

D-04-23-02

Date: April 24, 2023
Bulletin: All Dealers and Tag and Title Agencies
From: Central Operations: Vehicles
Subject: **Retitling a Vehicle after payoff**

When a dealership has completed a payoff for liens stored electronically, a release will be sent electronically to the state and the lien holder will submit for the clear title to be mailed to the business entity that completed the payoff. For liens stored manually, a paper SIF will be sent to the business entity that completed the payoff. For those liens that were releases electronically, please allow 7-10 business days for receipt of the clear title after confirmation the lien has been released.

In the event you do not receive the clear title after the 10th business day, please use the below process to either retitle the vehicle in MD or obtain a clear duplicate title for OOS retitling.

Trade Vehicle will be re-titled in MD

When the vehicle will be retitled in MD, the dealership may complete the new title transaction via ERT and must include the following documents as a part of the bundle. Please note documents may be submitted to the state electronically.

- Affidavit in Lieu of Title (VR-449A)
- Maryland Title taken in at the time of Trade
- Copy of Trade Agreement
- ERT Receipt
- New Title Application (VR-005)
- Odometer statement

Trade Vehicle will be re-titled Out of State (OOS)

When the vehicle will be retitled OOS, the dealership may request a clear dup title by following the below process.

- Signed VR-003 or signed VR-279 SPOA
- Copy of Trade Agreement or Buyer's order with Vehicle Trade Information

- MD Title taken in at the time of Trade (Providing this will allow a gratis clear title. If you do not have a copy of MD title with the lien on it, there will be a \$20 duplicate title fee.)

You can submit these requests to the dealer services team at Glen Burnie via the electronic portal. If you would like the clear duplicate title to be sent FedEx/UPS, please also include a FedEx/ UPS shipping label.

If you have questions or concerns, please contact Vehicles at 410-424-3644 or MDDTTS@mdot.maryland.gov.