



# Application For Owner/Contractor Registration

Registry of Motor Vehicles · Section 5 Division  
P.O. Box 55897 · Boston, MA 02205-5897 · PHONE: 857-368-8030 · FAX: 1-617-507-7974

## Requirements and Instructions

An "Owner/Contractor" is defined as any person who is not a manufacturer, dealer, or repairer who owns a fleet of ten (10) or more vehicles, special mobile equipment, mobile construction cranes, or a combination thereof, that is used or leased exclusively in the Owner/Contractor's principal business. The Owner Contractor must also maintain an establishment with facilities for the repair, alteration, or equipment of such vehicles or trailers.

"Special Mobile Equipment" is defined as a motor vehicle that is principally designed to conduct excavation or lift building materials at a public or private construction site and is operated on a way for the sole purpose of transportation to or from the construction site and has a gross vehicle weight of at least 12,000 pounds. This definition shall not include a motor vehicle that is designed to carry passengers, or any load, on a way.

Trucks, including pickup trucks, and trailers not meeting the above requirement cannot be operated with an Owner/Contractor plate.

The following documents are required to obtain Owner/Contractor plates. The business name or corporation name must be spelled exactly the same on all of the above documents.

- 1. B1. Business certificate from the city or town in which you are doing business.**
- 2. Corporation papers from the Secretary of State, Department of Corporations and Taxation (if applicable)**
- 3. Federal Identification Number/Employer Identification Number (FID/EIN)\* from the Department of the Treasury, Internal Revenue Service. If you do not have an FID/EIN, you can obtain one from the Internal Revenue Service at 1-800-829-4933. If you currently have an FID/EIN, please enclose a copy of one of the following most common forms of proof of an FID/EIN:**
  - Any pre-printed IRS correspondence that includes corporation name, address, and FID/EIN number
  - Federal Tax Deposit Coupon Form 8109
  - Form 147C
  - Notice of New Employer Identification Number Assigned Form 5372
  - CP575 Notice (issued by the IRS). This is a letter sent to a customer to confirm issuance of an FID number
  - Certificate of Exemption Form ST-2 (issued by DOR)

If your business is unincorporated (e.g. a sole proprietor or general partnership), then the pre-printed IRS correspondence must list the owner information in this sequence: the individual's name, business name, and address.
- 4. A list of all authorized users who will have access to the Section 5 plates and a photocopy of a valid driver's license for each authorized user.**
- 5. Photos of exterior business signs, as well as the posted business hours and the building's interior office.**
- 6. Photocopies of the titles of all vehicles or pieces of equipment that are listed on the attached fleet survey sheet.**
- 7. A floor plan: a diagram of the property you will use to conduct business, which will give a lay out of building and display area.**

Please complete the enclosed fleet survey and return to the address at the top of the application. Your request will be referred for a site visit and you will be notified of the result.

**NOTE:** Compliance Decals: Except for a 'Dealer,' a general registration holder must have a 'Compliance Decal' affixed to each motor vehicle or trailer he or she owns (or leases) that is operated with the assigned General Registration Number Plate. The presence of the Compliance Decal indicates the sales tax (M.G.L. c. 64H) has been paid and that title (M.G.L. c.90D) has been obtained. You will be asked to provide tax and title documentation for each vehicle before any plates can be assigned.



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## A. Contractor Type

Contractor Type (check all boxes that apply)

- General Contractor     
  Government Agency     
  Rent or lease storage trailers or mobile office trailers  
 Rent or lease special mobile equipment for construction use     
  Rental agency of motor vehicles or trailers to public     
  Other  
 Short term rental/leasing of specialized motor vehicles or trailers for use in construction (special mobile equipment or mobile construction cranes)

## B. Primary Owner Information

Owner Type       Individual       Corp./Co

Number of plates requested		MA License or ID number		FID Number
Name	Last	First	MI	DOB

Corp./Co. Name

Residential/ Home Address	Street	City	State	Zip Code
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## Secondary Owner Information

MA License or ID number

Name	Last	First	MI	DOB
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Residential/ Home Address	Street	City	State	Zip Code
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## C. Business Information

Name of Business (If the Corp./Co. name is the same as in Section B, write "same". If not, fill in the business name and attach a copy of the Business Certificate issued by your municipality. If you are an individual using a business name other than your own, you must supply a license number and an FID/EIN.)

Address	Street	City	State	Zip Code
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Mailing Address	Street	City	State	Zip Code
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Hours of Operation	Telephone Number	Cell Phone Number	E-Mail
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## D. Contractor Information

As an owner, do you currently have or have you ever had a Section 5 General Registration plate? (e.g., Dealer, Repairer, Owner Contractor, Transporter, or Farmer.) If yes, complete the following four fields.       Yes       No

Plate Type	Plate Number	Plate Status <input type="checkbox"/> Active <input type="checkbox"/> Expired <input type="checkbox"/> Canceled	Has the plate been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If the business is a corporation please list officers:	President
	Treasurer
	Clerk

What is your principal business? (If a Contractor, state the kind or type of business.)

Is your fleet of motor vehicles or trailers used exclusively by you in your principal business?	Number of motor vehicles and trailers owned
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Do you maintain an establishment with facilities for the repair, alteration, or equipping of your fleet of motor vehicles or trailers? If yes, fill in the location in the next field.  Yes  No

Address	Street	City	State	Zip Code
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**E. Signature(s)**

The undersigned hereby certify that all information contained in this application is true and correct to the best of my (our) knowledge and belief. (False statements are punishable by fine, imprisonment, or both.)

I hereby acknowledge that any Section 5 General Registration Plate issued by the Registrar remains the property of the RMV, that it is not transferable, and that it may not be sold, rented, leased, loaned, re-assigned or transferred in any other manner by me or any agent on my behalf. I further understand, acknowledge and agree that if any registration plate issued as a result of this application is found in the possession of a person or on a vehicle not authorized by law, regulation or RMV policy to possess or display such plate, it may be seized at the discretion of the Registrar or his agent or a law enforcement officer and that I may be summoned by the Registrar for enforcement action and possible loss of the General Registration and all General Registration plates.

Signature of Primary Owner \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature of Secondary Owner \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(If a corporation, include the title of the officer or duly authorized agent. If a partnership, both partners must sign.)  
You must be available for a site visit by the State Police.

