



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 the approval process for implementing an electronic signature and insurance certification stamp for your customer's Registration and Title applications.

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. The approval process is as follows:

- Download the current Registration and Title application from the RMV website at: 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)
- E-mail the completed form(s) with test data and instructions to: elizabeth.rizzuto@dot.state.ma.us

The RMV must approve all electronically generated forms and insurance stamps prior to implementation.

Creating RMV Forms

When replicating any Registry of Motor Vehicles form(s), please keep in mind:

- The form(s) must be an exact replica of the current Registration and Title application, including scaling size on the page.
- Instructions created for your customer must indicate reasons the form may be rejected by the RMV, such as:
 - The form is not printed on 8 ½ x 11 white paper
 - The form is printed on color paper
 - The form is printed on card stock
 - The form is not signed in the appropriate places by the registered owner(s)
 - The form is not legible due to ink smears or low toner marks

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 documents is 5/8 X 2 5/8 wide.
- All electronic stamps must have prior approval by the RMV before use.

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 Nolan 943

Use of RMV Forms

Registration and Title Application

Registration and Title application is used to process the following types of transactions:

- Register and title a vehicle
- Transfer plate to a new vehicle
- Reinstate a registration
- Apply for a salvage title
- Apply for a title only
- Apply for a registration only
- Transfer a plate between two vehicles
- Register previously titled vehicle
- Title previously registered vehicle
- Transfer vehicle to surviving spouse
- Change plate on existing vehicle with no amendments
- Renew a registration
- Amend a registration

RMV-2

RMV-2 forms are used to process registration renewals. These forms are mailed to customers 6-8 weeks prior to expiration.

The RMV-2 indicates if an insurance stamp is required. If you see "INS STAMP REQUIRED" on the bottom right hand corner of the RMV-2 form, the form requires a stamp. Otherwise, the message will say "NO INS STAMP REQUIRED".

Contact information

If you have any additional questions, please contact:

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