



REQUEST FOR LICENSE PLATE REASSIGNMENT

A license plate reassignment is done when a customer leases a vehicle and wishes to retain possession of his or her current plate. In this case, the plate would be reassigned to the leasing company. A plate can also be reassigned from a leasing company to an individual, or from one leasing company to another. A reassignment can only be done for a newly purchased or leased vehicle, and an RMV-1 form must be used. A plate can only be reassigned when a lease is involved.

Please see reverse side for instructions. Fax completed form to 617-351-9540.

EVR End User dealership information

Dealer name _____		
Name of contact person _____	PHONE _____	EXT. _____

Registration information

Plate Type:	Plate Number:
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The following are the **ONLY** plates that can be reassigned:

- ◆ RW (except for plates with 5 straight numbers)
- ◆ Vanity (PAV)
- ◆ PAS plates (RW, CI, OS, TC, US, BR, RS, NE, CC, BC, FF)
- ◆ PAR plates with four or more characters (must be a **combination** of letters and numbers)
- ◆ PAR plates that have five **non-sequential** numbers
- ◆ MCR and TRR plates

Transferer / Old information

Owner / Plate Transferred From:		
Name		FID or License Number
Mailing Address	City/Town	Zip Code
Current Owner Signature _____		Date _____

Transferee / New information

Owner / Plate Transferred To:		
Owner Name		FID or License Number
Mailing Address	City/Town	Zip Code

INSTRUCTIONS FOR COMPLETING REASSIGNMENT OF PLATES FORM

1. Complete the requested **End User** dealership information.
2. Complete the **Registration** information section.
3. Complete the **Transferer** information section. This includes the information on the current owner and must include the owner's signature and the date of the transfer.
4. Complete the **Transferee** information. This is where information about the individual or company that is about to take possession of the plate must be recorded.
5. Fax the front of this form to the **RMV** at (617) 351-9540. It is not necessary to call the **RMV**; the fax machine is monitored daily.
6. Please process an inquiry transaction within a half hour to make sure that the plate has been canceled. The **RMV** will mail the Plate Return Receipt to the original owner.
7. Your EVR software has 3 plate type options: New, Transfer, and Reassignment. Select the **Reassignment** option to complete this type of transaction. You do not need to add the plate to the EVR plate inventory.
8. Proceed with the transaction.
9. Make a copy of this form and file it in the customer folder.
10. Attach the original reassignment form to the original RMV-1 and submit it to the **RMV**.

You cannot use UMS or EVR plate cancellation capability to process a plate reassignment.