

D-07-14-02

Date: July 14, 2023
Bulletin: All Dealers and Tag and Title Agencies
From: Central Operations Vehicles Division
RE: **CORRECTION:** Title Corrections Request (Revision 2)

This is a correction. Under the Family Transfer section, the previous bulletin stated tags could be transferred but in fact they cannot.

This bulletin is to make you aware of what is needed when processing a title correction. When an error is not made by MVA, a title correction fee of \$40 will be charged. The documents that are required for a title correction are as follows:

1. A letter of correction on letterhead explaining the reason for the request, indicating what the error was and what the change should be.
2. Title and/or Security Interest Filing

Please Note: *This was previously required but will no longer be required. If you have an older version of the title, you must submit the Affidavit in Lieu of a Title (VR-449A) with the previous title. Once the correction has been made, the previous title will be voided.*

3. A corrected VR-005 if the correction is for mileage, odometer brands or lienholder changes
4. A corrected VR-217 if the correction is for a lienholder change

Please Note: *If a lienholder was added in error at the time of ERT submission, a lien release will **not** be required from the incorrect lienholder. This type of correction will still require the \$40 fee and an Application for Duplicate VR-003 title form should be submitted if the title is not provided.*

5. A copy of the identification of the customer.

If a corrected registration card is needed, a \$5 duplicate registration fee will be applied.

Name Change Corrections:

If a change of name is requested the Application for Corrected Title due to a Name change (VR-448) is required. The updated driver's license, or identification card of the customer must be done prior to the correction of the title and registration. If a business has made a name change

not due to reorganization, consolidation or merger, a copy of the documentation verifying the name change is required.

Please Note: The transactions below are not considered Corrections but are NEW title work and need to be processed as followed:

Spouse or Parent to Child:

If the relationship between the two people is spouses or parent/child and someone is being added or removed, taxes are waived, no inspection is needed, tags can be transferred, the Application for Maryland Gift Certification (VR-103), and the lien release or authorization from the lienholder, if applicable, is required.

Family Transfers (specified on the VR-103)

If the relationship between the two people is familial but not between spouses or parent/child (i.e., relationships on the top portion of the Application for Maryland Gift Certification (VR-103)), taxes are waived, MD safety inspection is required, **tags cannot be transferred**, lien release or authorization from the lienholder, if applicable, and VR-103 is required with proof of relationship (i.e. Birth certifications, marriage certificates, etc.).

Removal of one owner from a jointly owned vehicle who are not related

For relationships other than those listed on the gift form such as boyfriend and girlfriend and the vehicle is jointly owned and one owner is being removed, 1/2 taxes on the NADA clean retail value are required if the vehicle is 7 years or newer. If the vehicle is older than 7 years, the minimum tax of 38.40 should be charged. The MD safety inspection is **not** required but new tags are required. A lien release or authorization from the lienholder is required, if applicable. The VR-103 would not be required in this scenario.

If you have any questions or concerns, please contact Dealer Services at 410-424-3625 or email MDDTTS@mva.maryland.gov .