

D-06-20-1

Date: May 27, 2020
Bulletin: All Dealers and Title Services
From: Business Licensing and Driver Instructional Services
Subject: **UPDATE:** Available Services, Dealers and Tag and Title Services

Effective Monday June 1, 2020, all Dealers and Tag and Title Agencies will be able to drop of work at all MDOT MVA Branches every day. Please allow 48 business hours for processing. The cut off time for drop offs will be noon each day.

The following transactions will be accepted:

- Public Specials: T1-T5 that cannot be processed via the ERT System
 - MD Salvage/Rebuilt titles that have been stamped off with MD State Police Inspection
 - New to State with Excise Tax Calculation
 - New to MD Hold Title w/Excise Tax Credit Calculation
 - Duplicate Titles
 - Corrected Titles
 - Disability Placards
- **Glen Burnie Only:**
 - Mechanic Lien transactions
 - Salvage Transactions
 - Bundle Reports (completed work processed via ERT)

Please note:

- Any individual entering the building will be screened by security each day.
- Business entities will be called when work is completed work and available for pick up. Pick up will be on Fridays from 9 a.m. to 2 p.m.
- There will be a separate box for any bulk tag returns (please ensure a transmittal sheet is included).

To request a Soundex, please email your request to ertsoundex@mdot.maryland.gov or fax your request to 410-424-3629. Send a copy of the completed Application for Maryland Title (form VR-005) signed by customer and copy of the customer's out-of-state driver's license. Soundex requests will be processed weekly on Tuesday and Thursday.

Again, Governor Hogan has ordered an extension of all driver's and business licensed, identification cards, permits, registrations with expiration dates beginning March 12 until the end of the state of emergency. **As a result, they will not expire until 30 days after the state of emergency has been lifted.**

If you have questions, please contact Business Licensing and Driver Instructional Services at 410-787-2950 or mvablcsd@mva.maryland.gov