____
GROSS TAX COLLECTED _____

VIN OF TRADE-IN		STATE	COLL. FEE 1.2% OF GROSS OR $24 MAX. FEE ALLOW.
IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN	NET TAX REMITTED
NAME OF SECURED PARTY		ADDRESS OF SECURED PARTY	

ANY ALTERATION OR ERASURE VOIDS THIS TITLE.

IMPORTANT NOTICE: This certificate is transferable only when recorded and filed with the Motor Vehicle Administration and is valid only while the vehicle described on the face is owned by the individual, firm or corporation named thereon. TITLE AND SECURITY INTEREST FILING FEES ARE REQUIRED. Maryland excise tax is assessed on the greater of the total purchase price if verified by the Administration's notarized Bill of Sale (VR-181) signed by buyer(s) and seller(s) or minimum allowed by law. When Bill of Sale (VR-181) does not accompany the title, tax is based on the valuation shown in a national publication of used car values by the Administration. If transfer is over seven (7) model years of age the tax is based on the greater of purchase price or minimum allowed by law. No Maryland Certificate of Title will be issued until all security interest or liens filed with the Motor Vehicle Administration have been officially released on the face hereof. Security interests or encumbrances not filed with the Motor Vehicle Administration. If this is a Duplicate Title it may be subject to the rights of a person under the Original Certificate. MARYLAND MOTOR VEHICLE ADMINISTRATION - 6601 RITCHIE HIGHWAY, N.E. - GLEN BURNIE, MARYLAND 21062

NOTICE OF SECURITY INTEREST FILING (Front)

MVA

MARYLAND NOTICE OF SECURITY INTEREST FILING

DO NOT ACCEPT THIS DOCUMENT SHOWING ANY ERASURES, ALTERATIONS OR VOIDS.

THIS IS NOT A TITLE

VEHICLE IDENTIFICATION NO. YEAR MAKE BODY STYLE CLASS ODOMETER BRAND TITLE NUMBER

EXCEPT GR. VEH. WT. GR. COMB. WT. FEE (TAGS) INSPECTION DATE DATE ISSUED

OWNER'S SOUNDEX / DRIVER LICENSE NO. CO-OWNER'S SOUNDEX / DRIVER LICENSE NO.

NAME(S) AND ADDRESS OF REGISTERED OWNER(S)

ODOMETER CODES

A. Actual Mileage
B. Exceeds Mechanical Limits
C. Not Actual Mileage

SAMPLE

THIS IS TO CERTIFY THAT A SECURITY INTEREST HAS BEEN DULY FILED WITH THE MOTOR VEHICLE ADMINISTRATION IN THE NAME OF THE SECURED PARTY BELOW ON THE VEHICLE DESCRIBED.

TERMINATION STATEMENT

I, THE UNDERSIGNED, DO HEREBY RELEASE ALL RIGHTS AND INTERESTS IN THE VEHICLE DESCRIBED ABOVE.

SIGNATURE OF SECURED PARTY OFFICIAL CAPACITY DATE OF RELEASE

NAME AND ADDRESS OF SECURED PARTIES

OFFICIALLY ISSUED ON THE DATE SET FORTH

ADMINISTRATOR OF MOTOR VEHICLES

VR-002 (03/09)

THIS DOCUMENT CONTAINS AN EAGLE WATERMARK WHICH IS VISIBLE WHEN HELD TO LIGHT

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

CERTIFICATION OF REPOSSESSION

To be used by secured party (Lien Holder) named on the face for securing a repossessed certificate of title or for the conveyance of ownership of the vehicle to a subsequent purchaser. I/We, the undersigned, hereby certify, under penalty of perjury, that the Motor Vehicle described on the face has been repossessed because of the debtor's failure to meet the obligation in the settlement of the lien indicated on the face of this form. The lien contract covering the vehicle was executed in full compliance with article 95B of the annotated Code of Maryland. I/We also warrant title to the vehicle described and agree to defend it against all claims.

Witness My/Our Hand(s) and Seal

This _____ Day of _____ Yr_____

SIGNATURE OF SECURED PARTY

PRINTED NAME

REPRESENTING FIRM OR COMPANY

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (no tenths)

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY

ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s) _____

Address of Buyer(s) _____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

SELLING PRICE

DATE OF SALE

ODOMETER READING (no tenths)

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY

SIGNATURE OF SELLER(S)

PRINTED NAME OF SELLER(S)

SIGNATURE OF BUYER(S)

PRINTED NAME OF BUYER(S)

SIGNATURE OF CO-SELLER(S)

PRINTED NAME OF CO-SELLER(S)

SIGNATURE OF CO-BUYER(S)

PRINTED NAME OF CO-BUYER(S)

APPLICATION FOR TITLE AND REGISTRATION

Name(s) of Buyer(s)_____

Address of Buyer(s)_____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

Give Maryland Driver's License Number and Date of Birth. If you do not have a Driver's License, give Date of Birth.

BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH	CO-BUYER'S DRIVER'S LICENSE NO.	DATE OF BIRTH

IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN	KIND OF LIEN (DESCRIBE)

NAME OF SECURED PARTY	ADDRESS OF SECURED PARTY

I/we hereby make application for (Check applicable block) ☐ New Title and Tags ☐ New Title and Transfer of Tags ☐ New Title Only No Tags | IF MOTORCYCLE, LIST ENGINE NUMBER | IF TRUCK/TRACTOR/TRAILER LIST WEIGHT G.V.W G.C.W

If you are transferring tags from a vehicle that you sold, to this vehicle, give the following (if applicable)	CLASS OF VEHICLE	TAG NUMBER	VALIDATION STICKER NUMBER

NAME OF PERSON TO WHOM YOU SOLD THE OLD VEHICLE	ADDRESS

CERTIFICATION OF INSURANCE

NAME OF INSURANCE COMPANY (COPY FROM YOUR POLICY)

POLICY OR BINDER NUMBER | NAME OF AGENT

IS THIS VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES?

☐ JOINT TENANTS ☐ TENANTS BY ENTIRETIES

NOTARY NOT REQUIRED

I/we certify, under penalty of perjury that the statements made herein are true and correct to the best of my/our knowledge, information and belief and hereby state that the manufacturer's identification number shown on the face hereof agrees with the number plate on the vehicle.

Witness My/Our Hand(s) And Seal

This _____ Day of _____ 20 _____

"I AM AWARE OF ODOMETER CERTIFICATION MADE BY SELLER"

SIGNATURE OF BUYER(S)

PRINTED NAME OF BUYER(S)

SIGNATURE OF CO-BUYER(S)

PRINTED NAME OF CO-BUYER(S)

CO-SIGNATURE OF PARENT, GUARDIAN OR RESPONSIBLE ADULT REQUIRED WHEN APPLICANT IS UNDER 18 YEARS OF AGE. MUST BE SIGNED BY OWNER(S), OFFICER(S) OF CORPORATION, OR PARTNER IN PARTNERSHIP.

DEALER'S REASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following.

Name(s) of Buyer(s)_____

Address of Buyer(s)_____

STREET ADDRESS | CITY OR TOWN | COUNTY | STATE | ZIP CODE

SIGNATURE OF BUYER(S)

PRINTED NAME OF BUYER(S)

SIGNATURE OF CO-BUYER(S)

PRINTED NAME OF CO-BUYER(S)

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (no tenths)

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY

DATE OF DELIVERY_____

SIGNATURE OF AUTHORIZED AGENT

DEALER'S NO.

PRINTED NAME OF AUTHORIZED AGENT

PRINTED NAME OF DEALERSHIP

CERTIFIED SELLING PRICE

TRADE IN ALLOWANCE

TAXABLE PRICE

GROSS TAX COLLECTED

VIN OF TRADE-IN	STATE	COLL. FEE 1.2% OF GROSS OR $24 MAX. FEE ALLOW.

IF NOT SUBJECT TO A LIEN, INDICATE "NONE"	AMOUNT OF LIEN	DATE OF LIEN	NET TAX REMITTED

NAME OF SECURED PARTY	ADDRESS OF SECURED PARTY

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.

IMPORTANT NOTICE: This certificate of repossession is to be completed by the Secured Party when the vehicle described herein has been repossessed in accordance with Commercial Law of the Annotated Code of Maryland. Upon completion of the certification, the Secured Party may apply for a Maryland certificate of title or convey ownership of the vehicle to a subsequent purchaser. If applying for a Maryland title, the Secured Party must complete this form (application for title and registration). MARYLAND MOTOR VEHICLE ADMINISTRATION - 6601 RITCHIE HIGHWAY, N.E. - GLEN BURNIE, MARYLAND 21062.

NON-CONFORMING DOCUMENTS

After April 29, 1989, all jurisdictions were required to accept the new odometer disclosure form. Inasmuch as most jurisdictions' titles did not contain the new odometer statement, a separate disclosure document was developed. This document is presently being used whenever a non-conforming certificate of title is issued to transfer ownership of a vehicle.

A non-conforming title need only be accompanied by a separate conforming odometer disclosure document when the vehicle is sold to the retail purchaser. NHTSA will verify that odometer disclosure statements were furnished between dealers through audits of dealer records. This document does not need to be printed by any secure process.

A separate odometer disclosure is not required when transferring new vehicles between dealers.

When the new vehicle is sold retail, a separate conforming odometer disclosure statement must accompany any non-conforming certificate of origin.

Most states requested and received an extension beyond the April, 1989 implementation date. Maryland was granted an extension for implementation until April, 1991.

REASSIGNMENT / DISCLOSURE LANGUAGE

The final rule gives very clear direction on language regarding reassignments and disclosures and NHTSA requires jurisdictions to issue title documents with this new disclosure language.

The following information must be contained in each assignment on the back of the title.

1. Current odometer reading (no tenths).
2. An indication whether the odometer reading reflects ACTUAL MILEAGE or is NOT ACTUAL MILEAGE, or that the ACTUAL MILEAGE IS IN EXCESS OF MECHANICAL LIMITS OF THE ODOMETER.
3. The signature and printed name of the seller.
4. The signature and printed name of the buyer.

The statement regarding the federal mileage disclosure law need only be included at the top of the first assignment area.

The address of the seller must appear somewhere on the document.

The printed name of the seller and buyer shall reflect the name of the person signing, not just the company or corporate name.

DEALER'S BILL OF SALE FORM AND/OR RE-ASSIGNMENT FOR NEW & USED VEHICLES

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

THIS DOCUMENT IS VOID IF ANY INFORMATION ENTERED HEREON HAS BEEN ERASED OR ALTERED BY ANY MEANS. UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS STRICTLY PROHIBITED.	DEALER'S BILL OF SALE AND/OR RE-ASSIGNMENT FOR NEW AND USED VEHICLES	THIS FORM IS TO BE USED BY LICENSED DEALER FOR THE PURPOSE OF RE-ASSIGNMENT OF A VEHICLE. THE PROPERLY ASSIGNED OWNERSHIP DOCUMENTS MUST ACCOMPANY THIS FORM.

CONTROL NO. 0000000

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

DESCRIPTION OF VEHICLE (Certificate of ownership, properly assigned, must accompany this form)

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	BODY STYLE	MODEL	ATTACHED TITLE NO.	STATE

ASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following. Date Of Sale _____

Name(s) of Buyer(s) _____

Address of Buyer(s) _____ (STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)

SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____

PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (no tenths)
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. **WARNING — ODOMETER DISCREPANCY**

SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____

PRINTED NAME OF AUTHORIZED AGENT _____

PRINTED NAME OF DEALERSHIP _____

NAME OF SECURED PARTY _____

ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____

CERTIFIED SELLING PRICE
TRADE IN ALLOWANCE
TAXABLE PRICE
GROSS TAX COLLECTED
1.2% FEE COLLECTED NET TAX REMITTED

☐ Sold for dismantling or rebuilding. VIN of Trade-in _____ State _____

ASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following. Date Of Sale _____

Name(s) of Buyer(s) _____

Address of Buyer(s) _____ (STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)

SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____

PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (no tenths)
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. **WARNING — ODOMETER DISCREPANCY**

SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____

PRINTED NAME OF AUTHORIZED AGENT _____

PRINTED NAME OF DEALERSHIP _____

NAME OF SECURED PARTY _____

ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____

CERTIFIED SELLING PRICE
TRADE IN ALLOWANCE
TAXABLE PRICE
GROSS TAX COLLECTED
1.2% FEE COLLECTED NET TAX REMITTED

☐ Sold for dismantling or rebuilding. VIN of Trade-in _____ State _____

ASSIGNMENT

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following. Date Of Sale _____

Name(s) of Buyer(s) _____

Address of Buyer(s) _____ (STREET ADDRESS) (CITY OR TOWN) (COUNTY) (STATE) (ZIP CODE)

SIGNATURE OF BUYER(S) _____ SIGNATURE OF CO-BUYER(S) _____

PRINTED NAME OF BUYER(S) _____ PRINTED NAME OF CO-BUYER(S) _____

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING _____ (no tenths)
☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage. **WARNING — ODOMETER DISCREPANCY**

SIGNATURE OF AUTHORIZED AGENT _____ DEALER'S NO. _____

PRINTED NAME OF AUTHORIZED AGENT _____

PRINTED NAME OF DEALERSHIP _____

NAME OF SECURED PARTY _____

ADDRESS OF SECURED PARTY _____ AMOUNT OF LIEN _____ DATE OF LIEN _____

CERTIFIED SELLING PRICE
TRADE IN ALLOWANCE
TAXABLE PRICE
GROSS TAX COLLECTED
1.2% FEE COLLECTED NET TAX REMITTED

☐ Sold for dismantling or rebuilding. VIN of Trade-in _____ State _____

STATE OF MARYLAND FORM VR-182 (1-08)

<u>Exceptions to odometer disclosure requirements:</u> The following is a list of exceptions from the odometer disclosure requirement:

Dealer transfers prior to the first sale.
Vehicles with GVW's above 16,000 pounds.
Vehicles not self-propelled.
Government vehicles,
Vehicles 10 years old or older.

<u>Five year statement retention required:</u> The new regulations require dealers to retain the odometer disclosure statements for five years and you must have a retrieval system in place.

ODOMETER DISCLOSURE STATEMENT

ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I, _____ (transferor's name)
(PRINT)

state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

☐ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

☐ (2) I hereby certify that the odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY.**

MAKE	MODEL	BODY TYPE
VEHICLE IDENTIFICATION NUMBER		YEAR

X _____
TRANSFEROR'S SIGNATURE

_____
PRINTED NAME

_____
TRANSFEROR'S ADDRESS (STREET)

_____
CITY STATE ZIP CODE

_____
DATE OF STATEMENT

X _____
TRANSFEREE'S SIGNATURE

_____
PRINTED NAME

_____
TRANSFEREE'S ADDRESS (STREET)

_____
CITY STATE ZIP CODE

INVOLUNTARY DIVESTITURE
(NON-OWNER INVOLVEMENT)

There are many reasons for ownership of a vehicle to change without owner involvement. Reasons include, but are not limited to: court order, mechanic's/storage lien, repossession, police sale or probation of an estate.

Where an involuntary transfer occurs, an odometer disclosure statement is required if the transferee and transferor are not the same person. An odometer disclosure from the previous owner is not required; however the current odometer reading must be noted on both the application for title or a separate disclosure form. The applicant makes the disclosure.

ODOMETER / MILEAGE READING BRANDS

It is important to recognize the difference between odometer reading and vehicle mileage. The Final Rule defines mileage as "…actual distance that a vehicle has traveled." Because odometer readings and mileage can be different, it is necessary to brand odometer readings.

Because there is a lack of common definitions of brands, NHTSA created a national definition of these brands.

ACTUAL MILEAGE
NOT ACTUAL MILEAGE
EXCEEDS THE MECHANICAL LIMITS

EXEMPTIONS

- Motor vehicles 10 model years old or older.
- Vehicles having a gross vehicle weight rating of more than 16,000 pounds.
- Vehicles that are not self-propelled.
- A new vehicle prior to its first transfer for purposes other than resale.
- A vehicle sold directly by the manufacturer to any agency of the United States in conformity with contractual specifications.

RECORD RETENTION
ODOMETER DISCLOSURE STATEMENT

Dealers and distributors who are required to execute an odometer disclosure statement shall retain for five years a copy of each odometer disclosure statement which they issue and receive.

The records shall be maintained at their primary place of business.

Lessors shall retain for five years following the date they transferred ownership of the leased vehicle each odometer disclosure statement they received from a lessee.

The record shall be maintained at their primary place of business.

Each auction company shall retain for five years following the date of sale of each motor vehicle the following records.

a) The name of the most recent owner (other than the auction company;
b) The name of the buyer;
c) The vehicle identification number; and
d) The odometer reading on the date which the auction company took possession of the motor vehicle.

The record shall be maintained at their primary place of business.

POWER OF ATTORNEY

Dealers and distributors who are granted a power of attorney shall retain a copy for five years at their primary place of business.

LEASED VEHICLES

Each lessor of a leased motor vehicle shall notify the lessee in writing that the lessee is required to provide a written disclosure to the lessor regarding the mileage. This notice shall contain a reference to the federal law.

The lessee shall furnish to the lessor a written statement regarding the mileage of the vehicle. This statement must be signed by the lessee and shall contain the following information:

1) The printed name of the person making the disclosure;
2) The current odometer reading (not to include tenths of miles);
3) The date of the statement;
4) The lessee's name and current address;
5) The lessor's name and current address;
6) The identity of the vehicle, including its make, model, year and body type, and its vehicle identification number;
7) The date that the lessor notified the lessee of disclosure requirements;
8) The date that the completed disclosure statement was received by the lessor; and
9) The signature of the lessor.

The lessee shall certify that to the best of his knowledge the odometer reading reflects the actual mileage; or

If the lessee knows that the odometer reading reflects the amount of mileage in the excess of the designed mechanical odometer limit, he shall include a statement to that effect; or

If the lessee knows that the odometer reading differs from the mileage and that the difference is greater than that caused by odometer calibration error, he shall include a statement that the odometer reading is not the actual mileage and should not be relied upon.

If the lessor transfers the leased vehicle without obtaining possession of it, the lessor may indicate on the title the mileage disclosed by the lessee unless the lessor has reason to believe that the disclosure by the lessee does not reflect the actual mileage of the vehicle.

CERTIFICATE OF ORIGIN

What is a Certificate of Origin?

The Certificate of Origin is the ownership document for a "new" vehicle and must accompany the title application when submitted to the MVA.

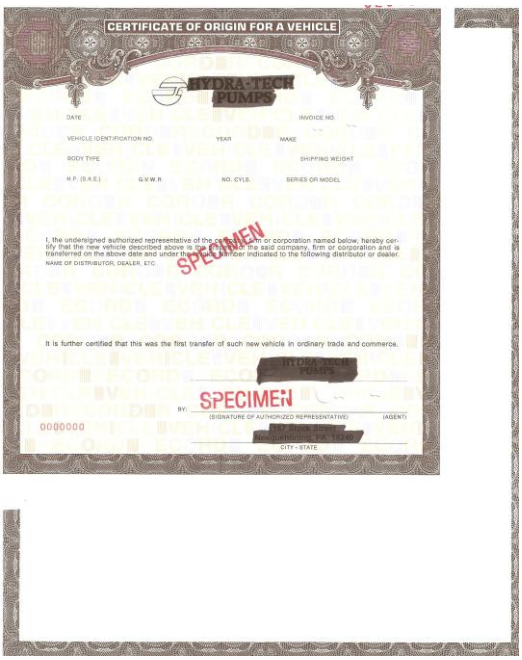
What information is contained on the front of the Certificate of Origin?

FRONT OF THE CERTIFICATE OF ORIGIN

The "top portion of the front" of the Certificate of Origin provides the description of the vehicle including the vehicle identification number, year, make, shipping weight, H.P. (S.A. E.), GVWR, number of cylinders, and series or model. **This is the source document that provides the vehicle information that you will enter on the application for certificate of title.**

The "middle portion of the front" of the Certificate of Origin shows the first assignment by the manufacturer to a licensed distributor or dealer.

The "lower portion of the front" of the Certificate of Origin contains the manufacturer's name and address and also contains a space for the signature of the manufacturer's agent.


CERTIFICATE OF ORIGIN FOR A VEHICLE

HYDRA-TECH PUMPS

DATE INVOICE NO.

VEHICLE IDENTIFICATION NO. YEAR MAKE

BODY TYPE SHIPPING WEIGHT

H.P. (S.A.E.) G.V.W.R. NO. CYLS. SERIES OR MODEL

I, the undersigned authorized representative of the [redacted] or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the [redacted] number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC.

SPECIMEN

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

[redacted]

BY: [redacted] (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (AGENT)

SPECIMEN

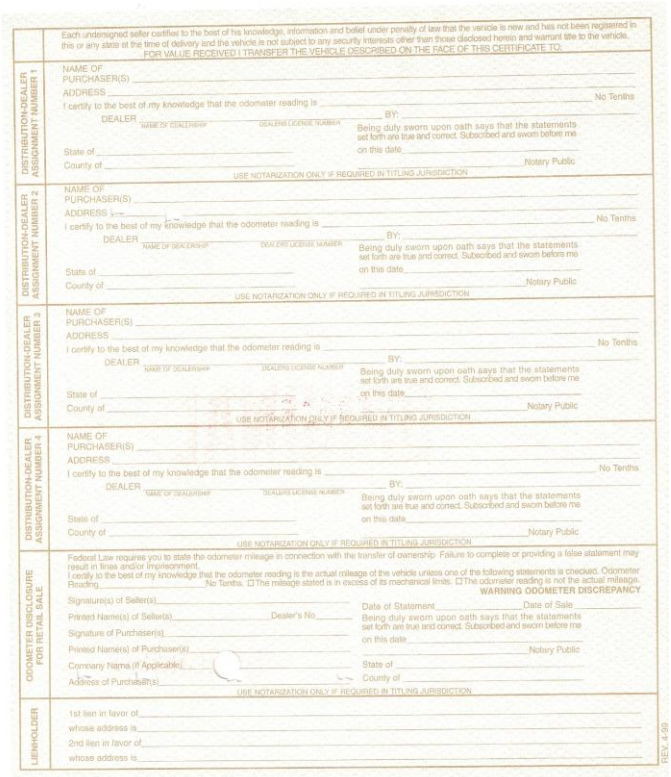
0000000

[redacted]

CITY - STATE

REVERSE OF THE CERTIFICATE OF ORIGIN

The reverse of the Certificate of Origin contains dealer/distributor reassignments where a licensed dealer may assign ownership of vehicles for which they have a franchise to sell. The reassignment area must be completed in full including name of purchaser, address, odometer reading (including designation as to actual mileage, not actual mileage, or exceeds mechanical limits), dealer number, and signature of the dealer. There must be a complete sequence of ownership from the manufacturer, to the dealer(s), to the retail buyer of the vehicle. For dealer to dealer transfers, the odometer reading is to be stated within each dealer reassignment, but once the ownership transfers to the retail buyer, the federally conforming odometer disclosure statement on the bottom of the certificate of origin needs to be completed; otherwise, a separate odometer disclosure statement needs to accompany the Certificate of Origin that has been completed and signed by the dealer and the retail buyer. There is also a space to provide lien information if applicable. If there is no lien, enter "NONE" in the space for lien holder's name.



Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.
FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:

DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1
NAME OF PURCHASER(S) ____
ADDRESS ____
I certify to the best of my knowledge that the odometer reading is ____ No Tenths
DEALER (NAME OF DEALERSHIP) (DEALERS LICENSE NUMBER) BY: ____
Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date ____ Notary Public
State of ____
County of ____
USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION

DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2
NAME OF PURCHASER(S) ____
ADDRESS ____
I certify to the best of my knowledge that the odometer reading is ____ No Tenths
DEALER (NAME OF DEALERSHIP) (DEALERS LICENSE NUMBER) BY: ____
Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date ____ Notary Public
State of ____
County of ____
USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION

DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3
NAME OF PURCHASER(S) ____
ADDRESS ____
I certify to the best of my knowledge that the odometer reading is ____ No Tenths
DEALER (NAME OF DEALERSHIP) (DEALERS LICENSE NUMBER) BY: ____
Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date ____ Notary Public
State of ____
County of ____
USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION

DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4
NAME OF PURCHASER(S) ____
ADDRESS ____
I certify to the best of my knowledge that the odometer reading is ____ No Tenths
DEALER (NAME OF DEALERSHIP) (DEALERS LICENSE NUMBER) BY: ____
Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date ____ Notary Public
State of ____
County of ____
USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION

ODOMETER DISCLOSURE FOR RETAIL SALE
Federal Law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading ____ No Tenths. ☐ The mileage stated is in excess of its mechanical limits. ☐ The odometer reading is not the actual mileage.
WARNING ODOMETER DISCREPANCY
Signature(s) of Seller(s) ____ Date of Statement ____ Date of Sale ____
Printed Name(s) of Seller(s) ____ Dealer's No. ____
Signature of Purchaser(s) ____
Printed Name(s) of Purchaser(s) ____
Company Name (If Applicable) ____
Address of Purchaser(s) ____
Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn before me on this date ____ Notary Public
State of ____
County of ____
USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION

LIENHOLDER
1st lien in favor of ____
whose address is ____
2nd lien in favor of ____
whose address is ____

REV. 4-99

COMAR's Requirement for a Uniform Certificate of Origin

Code of Maryland Regulation 11.12.01.19 is as follows:

.19 Uniform Manufacturer's Certificate of Origin.

A. The Manufacturer's Certificate of Origin for a new motor vehicle shall have the security features and be in the form recommended by the American Association of Motor Vehicle Administrators.

B. A distributor of motor vehicles, licensed under Title 15 of the Transportation Article, may issue the uniform Certificate of Origin in behalf of the manufacturer of a new motor vehicle.

What is meant by the term "Uniform Certificate of Origin"

The American Association of Motor Vehicle Administrators (AAMVA) has approved security specifications for the paper, which is used for the ownership documents. The approved security revisions for the Certificate of Origin (C/O's) are consistent with AAMVA's specifications recommended for the paper used for the vehicle titles in the various jurisdictions.

The American Association of Motor Vehicle Administrators has set forth the standards for Certificates of Origin.

Certificates conforming to all AAMVA standards may be ordered from the following AAMVA associate members:

- De La Rue Security Printing
  703-450-1300 ext. 2265 or 571-224-0185
- American Banknote
  615-261-0610

Please note: There are other secure printing companies that issue Certificates of Origin that contain all features that are required by AAMVA as well.
All "Certificates of Origin" should contain the following nine (9) features:

(1) Paper

a. Sensitized Security paper – paper that is reactive to chemicals commonly used to alter documents.
b. Non-Optical Brightener Paper – paper without added optical brighteners, which will not fluoresce under ultraviolet light.

(2) Engraved border – a border produced from engraved art work which shall appear on the front of the document.

(3) a. Prismatic – rainbow printing which is used as a deterrent to color copying, and/or

b. Copy void Pantograph – the word "void" appears when the document is copied.

(4) Complex Colors – colors which are developed by using a mixture of two or more of the primary colors (red, yellow, or blue) and black if required.

(5) Erasable Fluorescent Background Inks – fluoresces under ultraviolet light and reacts to any attempt to erase in such a manner as to be immediately detectable.

(6) Background Security Design – a repetitious design consisting of a pattern which hinders counterfeiting efforts.

(7) Microline – a line of small alpha characters in capital letters which requires a magnifying glass to read.

(8) Consecutively numbered – documents that contain a number which is consecutively numbered for control purposes

(9) a. Security Thread – with or without watermark, and/or

b. Intaglio Print – with or without latent image.

DOCUMENT SIZE – "Certificate of Origin" size specifications shall be seven(7) inches by eight (8) inches.

PAPER STOCK- Sixty (60) pound offset or equivalent durability

CONSTRUCTION – Unless otherwise specified by the user, the forms should be constructed and fan–folded for use on high-speed pin-fed computer printer and/or continuous typewriters.

LAYOUT – Text matter space for 1/10 inch horizontal and 1/6-inch deep characters per AAMVA H-12 Policy for standard format.

FACILITY SECURITY – To ensure the integrity of the manufacturers "Certificate of Origin", the user should require the vendor to maintain secure printing and storage facilities.

MARYLAND CERTIFICATE OF TITLE

What information is contained on the front of the MD title?

The front of the Maryland title contains a complete description of the vehicle by year, make and vehicle identification number, body style, odometer reading, brands, title number, exception codes for special conditions (such as JT, TBE, number of axels, number of passengers etc.), gross vehicle weight and gross combination weight, tag fee, inspection date, date issued, and the owner and co-owner soundex. This critical information is protected from alteration by a background of safety block microprint.

Directly below the safety block area on the left side is the name and address of the vehicle owner. On the right side directly below the safety block printing are the odometer codes and their meanings.

Below the owner's name and address you may see additional branding information such as "Rebuilt Salvage", "Flood", "Vehicle Returned-Automotive Warranty Enforcement Act-History on File", etc. If you see brands in this area, this indicates that there are conditions in the vehicles past that may substantially reduce the vehicle's value, and/or safety.

The lower portion of the front of the title is used to record lien information. The certificate of title is able to hold lien information for 4 lien holders. If there are more than 4 liens, the title will contain the words "and more". There is also a box on the lower half of the title where MVA may stamp the title clear of liens if provided with sufficient proof that the liens have been released. It is acceptable to provide the proof of lien satisfaction with the title at time of ownership change, instead of having the title stamped clear.

What information is on the reverse of the Maryland title?

The top section on the reverse of the Maryland title is the "Assignment of Ownership". This is the section where the owner(s) of the vehicle will complete an assignment, as required by law, showing the name and address of the party or parties to whom they are

transferring the ownership of the vehicle. The odometer reading stated in accordance with all federal requirements needs to be entered as well. For vehicles transferred to a dealer, the word “RESALE” is usually entered for selling price. In other circumstances, the selling price, GIFT etc, is entered. All federally conforming titles have both the printed name and signature of the buyer(s) and seller(s).

The next section on the reverse of the Maryland title is an “Application for Certificate of Title”. The customer purchasing the vehicle has the option of completing this section or completing the Application for Certificate of Title (Form VR-005).

The next two sections on the reverse of the “Certificate of Title” are dealer reassignments. Maryland dealers may use these reassignments or if the title has been assigned to an out of state dealer, they may use these sections as well. The dealer reassignments have a place for the dealer to assign ownership to another dealer, the retail buyer or any other transferee. There is also a federally conforming odometer certification and spaces for the signature and printed name of the buyer(s) and seller(s). There is a space for the certified selling price of the vehicle and space for Maryland dealers to show trade in value and calculate the gross and net tax remitted. A space for VIN and state of trade is provided on titling documents printed in 2009 or later. There is a space for the dealer to provide lien information (if there is no lien, write “NONE”). Once all reassignments are full on a title, a Maryland dealer may attach a separate dealer’s reassignment or apply for a dealer resale title, excise tax exempt.

MARYLAND NOTICE OF SECURITY INTEREST FILING (SIF)

What is the Maryland Notice of Security Interest Filing (SIF)?

The State of Maryland is a two-part titled state. When a vehicle is titled, the Certificate of Title is mailed to the owner of the vehicle. If the vehicle is subject to a lien, the second part of the title called the Notice of Security Interest Filing (SIF) is mailed only to the first lien holder, even though there may be second and additional lien holders recorded. The Notice of Security Interest Filing contains the same information on the front that is contained on the Certificate of Title. It has a similar appearance to the title but is a slightly different color. It also has a statement at the top saying “THIS IS NOT A TITLE”. The reverse of the document contains a certification of repossession, assignment of ownership, application for title and a dealers reassignment.

What is the purpose of the Notice of Security Interest Filing?

The Notice of Security Interest Filing serves two purposes. It may be utilized as a lien release, or in the case of a repossession, it serves as an ownership document.

How is the Notice of Security Interest Filing used as a lien release?

When the lien is satisfied, the lien holder needs to **sign in the place provided on the front of the document**, The lien holder is then required to mail or give the Notice of Security Interest filing to the vehicle owner to keep with their title. The ownership of a vehicle may not be transferred unless this document, accompanies the title. If the owner chooses, they may submit the title and the properly released Notice of Security Interest Filing to the MVA to have the title stamped clear or they may apply for a clear title for no additional charge.

If the Notice of Security Interest Filing has been lost, the lien holder may either (1) apply for a duplicate by completing the Application for Duplicate Security Interest Filing (Form VR-048) for a $20.00 fee; or (2) prepare a letter on their original letterhead, identifying the vehicle by year, make and vehicle identification number also providing the name(s) of the debtor(s), the amount and date of original lien, account number, date of release, signature and capacity of the secured party releasing the lien, printed name of the person releasing the lien, and the telephone number of the lien holder. Note: All lien release letters must be accompanied by a copy of the photo identification of the person presenting the lien release letter to the Motor Vehicle Administration.

How is the Notice of Security Interest Filing Used when a Lien Holder "Repossess a Vehicle"?

The Notice of Security Interest Filing serves as an ownership document when a lien holder repossesses the vehicle. To utilize the form for repossession, the lien holder needs to **complete the Certification of Repossession** on the reverse of the document including the **odometer disclosure statement**. The lien holder may then apply for a "repossession title" by completing the **application for title** and **submitting it to the Motor Vehicle Administration with a fee of $50.00**. The MVA also requires a **Condition Report** as an additional source of odometer mileage verification. Note 1: If the lien holder is anyone "other than" a bank, credit union, or finance company, a copy of the lien contract must be provided for repossession. Note 2: This transaction is excise tax exempt as long as the vehicle was titled in Maryland in the debtor's name and the lien holder is only applying for title in their name to transfer the vehicle to a new owner.

If the lien holder does not wish to apply for a repossession title in their name, they may **use the SIF to assign ownership**. In this case, the **certification of repossession is completed including the odometer disclosure**, and the **lien holder also completes the assignment of ownership section** on the reverse of the document. In this case the SIF serves as the ownership document for the vehicle. A **Condition Report** is also

required as an additional source of odometer mileage verification. **Note: If the lien holder is anyone other than a bank, credit union, or finance company, a copy of the lien contract must be provided for repossession.**

MARYLAND DEALER REASSIGNMENT

How do dealers obtain and use "Maryland Dealer Reassignments"?

Dealer Bill of Sale and/or Reassignment for New and Used Vehicles (form VR-182) must be purchased from the Maryland Automobile Dealers Association (MADA) or Maryland Independent Automobile Dealers Association (MIADA). These forms will only be sold to licensed Maryland dealers and will not be sold to out of state dealers. They are not available from the Maryland Motor Vehicle Administration. The forms are blue in color, are printed on secure paper and have a void pantograph security feature. This form bears a control number.

Dealer reassignments are also located on the reverse of the Maryland title. When the dealer reassignments on the back of the Maryland title (or out of state title) are full, a Maryland dealer has the option of using a separate dealer's reassignment or applying for a tax exempt dealer resale title. Most dealers choose to use the dealer reassignment. There is no limit to the number of dealer reassignments that can be used with a title. As long as there is a complete sequence of ownership, and appropriate forms from all states involved are attached, the transaction should be acceptable. All documents must be completed in full, not altered and properly signed by all required parties.

The dealer reassignments on the reverse of the Maryland title may be used by out of state dealers as well. In 1991 when the MVA developed the title conforming to the "Truth in Mileage Act of 1986" the wording "Maryland Dealer's Reassignment" was replaced with "Dealer Reassignment". This was done specifically so that all dealers could reassign on Maryland's titles. Most states changed their titles so that our dealers would be able to use the dealer reassignments on the title. <u>However, on the separate Maryland Dealer's Reassignment (VR-182), as long as a Maryland dealer reassigns on the first reassignment, out of state dealers may reassign on subsequent reassignments.</u>

MVA WILL REJECT any transaction if an out of state dealer completed the first reassignment on the Maryland Dealer Reassignment (form VR-182).

OUT OF STATE TITLES

Out of State titles are quite different and need to be read carefully before being assigned to your dealership, to ensure that they are properly completed. Some have the assignment of ownership on the front; others have it on the reverse. Some out of State titles only have a place for the owner to sign to release their ownership of the vehicle; if there is no place to show who the buyer is, a separate statement will be required showing that the owner assigned the vehicle to your dealership.

Your dealer's association will also be able to give you the names of several reference manuals that will have instructions for each state, as well as examples of the titles and other forms used by that state. These manuals will assist you at the time of taking an out of State vehicle in trade, as well as give guidance on what other states require when you are selling a vehicle to an out of State resident.

Helpful tip: For both out of State and Maryland titles, it may benefit your dealership to have the vehicles title history searched through one of the companies that specialized in online vehicle history.

LIEN RELEASE

The State of Maryland is a two-part title State. When a vehicle is titled in this State, the title is mailed to the vehicle owner and a "Notice of Security Interest Filing (SIF)" is mailed to the lien holder. Once the lien has been satisfied, the lien holder signs off on the front of the SIF to release the lien and mails it to the vehicle owner. The vehicle owner may keep the SIF with their title as proof that the lien is paid, or they may submit the title and lien release to the Motor Vehicle Administration to have the lien stamped clear on the title, or receive a corrected title with the lien removed.

If the SIF has been lost, the lien holder may apply for a duplicate SIF by completing form VR-048 at a cost of $20.00; or the lien holder may provide a lien release on their original letterhead containing the following information:

- Contact telephone number of the secured party
- The name of the debtor
- A description of the vehicle to include the year, make, and vehicle identification number

- The date and amount of the original lien
- The financial account number of the lien
- The date lien was released The printed name, signature and capacity of the secured party's representative **a photocopy must be made of the drivers license or state issued ID of the person submitting the lien release letter.**

NOTE: Only the first lien holder receives the Notice of Security Interest Filing. Subsequent lien holders will need to use a letter as described above to release their lien(s).

NOTE: If a lien release letter is faxed directly from the lien holder to an ERT dealer, the dealer may use that lien release to process the transaction through the ERT network.

SAFETY INSPECTION REQUIREMENTS

New Vehicles

Brand new vehicles **are not required to be Maryland safety inspected. Brand new vehicles must be sold by dealers licensed to sell new vehicles and must hold a franchise with the manufacturer.**

Demonstrator vehicles **are considered used if they have been driven for more than 7,500 miles. The fact that they have never been titled or registered is not a matter that determines whether they are new or used. The mileage of more than 7,500 is the determining factor to indicate that they must be sold as a used vehicle with a Maryland Safety inspection. The term "new" may not be used to describe a demonstrator vehicle. This information can be found under COMAR 11.12.01.14.I.**

Licensed dealer without franchise to sell - If a licensed dealer acquires a brand new vehicle and they do not have a franchise to sell that make of vehicle, they must title the vehicle in their name and pay excise tax before transferring the vehicle to another dealer or a retail buyer.

Damaged vehicles - There are circumstances when a vehicle has sustained damage, and the dealer and/or manufacturer has determined that the vehicle must be sold as a used vehicle, even though it has never been titled. In this case, the Certificate of Origin needs to be stamped "SOLD AS USED" and a Maryland Safety inspection is required prior to selling the vehicle to a retail buyer. Of course, the damage needs to be disclosed to the buyer as required by law. Note: If the damage to the vehicle is extensive the vehicle may need to be salvaged.

Manufacturers going out of business – If a dealer has a franchise to sell a particular make of vehicle, and the manufacturer goes out of business or a particular make goes out of production, the vehicle may only be sold as new if the manufacturer will honor the

warranty. If the manufacturer is not honoring the warranty, the vehicles will need to be safety inspected and sold as used, even though they have not been titled.

Used Vehicles

When does a dealer have to sell vehicles inspected?
Maryland dealers are required to sell the following classes of vehicles inspected:

Class A Passenger Vehicles
Class E Truck up to ¾ ton
Class M Multipurpose Vehicle (class M buses also need annual inspection)
Class J Van Pool (also need annual safety inspection)
Class F Tractors
Class G Trailers
Class B for Hire
Class D Motorcycles

Exception: Trucks 1 ton and larger, tractors, and freight trailers may be sold un-inspected by dealers and the transferee may obtain the required inspection certificate.

What length of time is a Maryland Safety Inspection Valid? Inspection Certificates are valid for 6 months from date of inspection or until 1,000 miles has been added to the odometer, for vehicles held in dealer inventory. For non-dealer transactions, inspection certificates are valid for 90 days, and if already recorded, are valid for 30 days on resale to a subsequent owner.

If an inspection certificate is valid on the "date of delivery to the customer", it is valid for acceptance both for worked processed at the MVA and transactions processed through the Electronic Registration Titling systems (ERT).

Dismantling or Rebuilding - Except as noted above, dealers may only sell a vehicle un-inspected if it is sold for "Dismantling or Rebuilding" which is defined in law as needing extensive repairs to the body, frame, engine, suspension, or drive train. In this case, the dealer has to clearly mark the bill of sale as "Sold for Dismantling or Rebuilding"; or the box on the separate Maryland Dealers Reassignment form may be checked. If a Maryland dealer sells a vehicle for dismantling or rebuilding to a Maryland resident, the Maryland resident needs to be told that the dealer will not issue 60 day temporary registration, and the MVA will not issue 30 day temporary registration for that vehicle. The customer should be made aware once repairs are made, they will need to have the vehicle towed to an authorized Maryland Safety Inspection station (Note: Customers should contact the inspection station first to ensure the station has a transporter tag to place on the vehicle for the required road test.). If the customer chooses title only, the inspection field will be marked "NID" (Not Inspected by Dealer).

VEHICLES ACQUIRED BY DEALERS UNDER UNUSUAL CIRCUMSTANCES

BANKRUPTCY

If a vehicle owner is in bankruptcy and property of that owner needs to be sold, the bankruptcy court will appoint a trustee to sell the property. A copy of the bankruptcy trustee's appointment is required and the trustee signs as seller on the title and completes the assignment of ownership to the purchaser/transferee.

A bankruptcy trustee is also authorized to obtain a duplicate title by completing an Application for Duplicate Title (form VR-018) and providing a copy of their appointment by the court.

DEATH OF VEHICLE OWNER

http://www.maryland.gov/VehicleServ/REG/inherit.htm

When a surviving spouse or personal representative of a deceased person wants to wishes to signs a vehicle over to a dealer either as a trade or a sale to the dealer, the following documents are needed;

- If the vehicle is **jointly owned by husband and wife and one is deceased**, the surviving spouse needs to complete the 'assignment of ownership" section on the reverse of the title to transfer the vehicle to the dealer. When the surviving spouse is completing the seller signature area, they need to print the name of the deceased on one of the blanks and write "deceased" after the printed name entered. On the other blank as the seller (or co-seller) the surviving spouse signs and prints in the space provided indicating "surviving spouse" after their signature. The title must be accompanied by a certified copy of the death certificate bearing the seal of the bureau of the bureau of vital statistics.
- If the vehicle is titled in the **individual name of the deceased**, the personal representative of the deceased individual signs as seller indicating personal representative or executor after their

signature, in the assignment of ownership area to transfer ownership to the dealer. A letter of administration with the seal of the court must accompany the title.

- For vehicles **jointly titled with someone other than a spouse**, the surviving owner may take their title and a certified copy of the death certificate to the MVA and apply for a title in the name of the survivor that will be mailed to the survivor. The new title received may then be used to transfer ownership to the dealer.

SUPPORTING DOCUMENTS
What is required?

Code of Maryland Regulation 11.15.14 provides guidance on what is required for all types of titling transactions. The specific sections referencing dealer work are 11.15.14.03 and 11.15.14.04

The complete regulation is provided for your guidance. Please note the regulation is specific to documents related to titling only. Any other documents and requirements for registration of vehicles are in addition to the titling requirements. It includes information on the required documents for titling and gives reasons that the Administration may reject titling transactions. The sections specifically applying to dealer transactions are highlighted in blue. Title Services will find the complete regulation helpful in handling non-dealer title transactions. The regulation is as follows:

11.15.14.00

Title 11 DEPARTMENT OF TRANSPORTATION
Subtitle 15 MOTOR VEHICLE ADMINISTRATION—VEHICLE REGISTRATION
Chapter 14 Certificates of Title
Authority: Transportation Article., §§ 12-104(b) and 13-110, Annotated Code of Maryland

11.15.14.01

.01 Purpose.
The purpose of this chapter is to specify the documents and information needed for the Administration to issue a certificate of title for a vehicle and to clarify the Administration's policy regarding the refusal to issue a certificate of title for a vehicle if an applicant fails to furnish certain information or documents required by statute or regulation for the following title transaction types:

A. New vehicles;

B. Used vehicles sold by a dealer;

C. Used vehicles sold or transferred from someone other than a dealer;

D. Used vehicles titled in the applicant's name in another jurisdiction and now being titled in Maryland;

E. Vehicles being titled as a result of a repossession;

F. Vehicles being titled as a result of a mechanic's lien;

G. Vehicles being titled as the result of a sheriff's sale;

H. Vehicles being titled by a court order;

I. Reconstructed vehicles;

J. Glider kits and kit cars;

K. Homemade trailers; and

L. Kit trailers.

11.15.14.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Administration" means the Motor Vehicle Administration.

(2) "Applicant" means the person requesting a certificate of title for a vehicle.

(3) "ASED" means the Automotive Safety Enforcement Division of the Department of State Police.

(4) "Bill of sale" means a written statement certifying the:

(a) Ownership of something has been transferred; and

(b) Exchange of property for an agreed sum of money or other valuable consideration.

(5) "Certificate of title" means a document evidencing ownership and commonly associated with motor vehicles.

(6) "Dealer" has the meaning stated in Transportation Article, §11-111, Annotated Code of Maryland.

(7) "Vehicle" has the meaning stated in Transportation Article, §11-176, Annotated Code of Maryland.

11.15.14.03

.03 New Vehicles.

A. An applicant for a new vehicle title shall provide the Administration with:

(1) A certificate of origin;

(2) A completed application for a certificate of title;

(3) A dealer's reassignment or reassignments;

(4) A dealer's bill of sale; and

(5) An odometer disclosure certification as required by COMAR 11.13.06.

B. Instead of a dealer's bill of sale, Maryland dealers may complete the purchase price certification on an application for a certificate of title or a dealer's reassignment.

C. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A copy of the court appointment for a bankruptcy trustee is not furnished;

(5) A copy of a court appointment for a legal guardian is not furnished;

(6) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statement does not clarify the error or alteration to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) A receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home, is not furnished;

(12) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms or Canadian immigration visa, or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work, or

(ii) A bond release letter;

(13) The applicant has requested a replacement vehicle identification number (VIN) but has not:

(a) Furnished an application for an assigned VIN; or

(b) Had a VIN inspection completed by an authorized police officer in this State;

(14) The vehicle is a two-stage vehicle and both certificates of origin are not presented; or

(15) The vehicle is purchased directly from a manufacturer and an invoice is not presented.

11.15.14.04

.04 Used Vehicles Sold by a Dealer.

A. An applicant for a title to be issued for a used vehicle sold by a dealer shall provide the Administration with:

(1) A properly assigned title or other acceptable ownership document from the jurisdiction in which the vehicle was last registered;

(2) A completed application for a certificate of title;

(3) A dealer's reassignment or reassignments;

(4) A dealer's bill of sale;

(5) A Maryland safety inspection certificate; and

(6) An odometer disclosure certification as required by COMAR 11.13.06.

B. Instead of a dealer's bill of sale, Maryland dealers may complete the purchase price certification on the application for a certificate of title or dealer's reassignment.

C. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A copy of the court appointment for a bankruptcy trustee is not furnished;

(5) A copy of the court appointment for a legal guardian is not furnished;

(6) The documents furnished contain an error or alteration and letters of explanation or certified statements do not clarify the errors or alterations to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of the lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) A receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home sold before January 1, 1989, is not furnished;

(12) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms or Canadian immigration visa, or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work, or

(ii) A bond release letter;

(13) The vehicle was subject to a security interest and a proper termination statement is not furnished on a:

(a) Maryland Notice of Security Interest Filing form;

(b) Title; or

(c) Letter on the lien holder's letterhead;

(14) Except for trucks with a gross vehicle weight of 1 ton or more, truck tractors, and freight trailers, which Maryland dealers may sell without an inspection, the vehicle was sold by a Maryland dealer and the:

(a) Vehicle's most current safety inspection is over 6 months old;

(b) Vehicle has traveled more than 1,000 miles since the inspection certificate was issued; or

(c) Vehicle was sold uninspected for dismantling or rebuilding and the dealer has not furnished a statement to indicate that the vehicle was sold for dismantling or rebuilding;
(15) The ownership document is a salvage certificate from this State or another state and the inspection by a police officer in this State who is authorized to inspect salvage vehicles has not been furnished;
(16) The applicant has requested a replacement vehicle identification number (VIN) but has not:
(a) Furnished an application for an assigned VIN; or
(b) Had a VIN inspection completed by an authorized police officer in this State; or
(17) The ownership document is a salvage certificate branded "Not Rebuildable-----Parts Only-----Not To Be Retitled".

11.15.14.05

.05 Used Vehicles Sold or Transferred from Someone Other Than a Dealer.
A. An applicant for a title for a used vehicle transferred from someone other than a dealer shall provide the Administration with a:
(1) Properly assigned certificate of title or other ownership documentation acceptable to the Administration from the jurisdiction in which the vehicle was last registered; and
(2) Completed application for a certificate of title.
B. The Administration shall refuse to issue a certificate of title if:
(1) The required documents are not furnished or the information is incomplete;
(2) The seller's or applicant's signature is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;
(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;
(4) A copy of the court appointment for a bankruptcy trustee is not furnished;
(5) A copy of the court appointment for a legal guardian is not furnished;
(6) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statements does not clarify the error or alteration to the satisfaction of the Administration;
(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration; and

(b) Photocopies of lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary;

(b) A legal heir form; or

(c) A death certificate;

(11) A receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a mobile home sold before January 1, 1989, is not furnished;

(12) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms or Canadian immigration visa, or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work, or

(ii) A bond release letter;

(13) The vehicle was subject to a security interest and a proper termination statement is not furnished on a:

(a) Maryland Notice of Security Filing form;

(b) Title; or

(c) Letter on the lien holder's letterhead;

(14) The ownership document is a salvage certificate from this State or another state and the inspection by a police officer in this State who is authorized to inspect salvage vehicles has not been furnished;

(15) The applicant has requested a replacement vehicle identification number (VIN) but has not:

(a) Furnished an application for an assigned VIN; or

(b) Had a VIN inspection completed by an authorized police officer in this State;

(16) The ownership document is a salvage certificate branded "Not Rebuildable-----Parts Only-----Not To Be Retitled";

(17) The vehicle is less than 7 years old and the applicant:

(a) Did not furnish a notarized bill of sale; and

(b) Refuses to pay excise tax based on the greater of the purchase price or the book value of the vehicle;

(18) The purchase price on the title is left blank and the applicant fails to produce a bill of sale;

(19) The assignment of ownership is signed by the seller, but:

(a) The space provided for the purchaser's name is left blank; and

(b) A bill of sale is not furnished;

(20) A Maryland titled vehicle is transferred as a gift between family members and the applicant fails to furnish a:

(a) Gift certification form; and

(b) Proof of relationship certification;

(21) A vehicle with an open lien is transferred as a gift between a parent and child, and the transferor and transferee fail to furnish a statement signed by both parties, identifying the individual who:

(a) Paid the down payment;

(b) Paid the taxes;

(c) Made all previous payments; and

(d) Incurred the obligation for continued payment; or

(22) The vehicle is transferred as a result of a divorce and the divorce decree is not furnished.

11.15.14.06

.06 Used Vehicles Transferred from Another Jurisdiction to Maryland.

A. An applicant for a title for a used vehicle presently titled in the applicant's name in another jurisdiction and who is now applying for a Maryland title shall provide the Administration with an:

(1) Out-of-State title or other acceptable ownership document from the jurisdiction where the vehicle was last registered; and

(2) Application for a Maryland certificate of title.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents and information are not submitted or are not complete;

(2) The out-of-State title or other acceptable ownership document is held by a lien holder and the lien holder refuses to relinquish the title or other ownership document to the Administration;

(3) The ownership document presented to the Administration is a:

(a) Nonnegotiable title; or

(b) Memorandum title;

(4) The application for a certificate of title is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(5) The application is signed by a legal guardian and the court appointment is not furnished;

(6) The applicant's name has changed through marriage, divorce, court order, or other method and a change of name and address notice and proof of the name change such as a marriage certificate, divorce decree, or court order is not furnished;

(7) The vehicle previously had a salvage certificate issued in this State or another state and a vehicle identification number inspection has not been completed by a police officer of this State authorized to inspect salvage vehicles;

(8) The vehicle was previously salvaged in this State or another state and has been branded "Parts Only-----Not Rebuildable";

(9) The vehicle is an import and the following documents are not furnished:

(a) One of the following:

(i) Appropriate U.S. Customs forms or Canadian immigration visa, or

(ii) If imported by a member of the U.S. military, Form DD788 or DD1252, and a copy of military orders or a Maryland driver's license; and

(b) If the vehicle does not comply with U.S. Department of Transportation or U.S. Environmental Protection Agency requirements:

(i) Receipts for conversion work, or

(ii) A bond release letter;

(10) The applicant has requested a replacement vehicle identification number (VIN) but has not:

(a) Furnished an application for an assigned VIN number; or

(b) Had a VIN inspection completed by an authorized police officer in this State;
(11) An error or alteration in the documents furnished has occurred and a letter of explanation or certified statement does not clarify the error to the satisfaction of the Administration;
(12) Certain documents are lost or omitted and the applicant fails to furnish:
(a) A letter of indemnification subject to the approval of the Administration; and
(b) Photocopies of lost documents; or
(13) The ownership document is a salvage certificate branded "Not Rebuildable-----Parts Only-----Not to be Retitled", or with an equivalent term.

11.15.14.07

.07 Vehicles Being Titled Because of Repossessions.
A. An applicant for a title for a vehicle which has been repossessed shall provide the Administration with:
(1) A Notice of Security Interest Filing form;
(2) An out-of-State title or other ownership document acceptable to the Administration;
(3) A certification of repossession;
(4) An assignment of ownership or bill of sale;
(5) An odometer disclosure certification as required by COMAR 11.13.06;
(6) A condition report; and
(7) An application for a certificate of title.
B. The Administration shall refuse to issue a certificate of title if the:
(1) Required documents are not furnished or information is incomplete;
(2) Lien holder was a dealer or someone other than a bona fide lending institution and a clear copy of the lien contract is not furnished;
(3) Lien holder was not holding first position and a previous lien holder has not been released;
(4) Vehicle was not titled in the debtor's name and the lien holder cannot furnish a copy of the contract;
(5) Vehicle is titled in Maryland, but the security interest has not been perfected and the applicant cannot furnish a copy of a contract;
(6) Applicant is not the secured party shown on the title and cannot furnish an assignment of lien;

(7) Applicant is a dealer but the lien contract does not state that the dealer has full recourse for the secured party named in the contract;
(8) Vehicle was titled out of State and the forms required by that state for repossession have not been furnished; or
(9) Lien contract does not contain:
(a) The signature of all vehicle owners,
(b) A full description of the vehicle, and
(c) A notation of the security interest.

11.15.14.08

.08 Vehicles Being Titled Because of Mechanic's Lien.
A. An applicant for a title for a vehicle being titled due to a mechanic's lien shall provide the Administration with:
(1) A completed application for a certificate of title;
(2) A certification by the garage owner or the person having the lien, and the auctioneer, on a form provided by the Administration, that the auction was held in compliance with Commercial Law Article, Title 16, Annotated Code of Maryland;
(3) A pencil tracing of the vehicle identification number or an affidavit of the vehicle identification number;
(4) A certification that a newspaper advertisement has run once a week for the 2 weeks immediately preceding the sale, in a newspaper of general circulation in the county or city where the vehicle was sold, with the last advertisement appearing the week immediately preceding the sale;
(5) A copy of the newspaper advertisement required by §A(4) of this regulation;
(6) A storage or repair order as specified in Commercial Law Article, §14-1008, Annotated Code of Maryland, containing an affirmative request by the vehicle owner for the repair services or storage services requested or, if applicable, a written statement from the lienor that the lienor stored the vehicle in accordance with an agreement with an insurer;
(7) Signed receipts for a certified or registered letter or letters sent to the individual who left the vehicle for repairs, the vehicle owner, and the lien holder or the unopened, undeliverable certified or registered letter or letters; and
(8) An odometer disclosure certification as required by COMAR 11.13.06.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents or information are not furnished or are incomplete;

(2) The address on the returned, unopened certified or registered letter or letters sent to the vehicle owner, individual who left the vehicle for repairs, or lien holder is different from the Administration's most current records;

(3) The receipt for the certified or registered letter sent to the owner, lien holder, or individual who left the vehicle for repairs was signed by someone other than the person to whom the letter was addressed;

(4) The National Crime Information Center (NCIC) report shows that the vehicle was stolen and the reporting police agency has not issued a recover report;

(5) There is a discrepancy or alteration in the paperwork and the letter of explanation or certified statements do not clarify the discrepancy to the satisfaction of the Administration;

(6) The signatures on the submitted documents or the application are signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(7) A notarized bill of sale is not submitted and the customer refuses to pay the excise tax on the greater of the book value or the purchase price;

(8) The pencil tracing of the vehicle identification number is illegible and the shop owner does not furnish an affidavit of the vehicle identification number;

(9) The vehicle was not advertised in a newspaper as specified in §A(4) of this regulation;

(10) The vehicle description by year, make, and vehicle identification number in the newspaper advertisement is different than in the supporting documents furnished;

(11) The newspaper advertisement does not contain the time, date, place of auction, and description of the vehicle by year, make, and vehicle identification number;

(12) The vehicle was previously salvaged in this State or another state, as verified through the Interstate Teletype System, and the applicant fails to furnish a certification by a police officer in this State who is authorized to inspect salvage vehicles;

(13) The vehicle was previously issued a salvage certificate in this State or another state, as verified through the Interstate Teletype System, containing the brand "Not Rebuildable-----Parts Only-----Not To Be Retitled" or an equivalent brand; or

(14) The Administration has been notified that action in accordance with Commercial Law Article, §16-206, Annotated Code of Maryland, is being taken and that the Administration has received notification of the action before the close of the business day following the action.

11.15.14.09

.09 Vehicles Being Titled Due to a Sheriff's Sale.

A. An applicant for a title for a vehicle being titled due to a sheriff's sale shall provide the Administration with:

(1) A court order or writ directing the sale;

(2) An application for a certificate of title;

(3) A copy of the required newspaper advertisement; and

(4) A bill of sale from a sheriff.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The application for certificate of title is signed by an individual to whom power of attorney is granted and the writing granting the power of attorney is not furnished;

(3) The applicant is a trust and the trust agreement naming the trust and designating the trustee or trustees is not furnished;

(4) A copy of the court appointment for a bankruptcy trustee is not furnished;

(5) A copy of the court appointment for a legal guardian is not furnished;

(6) The documents furnished contain an error or alteration and letters of explanation or certified statements do not clarify the errors or alterations to the satisfaction of the Administration;

(7) The lien holder to be recorded is someone other than a dealer or bona fide lending institution and a lien contract is not furnished;

(8) The vehicle is an unrecovered stolen vehicle and a letter from the insurance company requesting issuance of a title in order to satisfy the claim is not furnished;

(9) Certain documents are lost or omitted and the applicant fails to furnish:

(a) A letter of indemnification which is subject to the approval of the Administration, and

(b) Photocopies of lost documents;

(10) The owner or purchaser is deceased and the personal representative, legatee, distributee, legal heir, or surviving spouse has not provided as required:

(a) Letters of administration/testamentary,

(b) A legal heir form, or

(c) A death certificate;

(11) A receipt from the Compliance Division of the Comptroller of the Treasury, which shows that the retail sales tax has been paid on a used mobile home sold before January 1, 1989, is not furnished;

(12) The applicant has requested a replacement vehicle identification number (VIN) but has not:

(a) Furnished an application for an assigned VIN, or

(b) Had a VIN inspection completed by an authorized police officer in this State;

(13) The previous ownership document was a salvage certificate and the inspection by a police officer in this State who is authorized to inspect salvage vehicles is not furnished; or

(14) A security interest termination statement for liens on the previous Maryland title record is not furnished.

11.15.14.10

.10 Vehicles Being Titled Because of Court Orders.

A. An applicant for a title for a vehicle being titled as a result of a court order shall provide the Administration with:

(1) An application for a certificate of title; and

(2) A writ of mandamus or show cause order.

B. The Administration shall refuse to issue a certificate of title if:

(1) The court order does not clearly indicate that the Administration is to take the ordered action;

(2) A lien shows on the previous Maryland record and a security interest termination statement for each lien is not furnished;

(3) The vehicle is not fully described by year, make, and vehicle identification number;

(4) A salvage certificate has been previously issued in this State or another state and an inspection from a police officer in this State authorized to inspect salvage vehicles is not furnished; or

(5) A salvage certificate had been previously issued containing the brand "Not Rebuildable-----Parts Only-----Not To Be Retitled" or an equivalent term.

11.15.14.11

.11 Reconstructed Vehicles.

A. An applicant for a title for a reconstructed vehicle shall provide the Administration with:

(1) An application for a certificate of title;

(2) An application for an assigned vehicle identification number;

(3) A certificate of title for the frame;

(4) A bill of sale or a copy of the title for the body;

(5) Receipts for parts and labor used to reconstruct the vehicle; and

(6) A garage inspection by an authorized police officer in this State.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) A title for a vehicle less than 7 years old is being assigned to the applicant and the applicant:

(a) Does not furnish a notarized bill of sale, and

(b) Refuses to pay excise tax on the book value of the vehicle;

(3) An individual bringing the vehicle to the Administration for a garage inspection by the ASED does not furnish a power of attorney authorizing the individual to sign for the applicant;

(4) The garage inspection reveals stolen parts; or

(5) A security interest termination statement has not been furnished for each lien shown on the Administration's records.

11.15.14.12

.12 Glider Kits and Kit Cars.

A. An applicant for a title for a vehicle constructed from a glider kit or a car kit shall provide the Administration with:

(1) An application for a certificate of title;

(2) A certificate of origin for the kit;

(3) A bill of sale for the kit;

(4) A title for the frame;

(5) Bills of sale or receipts for all parts and labor;

(6) An application for an assigned vehicle identification number; and

(7) A garage inspection at the Administration or, in the case of a glider kit, a certified statement that the vehicle was assembled by a Maryland licensed dealer or repair shop.

B. The Administration shall refuse to issue a certificate of title if:

(1) The required documents are not furnished or the information is incomplete;

(2) The individual bringing the vehicle to the Administration garage is not the applicant and cannot furnish a power of attorney authorizing the individual to sign for the applicant;

(3) The garage inspection reveals stolen parts;

(4) The application is being processed at a branch office of the Administration, and a statement certifying that the glider kit has been assembled by a Maryland licensed dealer or repair shop is not furnished;

(5) A security interest termination statement has not been furnished for each lien shown on record; or

(6) A title for a vehicle less than 7 years old is being assigned to the applicant and the applicant:

(a) Does not furnish a notarized bill of sale, and

(b) Refuses to pay excise tax on the greater of the book value or the purchase price of the vehicle.

11.15.14.13

.13 Homemade Trailers.

A. An applicant for a title for a homemade trailer shall provide the Administration with:

(1) A rear view and a side view photograph of the trailer;

(2) Receipts for the parts used to build the trailer;

(3) A certified statement listing the parts used to construct the trailer and the total value of the trailer;

(4) An application for an assigned vehicle identification number (VIN); and

(5) An application for a certificate of title.

B. The Administration shall refuse to issue a certificate of title if the:

(1) Required documents or information are not furnished or are incomplete;

(2) Trailer is other than a boat, utility, or camping trailer which:

(a) Weighs 10,000 pounds or less, and

(b) Has not had an inspection completed by an authorized police officer in this State; or

(3) Homemade trailer was previously issued a Maryland-assigned VIN, and the:

(a) Maryland-assigned VIN has been lost, or

(b) Owner refuses to have the vehicle inspected by an authorized police officer in this State.

11.15.14.14

.14 Kit Trailer.

A. An applicant for a title for a kit trailer shall provide the Administration with:

(1) A certificate of origin;

(2) An application for a certificate of title; and

(3) A bill of sale or receipt.

B. The Administration shall refuse to issue a title if the:

(1) Required documents and information are not furnished or are incomplete; or

(2) Applicant's signature is signed by an individual to whom power of attorney is granted and the power of attorney is not furnished.

11.15.14.15

.15 Vehicle Titled by Survivor When Co-owner is Deceased.

A joint tenant or joint tenants applying for title by right of survivorship shall provide the Administration with:

A. A death certificate for the deceased co-owner;

B. A completed application for certificate of title; and

C. The title bearing the names of the decedent and the applicant or applicants as co-owners.

11.15.14.9999

Administrative History

Effective date: March 11, 1996 (23:5 Md. R. 380)

Regulation .15 adopted effective July 23, 2001 (28:14 Md. R. 1322)

Dealer Resale Titles

Obtaining a Dealer Resale Title – A Maryland dealer resale title is a Maryland Certificate of Title that lists the dealer as the vehicle owner. Even though the law does not require a dealer to title the vehicle in their name before transferring ownership, there are certain circumstances that arise in which the dealer may need to obtain a title in the name of their dealership. The Maryland Vehicle Law 13-810 allows a Maryland dealer to obtain a 'Dealer Resale Title "**excise tax exempt** under the following circumstances:

- The vehicle is registered in a jurisdiction whose laws do not re quire titling.
- The vehicle is involuntarily transferred to a licensed dealer and the certificate of title is not available (i.e.) repossession, court order, or a mechanic's lien.
- The vehicle is salvaged, but has been restored by the licensed dealer and inspected in accordance with State law.
- The vehicle is acquired for resale and the dealer reassignment sections contained on the certificate of title have been used.

Note: In all other situations, the dealer must pay excise tax when obtaining a dealer resale title.

A resale title may be applied for at any full service MVA by mail or at any licensed tag and title service.

The documents needed include:

- Submit the vehicles current reassigned title or other ownership document such as a Maryland Security Interest Filing document, a court order or proof that you have a mechanics lien or other ownership document.
- A completed application for Maryland Title using the application section on the back of the Maryland title or the Application for Certificate of Title form VR-005.
- Odometer disclosure statement if needed.
- If the existing title indicates a lien you must submit a lien release.
- Power of attorney if someone other than the owner or officer of the dealership is signing the title application or other forms.
- Certificate of repossession if the repossessing lien holder is applying for a title for conveyance of ownership of a repossessed vehicle.

Dealer resale titles are mailed to the dealer. Dealer resale titles for repossession, when the dealer is the lien holder, may be issued over the counter the same day or mailed.

Please remember that all requests for dealer resale titles are subject to review and approval by the Administration before issuance.

Dealer Duplicate Titles

Form VR-003 (order form from warehouse)

Obtaining a dealer duplicate title – A dealer duplicate title cannot be issued prior to 10 days after sale of the new vehicle. Only licensed Maryland and Virginia dealers can apply for a dealer duplicate title. The application for Duplicate Certificate of Title VR-003 is a three-part form; all three parts must be completed. The owner and co-owner must sign the application. A power of attorney cannot be use for this transaction.

ERT dealers do not have to wait 10 days to submit the VR-003 request.

The following documents must also be submitted:

- A copy of the Buyer's Order identifying the vehicle as a trade.
- Odometer mileage statement.
- The transaction must be logged on a VR-205 (order form from warehouse) Transmittal Sheet and submitted.

Virginia dealer duplicates must be mailed to the dealership. Maryland dealer duplicates may be handed across the counter if they meet all of the requirements.

Reasons title work may be rejected:

Maryland Vehicle Law §13-110 Grounds for refusing certificate of title

The Administration shall refuse to issue a certificate of title of a vehicle if:

(1) The application contains any false or fraudulent statements.
(2) The applicant has failed to furnish information or documents required by statute or regulations adopted by the Administration.
(3) Any required fee has not been paid.

(5) The application is not entitled to a certificate of title under the Maryland Vehicle Law.

(5) The Administration has reasonable grounds to believe:

(i) That the applicant is not the owner of the vehicle.

(ii) That the issuance of a certificate of title to the applicant would be a fraud against another person, or

(iii) That the vehicle does not comply with Title, 2, Subtitle 11 of the Environment Article or any regulation adopted under that subtitle.

Note: Also see the COMAR regulation 11.15.14 which includes details on what is required and reasons transactions may be rejected for title transactions.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-018 (08-08)

Application for Duplicate Certificate of Title — Fee: $20.00

Please complete this application in ink.

Duplicate titles are processed at all full service branch offices and are issued to registered owner(s) with proper identification.

Reason for Request (please check one):

☐ Lost ☐ Destroyed ☐ Altered ☐ Mutilated ☐ Misassigned ☐ Returned to State ☐ Other _____

The altered, mutilated, or misassigned title is required when making an application for a duplicate. The out-of-state title is required if the original Maryland title was surrendered to another state.

Name of Secured Party
(Bank, Finance Company, Etc.) _____

Address of Secured Party _____

Current Maryland Title # _____ Make of Vehicle _____ Model Year _____

Vehicle Identification Number _____

Owner's First Name _____ Middle _____ Last _____

Driver's License # _____ Date of Birth _____

Co-Owner's First Name _____ Middle _____ Last _____

Co-Owner's Driver's License # _____ Date of Birth _____

Current
Resident Address _____

City _____ State _____ Zip Code _____

☐ Please check here if this is a new address.

I/we certify, under penalty of perjury, that the statements made herein are true and correct, to the best of my/our knowledge, information, and belief.

This _____ day of _____ (year) _____

Owner's Signature _____ (LS) Co-Owner's Signature _____ (LS)

This application requires the owner's signature (if jointly owned, the signatures of both parties are required); a legal officer, if owned by a company or a corporation; a trustee, if the owner is a trust. Please state your capacity after your signature.

Penalty for falsifying this application for a title or registration is punishable by a fine up to $1,000.

Additional Instructions:

- The personal representative or legal heir of a deceased owner is required to submit the letters of administration.
- If the vehicle is jointly owned by spouses and one is deceased, the surviving spouse is required to include a certified copy of the death certificate.
- A trustee is required to attach a copy of the appointment by court.

Please do not send cash. Make check or money order payable to Motor Vehicle Administration. The check must include (1) Imprinted Name and Address. (2) Drivers License Number (Soundex Number), (3) Home and/or Work Phone Number.

You may either mail your application with the appropriate fees to the Motor Vehicle Administration, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062, Room 104, or visit your local MVA full service office.

Important: This Section can only be used if the lien(s) are over seven (7) years old and have been satisfied.

"I hereby certify, under penalty of perjury, that the above referenced vehicle lien has been satisfied in full.

I further certify that in the event a lien or lienholder is later determined to exist, I will make full restitution to the lienholder and furnish the lien release to the Motor Vehicle Administration (MVA). I further certify that I will defend, indemnify and hold the MVA harmless against any claim from a lienholder or lien as a result of this title being issued."

Owner's Signature _____ Date _____ Co-owner's Signature _____ Date _____

For MVA use only

Record examined and issuance approved by: _____ ☐ OK to issue and show lien ☐ OK to issue without lien (identification provided)

Type of identification provided: _____

Method of Payment: ☐ C ☐ CK ☐ CC ☐ CV

For more information, please call: **1-800-638-8347** (touch tone calls only), **1-800-950-1MVA (1682)** (to speak with a customer service representative). From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.marylandmva.com**

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-003 (11-03)

Application for Dealer's Duplicate Certificate of Ownership — Fee: $20.00

Please print information in ink

Instructions to Dealer: Please use this form only when the original certificate of ownership has not been delivered to the dealership and/or the registered owner of the vehicle has not obtained a duplicate title. If the original has been lost, destroyed, altered, mutilated, or misassigned.

This application will not be accepted if submitted within 10 days of the transaction. Attach to this application: copies of the vehicle buyer's order, identifying the vehicle as a trade-in, and the odometer mileage statement signed by the currently registered owner of the vehicle. The duplicate title will be mailed to the dealership and will indicate current mileage.

Registered Owner: A copy of this application will be mailed to you. When you receive it, please check it carefully. If any information is incorrect or has been altered, please contact the MVAs Licensing and Consumer Services Division at (410) 768-7421.

Check reasons for requiring a duplicate: ☐ Lost ☐ Destroyed ☐ Altered ☐ Mutilated ☐ Misassigned ☐ Returned to State

Other

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

_____ (no tenths) odometer reading

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage **Warning- Odometer Discrepancy**

Original Amount of Lien (if no lien write "none" or if lien is satisfied, please attach the lien release) | Date of Lien | Kind of Lien

Name of Secured Party (Bank, Finance Company, etc.)

Address of Secured Party

Current Maryland Title Number | Tag Number | Make | Year | Vehicle Identification Number

Applicant's First Name | Middle | Last | Co-Applicant's First Name | Middle | Last

Applicant's Driver's License Number | Date of Birth | Co-Applicant's Driver's License Number | Date of Birth

Applicant's Street Address | City | County | State | Zip Code

I/we certify, under penalty of perjury, that the statements made are true and correct, to the best of my/our knowledge, information and belief.

This _____ **day of** _____ **(year)** _____.

(LS) (LS)

(Must be signed personally by the owner; if firm or corporation, by one of its legal officers; if joint ownership, signature of each party must appear.)

Checks or money orders for the application fee, are to be made payable to the MVA. Please include on check, motorist name and address, driver's license number, and home and/or work phone number. Send application with fee to:
Motor Vehicle Administration, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

Name of Dealership duplicate title is to be mailed to _____ Address _____

Printed Name of Dealer's Authorized Agent _____ Signature _____

For MVA use only

Record examined and issuance approved by: ☐ OK to issue and show lien ☐ OK to issue without lien (identification provided)

_____ ☐ Cash ☐ Check ☐ Credit Card

White Copy - MVA | Canary Copy - Customer | Pink Copy - Dealer Licensing

For more information, please call: **1-800-638-8347** (touch tone calls only), **1-800-950-1MVA (1682)** (to speak with a customer service representative), From Out-of-State: **1-301-729-4550**, TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.marylandmva.com**

Excise Tax Credit for Lemon and 60 Day Buy Back Vehicles

- **Excise Tax Credit for Vehicle Returned under the Lemon Law**

When a dealer takes a vehicle back on behalf of the manufacturer, as a "Lemon" proper disclosure must be made in writing to the MVA. Upon receipt of the disclosure, the MVA will brand its database "Vehicle Returned, Automotive Warranty Enforcement Act, History on File".

After the vehicle has been returned, the customer may apply for either tax credit towards a replacement vehicle or excise tax refund for the portion of excise taxes paid on the repurchase price of the vehicle. If the price charged for a replacement vehicle is greater than the repurchase price of the returned vehicle, the dealer must submit the additional tax due.

If a replacement vehicle is purchased the dealer must submit:

Application for Certificate of title (for replacement vehicle), form VR-005
Copy of the Registration Card (if transferring tags)
Odometer Disclosure Statement (if conforming Certificate of Origin is not used)
Manufacturers letter for the replacement vehicle, which also states the repurchase price
**When calculating tax due, take the price of the replacement vehicle minus the repurchase price of the returned vehicle. The amount remaining is the taxable amount for which the dealer needs to submit tax. The rest will be covered by the tax credit.*
****Transaction involving tax credit for both "Lemons and Buybacks"can only be handled at the Glen Burnie Branch room 30 by Jessie Maydwell, phone number 410-787-7991 , jmaydwell@marylandmva.com.***

Note: If the repurchase price is the same as the replacement vehicle price, no additional tax needs to be submitted. If the repurchase price is greater that the price of the replacement vehicle, Neva Rowles, Vehicle Services, room 104 will need to be contacted for a refund of the additional tax.

- ***Excise Tax Credit for Vehicle Returned to the Dealer as a 60 Day Buy Back***

Excise tax credit for vehicles *bought back* by the dealer within 60 days is handled in a similar way. If no replacement vehicle is being purchased, a refund of the excise tax may be requested through Neva Rowles.

To receive excise tax credit for buy backs toward tax due on replacement vehicle submit:

Copy of title for buy back vehicle, front and back, showing assignment to dealer
Application for Certificate of Title, form VR-005 for replacement vehicle
Copy of Registration card (if transferring tags)
Certificate of Origin or Title for Replacement Vehicle
Odometer Disclosure Statement
Letter from the customer(s) stating why they have returned the vehicle
Letter from the dealer on letterhead stating that they have taken the vehicle back

Subtract the price of the buy back vehicle from the price of the replacement vehicle and remit any additional tax due with the transaction. If the prices are the same, do not submit any tax. If the cost of the replacement was less than that of the vehicle bought back, a refund may be applied for through Neva Rowles, Vehicle Records, Room 202 at the Glen Burnie location of the MVA. You may reach her at 410-768-7346 or email her at nrowles@marylandmva.com .

WHAT'S NEW AT THE MVA

Off-Highway Recreational Vehicles – Titling
House Bill 445
Effective Date – October 1, 2010

This bill requires all Off Road Vehicles purchased October 1, 2010 and later to be titled. The Motor Vehicle Administration will issue permits to be displayed on Off Road Vehicles titled in Maryland. Off Road Vehicle is defined as an All Terrain Vehicle, Off Road Motorcycle, or Snowmobile.

- Issuance of titles and permits will be handled by:
  - ERT dealer locations in Maryland and Virginia
  - ERT Maryland Title Services
  - MVA, for special and unusual circumstances
- ORV owners have the option to apply for title and permit if they purchased the vehicle prior to October 1, 2010. An application has been developed for issuance of the permit.
- Permits are issued gratis, will not expire, **and** are non-transferable.
- Excise Tax is collected unless Maryland sales and use tax was paid at the time of purchase. Minimum Tax for ORV's is based on $320.00 ($19.20 excise tax) for non-dealers sales.
- Taris will be modified to accept the ORV permit number and the permit number will be displayed in the previous tag field on the mainframe. Future TARIS developments will provide a field for a permit number. The numbering sequences of the permit will be: AT00000 and 00000AT.
- Permit numbers can be used to retrieve owner and vehicle information.
- Substitute permits will be issued gratis by completing the Application for Substitute Plates/Stickers/Duplicate Registration Card (form VR-009). The new ORV permit number must be updated in TARIS.
- Body Style in TARIS is as follows: All Terrain Vehicle (AT), Off-Road Motorcycle (MC), and Snowmobile(SM). Inspection field for off road vehicles is always NR. Registration plates are never issued to an Off-Road Vehicle.
- MVA's ORV Permit should be placed on the rear of the vehicle in a visible position.
- WEB transactions will be developed to allow owners to apply for permits, if the ORV is already titled and to notify the MVA if they have sold the ORV.

Note: Maryland Department of Natural Resources (DNR) will not recognize the MVA's Permit for use on authorized DNR trails.

Motor Vehicle Excise Tax Credit
For Electric Vehicles
House Bill 469
Effective Date October 1, 2010

- **Excise tax credit will apply to a "new" plug-in electric vehicle or "used plug in electric vehicle that was initially titled in Maryland" and being transferred to another Maryland owner. Excise Tax Credit for plug-in electric vehicles will not be allowed for vehicles previously titled out of state. .**
- **The credit may not exceed $2000.**
    - **Vehicles where the purchase price exceeds $33,333.33 will be charged 6% tax on the amount exceeding the $33,333.33.**
- **An individual is limited to 1 excise tax credit.**
    - **Includes owned or leased vehicles**

Jointly owned/leased vehicles will allow each owner a credit

This bill allows a tax credit for qualified plug-in electric vehicles purchased on or after October 1, 2010 to June 30, 2010.

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- **A Business entity is limited to 10 vehicle excise tax credits regardless whether the vehicles are owned or leased.**
- **Qualified Vehicles:**
    - **Plug in vehicles must be made by a manufacture for use on public roads and may not be modified from the manufactures specifications.**
    - **Have a maximum speed of at least 55 mph**
    - **Shipping weight of 8500 pounds or less**
    - **Acquired for use or lease by the taxpayer and not for resale**
    - **Rechargeable from an external source of electricity and the electric motor draws electricity from the battery**
        - **4-wheeled vehicles to have a capacity not less than 4 kilowatt hours**
        - **2-3 wheeled vehicles to have a capacity not less than 2.5 kilowatt hours**
- **Excise tax credit form to be completed Excise Tax Credit Request for a Plug-in Electric Vehicle (form VR-334)**
- **TARIS fuel type must show PE**
- **TARIS Tax code for qualifying plug in vehicles will be XPE**
    - **Vehicles previously registered out of state do not qualify for the credit**

High Occupancy Vehicle HOV Lanes –
Use by Plug-in Vehicles
House Bill 674
Effective Date October 1, 2010

This bill allows operators of plug in vehicles usage of Maryland HOV lanes with a displayed permit regardless of the number of passengers.

- The Maryland Automobile Dealers Association (MADA) will issue the permit to qualified dealers. Full-service MVA Branch offices, and MVA Headquarters (counter 104) will also issue the permit.
- HOV permit use will be in effect until September 30, 2013
- The permit will be issued gratis (law allows up to a $20 fee charge)

- The permit must be affixed on rear of vehicle in a visible position within 12 inches of Registration plate and may not be placed on the window.
- Vehicle Qualifications:
    - Made by a manufacturer for use on public streets, roads and highways
    - Has not been modified from original manufacturer specifications
    - Has a maximum speed capability of at least 65 miles an hour.
    - Is rated at not more than 8,500 lbs unloaded gross vehicle weight
    - Propelled by an electric motor that draws electricity from a battery with a capacity of not less than 4-kilowatt hours for 4-wheeled motor vehicles and not less than 2.5-kilowatt hours for 2 or 3 wheeled motor vehicles.
    - Is capable of being recharged from an external source of electricity.
- Must complete an Application for Plug-In Vehicle HOV Permit (form VR-335)
- TARIS modification will have a prompt to select an HOV permit and if selected, HOV will display in a new field on the mainframe.

Salvage – Standards and Requirements

House Bill 1199

Effective Date October 1, 2010

This bill requires all vehicles acquired by an insurance company as a result of a total loss claim settlement to be branded salvage regardless of the percentage of damage to the vehicle, with the sole exception being recovered stolen vehicles with less than 75% damage.

Salvage Program

- **<u>Cosmetic Brand</u> will no longer be an option for damages unless a Salvage Certificate is being corrected or a duplicate is being issued/printed.**
- **Modify the previous salvage brand "*EQUAL TO OR LESS THAN FAIR MARKET VALUE*" to show "*DAMAGE IS 75% OR LESS OF FAIR MARKET VALUE".* The brand will be used for all vehicles acquired by an Insurance Company as a result of a claim settlement and the cost to repair is 75% or less of the fair market value. Any Salvage Certificates requiring a correction in which the brand is "*EQUAL TO OR LESS THAN FAIR MARKET VALUE*" will be branded with the new verbiage.**
- **When the Insurance Company estimates the damage for a claim settlement, they cannot include the cost of towing, storage, vehicle rental or repair for cosmetic damage.**
- **For a vehicle retained by the original owner(s), if the Damage is 75% or less of the fair market value, a Maryland Safety Inspection will not be needed. The Insurance Company will not be required to obtain the owner(s) Certificate of Title and no correction will be needed to the vehicle record. This vehicle will not be branded.**
- **The application for Salvage (VR-028) is being revised to show the new brands and requirements.**

Titling Program

- **The *Cosmetic* Brand will no longer be an option for damage when titling a previously salvaged vehicle. The Certificate of Title will be issued without a brand for any previously salvaged vehicles branded "*COSMETIC*", with the exception of a corrected or duplicate Certificate of Title.**
- **Develop a new brand to be used for damage on the Certificate of Title if the previously salvaged vehicle contains a notation the "*DAMAGE IS 75% OR LESS OF FAIR MARKET***

VALUE" or "Abandoned". **This brand will be displayed as *"XSALVAGE".* The *"XSALVAGE"* notation will appear on the new Certificate of Title and will update the IBM record to show *"XSALVAGE".***

- **If a previously salvaged vehicle contains a notation the "*DAMAGE IS 75% OR LESS OF FAIR MARKET VALUE"* and the TARIS Operator fails to choose a brand for the new titling transaction, the Certificate of Title will automatically be branded with "XSALVAGE. This procedure is similar to the current one used for "Rebuilt Salvage."**

Issuance of Temporary Registration Plates by Dealers-Transmission of Information and Recordkeeping
Senate Bill 67
Effective October 1, 2010

This bill requires a dealer to electronically transmit to MVA the vehicle owner, insurance and temporary registration information the same day the temporary plate is issued.

- **A dealer who issues a temporary tag must submit electronically, information on the vehicle, owner, insurance and temporary registration information**
- **The dealer must maintain a copy of the temporary tag records for three years.**
- **The dealer may not issue more than one temporary registration for a vehicle.**

Limited Speed Vehicles
Requirements and Prohibitions
Senate Bill 344
Effective October 1, 2010

This bill limits vehicles with a maximum speed capability of between 25 and 55 mph to be driven on streets, roads and highways where the speed capability of the vehicle exceeds the posted maximum speed limit by at least 5 mph

- **Limited speed vehicles will be registered as a class A (passenger) or class M (multipurpose) vehicle.**
- **The vehicle must have a speed capability of more than 25mph but less than 55 mph.**
- **An authorized fluorescent green triangular emblem with a red border which stands 14 inches high and, must be permanently affixed to the rear of the vehicle, 3-5 feet from the ground**
- **A dealer or their representative must:**
    - **Permanently affix the emblem to each limited speed vehicle they sell**
    - **Inform each buyer in writing of the driving restrictions that apply**
    - **Out of State dealers selling a limited speed vehicle to a Maryland resident must comply with the above.**
- **Limited Speed Vehicle must be selected in the TARIS GUI brand field so that LTDSPD will print on the title.**
- **A limited speed vehicle certification form (VRXXX) must be completed and signed by both the dealer and the purchaser.**

Required Minimum Security – Minimum Amounts

House Bill 825
Effective Date January 1, 2011

This bill increases the minimum security on a motor vehicles liability insurance policy

- **The new requirements for bodily injury or death from a single individual increase from $20,000 to $30,000 and for more than one individual from $40,000 to $60,000**

Electronic Transmission of Title Information by Dealers
Senate Bill 85
Effective Date October 1, 2010

This bill allows a dealer to electronically transmit taxes, fees, titling documents and other data to MVA within 30 days of the date of delivery.

- This bill allows the transmission date to be used for proof of submission to MVA.

War of 1812 Plate
Effective June 14, 2010

This new plate replaces the standard black and white plate for classes A, M, EPO, D, and disability plates and motorcycle disability plates.

- **The tag scheme for class A, M, EPO will be the same and plates may be repurchased between classes by paying the registration fee and surcharge for the new class. Disability plates may also be repurchased between classes.**
- **Tag Schemes:**
  - Class A, M, and EPO: 1 numeric, 2 stacked alphas, 4 numeric
  - Class D: 1 alpha, 5 numeric
  - Disabled A, M, EPO: symbol, 5 numeric, 2 stacked alpha
  - Disabled Class D: symbol, 4 numeric, 2 stacked alpha
- Personalized plates for above classes will be issued on the War of 1812 background. All other personalized plates will remain the same.
- Since this is now the standard issue plate for the classes listed above, all rules for original issuance, transfer, repurchase, substitute, and tag return will apply.
- Branch offices may order 1812 plates for shipment of 25 sets in each box, starting May 24, 2010.
  Requisition as usual:
  B-1812 (A, EPO and M-1812)
  B512 (Disabled-1812)
  B412 (Motorcycle-1812)
  B612 (Motorcycle Disabled –1812)
- A small stock of regular black and white plates will be maintained in the Tag Room located in Room 104, to be issued in extreme circumstances.

- There is no requirement to re-plate. Customers requesting the War of 1812 plate must complete the Application for Substitute Plates (form VR009) and pay the required $20 substitute plate fee.
- Vehicle owners having the black and white plates may transfer those plates to other vehicles following all existing rules for registration transfer. If the War of 1812 plates is requested at the time of transfer a $20 fee in addition to the $10 transfer fee will be charged.
- Vehicle owners with the black and white plates on their vehicle may renew these plates. If substitute plates are requested at renewal, the War of 1812 plates will be issued for an additional fee.

2009 LEGISLATION

Speed Camera
Senate Bill 277
Effective October 1, 2009

This bill allows for speed cameras to be placed in work zones and school zones statewide. This legislation will increase safety in both work zones and school zones by encouraging drivers to operate their vehicles at safe speeds. Violators will be fined $30.00 for each occurrence.

2008 LEGISLATION

Motorcycles - Definition
House Bill - 221
Effective May 13, 2008
This bill changes the definition of motorcycle.

A "motorcycle" means a motor vehicle that:

- Has motive power**;**
- Has a seat or saddle for the use of the rider**;**
- Is designed to travel
  - On not more than 3 wheels in contact with the ground; and
  - At speeds exceeding 35 miles per hour; and
- Is of a type required to comply with all motor vehicle safety standards applicable to motorcycles under Federal law.

Registration Plates Motorcycles

House Bill - 844

Effective October 1, 2008

This bill allows the alteration of the dimensions of a motorcycle registration plate to be 7 inches wide by 4 inches high.

The size of the motorcycle plate has been changed from 7″ X 4 ½″ to 7″ X 4″.

The MVA will continue issuance of all motorcycle plates currently in stock, unless the customer specifically requests one of the smaller size, until old stock is depleted. "All types" of motorcycle plates are made available, as required by law, in the smaller size. Customer already having the larger motorcycle plates on their vehicles, may request the smaller size at registration renewal time, for no additional charge. However, those customers with the larger plates who wish to receive the smaller plates before their renewal time, need to pay the usual substitute plate fee of $20.00.

Motor Vehicle Excise Tax -

Returning Military Personnel

House Bill – 669

Effective October 1, 2008

This bill allows a Maryland resident who is a member of the military returning to Maryland from, or on active duty to receive excise tax credit for vehicles titled in Maryland within 1 year of returning to Maryland when the vehicle was titled in their name in another state where tax has been paid.

- Definition of Military for this section includes a member of:
  - The United States Armed Forces,
  - The United States Public Health Service
  - National Oceanic and Atmospheric Administration
  - The Coast and Geodetic Survey

- The VR-005 must indicate the returning military member or their immediate family member is applying for title and registration in Maryland no more than 1 year after returning. They may do this by checking the active duty military box and indicating 1 year or less for the length of residency.

- The United States Public Health Service Proof of military status must be provided.
  - Military ID
  - Work ID
  - Letter from employer on letterhead indicating applicant's start date in Maryland.

- Active duty Maryland residents and their immediate family members will receive the tax credit if titling a vehicle within 1 year of returning to this state.

- The TARIS title tax screen requires operators to enter a **Y** in the MTX Credit field for applicants that qualify for the credit. This field will remain blank for Non-qualifying applicants.

Gold Star Registration Plates

House Bill - 1425

Effective July 1, 2008

This bill allows eligible family members the ability to display the Military Gold Star Plate on their vehicles.

- Gold Star plates are issued to parents, children, spouses or siblings of members of the military who were killed in action during wartime service.

- Each person who meets the requirements under the Federal Gold Star DD Form 3 is eligible to purchase a plate.

- Classes eligible to obtain Gold Star Plates are: A, M, EPO, and D.

- The plates may only be obtained through Vehicle Programs Glen Burnie MVA Headquarters. Allow 4-6 weeks for the initial issuance.

- Procedures to Obtain the Gold Star Plates:
    - Complete Application for Military Related License Plates (VR-120) **and** a copy of **one** of the following
        - **DD-3 approved by the Department of Defense,**
        - **A casualty report,**
        - **An overseas death certificate issued by the military indicating the name and date of death,**
        - **The Applicant can self certify if the Gold Star Pin was issued as a result of a casualty in WWI, WWII or Korean War.**
        - **$25.00 Fee**

    - **Mail the application, documentation and fee to:**
      MVA

Specialty Plates Unit rm. 104

6601 Ritchie Highway, N.E
Glen Burnie, MD 21062

Once eligibility is verified, the application will be processed and the plates mailed via the US Postal Service.

Motor Vehicle Excise Tax

Leased Vehicles- Application of Trade-In Value

House Bill - 1570

Effective from Date of Enactment

This bill alters the definition of "total purchase price" for the purposes of the vehicle excise tax and allows a lessee to trade in a non-leased vehicle when entering into a 180+ day lease. The dealer must certify the trade-in.

- When individuals and businesses entities trade-in a non-leased vehicle to enter into a lease for a period of more than 180 days, the trade-in allowance may now be deducted from the certified selling price of the leased vehicle

- The dealership must submit documentation to substantiate the vehicle's certified selling price, trade in amount, and total purchase price by completing the revised dealer's certification area on the Application for Certificate of Title (formVR-005); or the revised Dealer Reassignment (form VR-182). If these forms are not used, the dealer's bill of sale needs to be provided.

- Effectively immediately, when titling a leased vehicle, the customer agent needs to type LEASE in the brand field in TARIS for all 180+ day leased vehicles. This is required for tracking and reporting purposes.

- Dealerships will provide MVA with a list of leased vehicles sold between January 1, 2008 and the effective date of this bill that would have been eligible for trade-in allowance to be deducted. The lessees of these vehicles will be notified by MVA of any rebate owed to them.

- For additional information regarding a refund, please contact Ms. Neva Rowles, Refund Supervisor, 410-768-7346 or email her at nrowles@marylandmva.com. The vehicle information will be required.

Certificates of Title – Rebuilt Salvage

House Bill - 1667

Effective Date October 1, 2008

This bill changes the description and conditions under which a salvage certificate is issued. The bill mandates electronic processing of salvage certificates for vehicles not titled in Maryland.

- The brands on salvage certificates will change to:
  - "**Damage to the vehicle is greater than 75% of fair market value, and the vehicle is repairable**" Titles produced from salvage certificates with this brand will be branded "*REBUILT SALVAGE*" when converted to a certificate of title.
  - **Damage to the vehicle is greater than 75% of the fair market value for this vehicle, and the damage is cosmetic** Titles produced from salvage certificates with this brand will be branded "*SUSTAINED COSMETIC DAMAGE*" when converted to a certificate of title.
  - **Flood Damaged** Titles produced from salvage certificates with this brand will be branded "*FLOOD DAMAGED*" when converted to a certificate of title.
  - **Recovered Stolen** This brand will be used for a vehicle with 75% or less damage when recovered. Titles produced from salvage certificates with this brand "will not be branded" when converted to a certificate of title.
    - Please *Note: This bill allows an insurance company an option to choose to apply for an "unbranded certificate of title" instead of a salvage certificate, for vehicles recovered with 75% of less damage. To apply for a title, the insurance company will select box number 8 on the Application for Salvage Certificate and attach a completed Application for Certificate*

of Title. In this case the title fee of $50.00 will have to be paid, but the excise tax is exempt under 13-810(a)(9). In this case only, initial titles produced for recovered stolen vehicles will be issued only in the Salvage Unit of Vehicle programs, Room 104.

- **Parts only, not rebuildable** (*THIS VEHICLE CANNOT BE TITLED*)
- **Abandoned Vehicle** Titles produced from salvage certificates with this brand will be branded "*REBUILT SALVAGE*" when converted to a certificate of title.

- **Please Note: The bill "removes" the restriction to brand only vehicles 7 years or newer. All model years of vehicles will now be branded.** In addition, please be reminded that all brands placed on titles, must carry forward to subsequent titles.

- **In addition, it is important to remember that we will continue to see those salvage certificates printed prior to October 1, 2008 for quite some time.** For salvage certificates branded **Damage is greater than fair market value**, continue to brand titles produced as "*REBUILT SALVAGE*". For salvage certificates branded **Equal to or less than fair market value,** *do not brand titles subsequently produced.*

- The fee for a corrected salvage certificate is $20.00

- Note: This bill also allows the Administration to collect a $50.00 corrected title fee for requests to change vehicle information on titles. Please remember that any corrections due to MVA errors are to continue to be done as gratis transactions

- A $50.00 corrected title fee will also be charged for titles corrected as a result of an "owner retention". Insurance companies must now report all owner retentions for vehicles with greater than 75% damage that is repairable, greater than 75% in cosmetic damage, or the vehicle has sustained flood damage, regardless of the year of the vehicle. The 7-year or less model year restriction has been removed. The Insurance Company will submit the titles to the MVA for appropriate branding. These vehicles also need safety inspection within 90 days of the date of the notice from the MVA or the registration will be suspended.

- In the case of an owner retention declared *not rebuildable, parts only*, the Administration will issue a salvage certificate to the owner; and send the owner a notice that the vehicle's registration has been suspended and the plates must be returned. A $20 corrected salvage title fee will be charged.

SALVAGE CHART

This chart has been developed to assist customer agents in the proper branding of titles for vehicles that have been previously salvaged in Maryland or other States. The left column shows brands on salvage certificates that may be presented. The right column has instructions on how to brand (or not brand) the title in each case.

SALVAGE CERTIFICATE BRAND TYPE	TITLE BRANDING IN TARIS
Damage to vehicle is greater than 75% of fair market value for this vehicle, and the vehicle is repairable on salvage certificate issued October 1, 2008 or later Or for salvage certificates issued before October 1, 2008 branded Damage is greater than fair market value	Enter 1 in the damage field on the TARIS screen. This will cause the title to be branded "**REBUILT SALVAGE**". All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.
Damage is equal to or less than fair market value…on salvage certificates issued prior to October 1, 2008	Enter 2 in the damage field. The title will not be branded. DO NOT ENTER XSALVG IN THE BRAND FIELD. THE TITLE IS NOT TO BE BRANDED.
Parts Only / Not rebuildable	**Title "Cannot" be issued.**
Abandoned Vehicle	ENTER 4 in the damage field. The title will be branded "**REBUILT SALVAGE**". All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.
The Vehicle Has Sustained Flood Damage	Enter 6 in the damage field. The title will be branded "**FLOOD DAMAGED**". All vehicles will be branded when converted to a title. The brand will carry through to subsequent titles.
Damage to the vehicle is greater than 75% of Fair Market Value for this vehicle, and the damage is cosmetic	Enter 7 in the damage field. The title will be branded "**SUSTAINED COSMETIC DAMAGE**". All vehicles will be branded when converted to a title. This brand is to be carried through to subsequent titles.
Recovered Stolen (will be used only when vehicle has been recovered and damage is 75% or less)	Enter 5 in damage field. **Title "will not" be branded.**
Stolen (Only MVA's database is branded stolen. Salvage certificate will not be issued until vehicle is recovered)	Once recovered, the Insurance company may apply for an unbranded title if the insurance company makes a statement that the vehicle has sustained 75% damage or less. An application for certificate of title needs to be completed together with the Application for Salvage Certificate with Box 8 checked. A $50.00 title fee must be collected, but transaction is excise tax exempt under 13-810(a)(9). The Salvage Unit in Room 104 Glen Burnie will issue initial titles produced for recovered theft vehicles.
Out of State Salvage Certificates	Enter **XSALVG** in the brand field. The brand is to be carried through to subsequent titles.

Please be reminded that all salvage vehicles are required to be inspected by a Police Officer in this state that is authorized to inspect Salvage vehicles.

The Police Officer will inspect VIN's on the vehicle and make sure the car is roadworthy. An additional Maryland Safety Inspection is needed if registration is required.***Note: If the document presented is an out of state title that indicates rebuilt salvage, xsalvage, flood, etc., The POLK or NADA Title and Registration*** Textbook is very helpful in determining how each state brands their title and what that brand means. If the Reference Guides state the brand is the Rebuilt Salvage Title, these vehicles have already gone through the rebuilding process in another state and do not need a MD State Police Salvage inspection. We must enter brands (or similar notations) from other state titles when transferring to MD regardless of model year. Enter brand information in the six-digit brand field on the TARIS title screen and carry it through to subsequent titles.

CASH FOR CLUNKERS
(Cars Program)

During the Cash for Clunkers program, Maryland dealers were required to turn in the titles of any vehicle taken in under that program and apply for a salvage certificate. Those salvage certificates were branded "CARS PROGRAM: PARTS ONLY/DO NOT RETITLE. As the brand clearly states, these vehicles are not to be re-titled and may only be used for parts.

FRAUD ALERT

TITLE FRAUD, ODOMETER FRAUD AND IDENTITY THEFT HURTS ALL OF US.

Protect your business and your customers by obtaining proper identification from all customers. For Maryland customers this would be a Maryland Driver License or Maryland Identification card. MAINTAIN COPIES OF THE IDENTIFICATION PRESENTED.

When receiving titling documents, be cautious of the following "red flags": Alterations, erasures, holes, discolorations, cuts and tears especially in areas containing critical information. Titles are secured documents with special features that make alterations easily detectable. Report suspicious activity to the Maryland Motor Vehicle Administration Investigations Division at 410-768-7541 for assistance.