



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

# Bulletin

**D-08-16-02**

Date: August 11, 2016  
To: All Tag & Title Services  
From: MVA Branch Operations  
Re: Revision to the July 15, 2016 Tag & Title Services Bulletin

Effective immediately the below changes will be in effect for all licensed Tag & Title Services. The procedures have been modified in effort to better serve our licensees at all MVA full service offices and to continue our effort to provide consistent service to all our business partners.

- Tag and Title agents can process 5 pieces of work per day per Tag and Title Service per branch. This allowance applies only to work that cannot be processed on the ERT system, with the exception of the first and last day of the month in which no same day service will be provided.
- The transactions must have the following:
  1. MVA Transmittal Sheet.
  2. All pertinent paperwork pertaining to each transaction.
  3. Tag & Title valid identification.
- This work must be presented to the MVA no later than 10:00 a.m. to be returned after 4 p.m. on the same business day. All other work submitted will be processed in accordance with the established Tag and Title procedures as outlined in the MVA Guide for Dealer/Tag Service Work for Processing.

Attached you will find the current listing of transactions that can and cannot be performed on the ERT system.

Thank you for allowing us to bring this very important matter to your attention. Should you have any questions or concerns, please contact us at [rnorman@mdot.state.md.us](mailto:rnorman@mdot.state.md.us).



## Transactions ERT Title Services “CAN” 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, or Military ID from this country to MVA ERT UNIT (otherwise transaction needs to be submitted to MVA)
- Can do work on behalf of dealer (but cannot get .6% 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).
- Transfer tags (TT)
- Transfer with renewal (TR)



### Transactions “CANNOT” be processed by ERT Title Services

- No duplicate title VR-003 processing
- No branding of titles (can only brand for CAL LEV, Lease, and odometer A, B or C). A TITLE REQUIRING ANY OTHER BRAND “MUST” BE TAKEN TO THE MVA FOR PROCESSING.
- 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)
- **Repossessed vehicles - “MUST” BE TAKEN TO THE MVA FOR PROCESSING**

## MVA Branch Office Locations

**Annapolis** - Full Service  
160 Harry S. Truman Pkwy.  
Annapolis, MD 21401

**Bel Air** - Full Service  
501 West MacPhail Road  
Bel Air, MD 21014

**Cumberland/LaVale** - Full Service  
13300 Winchester Road SW  
Cumberland, MD 21502

**Elkton** - Full Service  
105 Chesapeake Blvd. Suite A  
Elkton, MD 21921

**Frederick** - Full Service  
1601 Bowman's Farm Rd.  
Frederick, MD 21701

**Glen Burnie Headquarters** - Full Service  
6601 Ritchie Highway, N.E.  
Glen Burnie, MD 21062

**Largo** - Full Service  
10251 Central Avenue  
Upper Marlboro, MD 20772

**Salisbury** - Full Service  
251 Tilghman Road  
Salisbury, MD 21801

**Westminster** - Full Service  
1106 Baltimore Blvd.  
Westminster, MD 21157-7025

**Baltimore City** - Full Service  
5425 Reisterstown Road  
Baltimore, MD 21215

**Beltsville** - Full Service  
11760 Baltimore Avenue  
Beltsville, MD 20705

**Easton** - Full Service  
9148 Centreville Road  
Easton, MD 21601

**Essex** - Full Service  
1338-A Eastern Boulevard  
Essex, MD 21221

**Gaithersburg** - Full Service  
15 Metropolitan Grove Road  
Gaithersburg, MD 20878

**Hagerstown** - Full Service  
18306 Col. Henry K. Douglas Dr.  
Hagerstown, MD 21740

**Loveville** - Full Service  
27351 Point Lookout Road  
Leonardtown, MD 20650

**Waldorf** - Full Service  
11 Industrial Park Drive  
Waldorf, MD 20602

**White Oak** - Full Service  
2131 Industrial Parkway  
Silver Spring, MD 20904