



# Approval Process for Electronic Insurance Stamps and RMV Forms

Massachusetts has a process for insurance companies, which have been approved to write in Massachusetts, to produce an electronic signature and insurance certification stamp for their customers' registration applications. Below are guidelines to help you with implementing an electronic signature and insurance certification stamp for your customer's Registration and Title applications.

No pre-approval is required as long as your company is in the RMV database (ATLAS) and you meet all the requirements described below.

## Electronic Insurance Stamp / Signature Approval Process

An electronic insurance stamp will enable your customers to download and print the completed Registration and Title application from your website or email.

- Download the current Registration and Title application from the RMV website at: [mass.gov/RMV](http://mass.gov/RMV)
- Create an electronic stamp/signature, see stamp policy and samples below
- Create instructions for your customer on printing and signing the form(s)

## Insurance Stamp Policy and Stamp Samples

Insurance companies have the option of using a rubber stamp or an electronic insurance stamp. Whichever stamp is used, it must meet all the following criteria:

- Must have insurance company name printed on the stamp horizontally
- Must include the agency name, company representative's name, location, or producer code printed horizontally (when applicable)
- Must have the three digit insurance company code printed on the stamp vertically
- Must have the authorized representative's signature line printed horizontally at the bottom of the stamp. This must have the WRITTEN (original) signature of the authorized representative. A stamped signature is not allowed. Any document bearing a stamped signature must be rejected (Rubber Stamp Only).
- Must fit within the appropriate boxes on all Registry forms (RMV-1, RMV-2, RMV-3). The applicable size to fit all

### Insurance stamp samples:

THE COMMERCE INSURANCE COMPANY  
DOWLING & O'NEIL  
INSURANCE AGENCY INC # J45  
BY Adam Smith 279

AMICA MUTUAL INSURANCE COMPANY  
BY John Adams 354  
PRODUCER # 123456

USAA CASUALTY INSURANCE COMPANY  
TEXAS  
BY MC Nolen 043

The stamp must have a signed byline and list an appropriate company name and number.