

D-07-16-03

Date: July 15, 2016
To: All Tag & Title Services
From: Business Licensing and Consumer Services
Re: New Process for Tag and Title Services

Effective August 1, 2016 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 that **cannot** be processed on the ERT system, with the exception of the first and last day of the month.
- The transactions must be put together in the following order (Top to Bottom):
 1. MVA Transmittal Sheet
 2. MVTA Cover Sheet
 3. ERT Screen Shot to document the inability to process on ERT
 4. Any remaining paperwork pertaining to that transaction.
- This work must be presented to the MVA no later than 10:00 a.m. to be returned the same business day. All work submitted after 10:00 a.m. will be returned by the end of the next business day.
- Work that is not allowed to be processed on the ERT system (per the MVA) cannot be submitted for same day processing without approval from the branch manager. **Such transactions must have proof of why they are urgent.**

The MVTA Cover Sheet may be obtained by contacting Maryland Vehicle Titling Association at info@mvta.org. Attached you will find the list of items ERT Title Services can and cannot process electronically.

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 www.mvablcsd@mva.maryland.gov.



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**