

D-10-23-2

Date: October 05, 2023
Bulletin: All Dealers and Tag and Title Agencies
From: Business Licensing and Compliance
RE: New MDID Request Process

The purpose of this Bulletin is to inform all Dealers and Tag & Title Agencies of a process change for requesting an MDID number for customers that have a Maryland residence but do not have a Maryland issued product (ID/Driver's License). Please follow the steps below which outline this new process effective Wednesday October 11th 2023:

- 1) The ERT Soundex unit will no longer issue MDID numbers via email. The MDID requests will be submitted via your businesses' titling portal.
- 2) Instead of submitting the request as a separate transaction, it must be submitted along with the necessary titling transaction for the customer.
- 3) The VR-005 has been updated to include a check box that states "MDID Needed." Please check the box for buyer, co-buyer, or both.
- 4) Attach a copy of the customers Photo Identification (Front & Back), the completed VR-005, and any other required documents related to the titling transaction.
- 5) **As a reminder, please make sure to add the necessary funds to the Draw Down account in order to complete the entire titling transaction.

You can follow this link for the updated version of the VR-005:

<https://mva.maryland.gov/Documents/VR-005.pdf>

If you have any questions about this Bulletin, please contact us at 410-787-2952 or mvabldisd@mdot.maryland.gov.

If you have any questions relating to a transaction you have submitted via your titling portal, please reach out to either Dealer services or the MVA Branch to which your transaction was submitted.