



Commercial Bulk and Fleet Renewal Procedures – Renew Early



Why did you receive this correspondence?

The peak vehicle registration renewal period occurs at the end of each calendar year. In order to best serve you, we are providing guidelines for submission of your fleet registration renewal applications. To guarantee all renewal transactions are processed on time, it is important that you follow these instructions. We also want to remind you that you can renew your registrations now – avoid delays and renew today.



What do you need to do?

We have made improvements in the renewal process. Renew your fleet registrations now, using one of the options below.

Option 1: Renew Online

You can renew multiple vehicles at once online at [Mass.Gov/RMV](https://www.mass.gov/rmv). The fastest and most efficient way to renew your bulk fleet registrations is by using our new online bulk renewal process.

- Visit [Mass.Gov/RMV's](https://www.mass.gov/rmv) Online Service Center
- Choose "Renew My Registration," and then select "Continue as a business"
- Enter the plate number you want to renew, the plate type, and company FEIN number
- Follow the online instructions
- All eligible plates in that particular fleet will be renewed online; if your company has multiple fleets, you'll need to repeat the above process for each fleet that has a separate address
- Renewals will be processed immediately and mailed within 10 business days

Option 2: Mail your Application for Renewal (RMV-2) Forms

You can mail the original Application for Renewal (RMV-2) forms included with this mailing to process your fleet registration renewals. The RMV-2 form is specifically designed to be run through scanning machines, allowing the RMV to process your bulk renewals more efficiently. Note that RMV-2 forms are only accepted via mail and cannot be dropped off for processing. Mail your original RMV-2 forms to:

Registry of Motor Vehicles
P.O. Box 55891
Boston, MA 02205



RMV-2 Mail Instructions

Please use the mailing address provided above. To avoid delays in the renewal process, ONLY mail RMV-2 forms; other forms are not accepted by mail.

- Detach the Application for Renewal portion of the form before mailing. Only detached forms can be processed; non-detached forms may be returned for improper submission.
- Include a signed check that is made payable to "MassDOT."
- Write a contact phone number on the check(s)
- Write up to 10 plate numbers on the check(s)
- Single or multiple checks may be submitted per bundle - each bundle may include up to 100 renewals. For checks covering more than 10 renewals, please write the first and last plate numbers, in order they are packaged, on the check.
- Do NOT use staples.

Option 3: Drop off your Registration and Title Applications (RTAs)

You can drop off RTAs at one of our Business to Business (B2B) locations. Visit

<https://www.mass.gov/b2b> for a location near you.

The B2B locations process bulk transactions. Each location has a designated area to drop off/pick up bulk work. Daily drop hours are from 10:00 a.m. until 2:00 p.m. and daily pick up hours - 2:00 p.m. – 5:00 p.m.

- Up to 25 items can be dropped with pick up the next business day, after 2PM
- 25-100 items can be dropped with pick up on the 2nd full business day, after 2PM
- 100+ items can be dropped with pick up on the 3rd full business day, after 2PM



Are you responsible for any fees?

Yes. You are responsible for the renewal fee(s).



What if you have questions?

If you have any questions, please visit [Mass.Gov/RMV](https://www.mass.gov/RMV).

Sincerely,

The Massachusetts Registry of Motor Vehicles