

Bulletin

D-06-12-05

DATE: June 20, 2012
BULLETIN TO: Title Services
FROM: Brenda Scheydt, Manager
Business Licensing and Consumer Services

1. Identification Requirements for Tag & Title Service

All Tag & Title Service Agents must have the following Identification available when submitting work to be processed:

Title Service Agent or Representative Card

- This card must be submitted by all Title Service Personnel when submitting work to be processed by MVA.

Customer Identification

- Tag & Title Service Representatives shall provide a copy of their customers current and valid state issued picture ID for whom they are submitting work for processing.
- All work submitted to MVA without the proper identifications will be rejected.

2. Tag Return by Electronic Registration and Titling (ERT) Participants

All license plates cancelled utilizing the ERT System must be returned to the following Collection Center:

Motor Vehicle Administration (MVA)
150 Blades Lane Suite H,
Glen Burnie, Maryland 21061

The cancelled plates may be returned Wednesday through Friday (excluding State Holidays) between the hours of 8 A.M. and 3 P.M. in person or via Motor Car Couriers.

Returning cancelled license plates can be as simple as 1, 2, and 3

1. Process tag return using ERT/print the return report from the vendor's system
2. Deface plate (using a permanent marker)
3. Just drop in the bin and go!

Additional tag return locations are coming soon!

Effective July 1, 2012, the Motor Vehicle Administration (MVA) will no longer guarantee same day service for tags returned to branch offices.