Instructions for the Digital Signature for Retail Sale Assignment

Registry of Motor Vehicles
PO Box 55889 · Boston, MA 02205-5889 · PHONE: 857-368-8120

When to Use this Form

This form may be used only when all of the following apply:

- A Massachusetts licensed dealer is selling a used motor vehicle to a retail customer
- The dealer has taken ownership of the vehicle or has been assigned the Certificate of Title by the owner
- The dealer is in possession of the original of the current Certificate of Title and all related documents
- The vehicle Certificate of Title is free of all liens and other encumbrances
- The dealer participates in the Massachusetts EVR program and is processing a Massachusetts registration using either:
    - A Massachusetts Certificate of Title
    - An out-of-state Certificate of Title that is valid for transfer in Massachusetts

Digital Signature and RMV Process Requirements

Digital Completion Only

- The selling dealer must complete all data fields in Sections A, B, and C using their Dealer Management System (DMS) before sending the form to others for signatures.
- Purchasers/lessors do not enter or change any data on this form; they only apply their digital signatures where indicated.
- If you choose to use this form, all sections (A–D) must be completed digitally as described.
- You may not complete some portions manually and others electronically.
    - Example: you cannot manually complete the Vehicle Certificate of Title Information and electronically complete the Odometer Disclosure.
- If any errors are made, you may not attach an *Affidavit of Correction* to fix this form. A new form must be prepared.

Required Digital Signature Platform

- The selling dealer must use a digital signature platform and process that meets the RMV's current Electronic Signature Guidelines for Title-Related Documents.

Required Document "Title Packet"

Before obtaining signatures:

- Scan the front and back of the original of the current Certificate of Title, plus any supplemental assignments and attachments, including as applicable:
    - DRT-1
    - Notarized Affidavit for Correction
    - Lien Release for previous loan
    - Repossession paperwork
    - Power of Attorney paperwork (only if permitted; see next page)

- Any additional documents needed to complete the chain of ownership (e.g., out-of-state reassignment forms)
- Combine these scanned images and this form into a single PDF (“title packet”).

Power of Attorney

- A Power of Attorney may not be used with this form unless the vehicle is being leased, and only in accordance with RMV policy.

Delivery to the Purchaser and Completion

- Authenticate the customer’s identity according to the RMV’s Electronic Signature Guidelines for Title-Related Documents.
- Provide the title packet to the purchaser through the digital signature platform.
- Obtain all required signatures via the digital signature platform for Section B – Dealer Title Assignment.
- Download and retain the digital “certificate of completion” from the signature platform.

EVR Submission

- For EVR transactions, the digitally signed title packet and the certificate of completion must be tagged:
  - Digitally signed title packet tagged as “proof of ownership title”
  - Certificate of completion tagged as “proof of digital signature”
  - Directly imported from the digital signature platform into the transaction’s scanned document portfolio
- These documents must not be printed and re-scanned for EVR submission.

Service Center Drop-Off (if applicable)

- Although this form is ideally used for EVR transactions, it may be, when necessary, used for a drop-off transaction at an RMV Service Center.
- In that case, include a printed copy of all of the following:
  - The digitally signed title packet
  - The digital certificate of completion
  - Submit with the other required registration and title documents and the B2B cover sheet

How to Complete and Submit this Form (Sections A–D)

Overview

- Complete Sections A–D using your Dealer Management System (DMS) so that all data matches the *Registration and Title Application*.
- Obtain all required signatures in Sections B and D using the digital signature platform described above.

Section A – Vehicle Certificate of Title Information

The dealer records the following exactly as shown on the front of the *Certificate of Title*:

1. Title State
2. Title Issued Date

3. Title Brands
4. Title Type
5. Title Number
6. Vehicle Identification Number
7. Vehicle Model Year
8. Vehicle Make
9. Is there a lien on the Certificate of Title? (if yes, you cannot use this form)

Section B – Dealer Certificate of Title Assignment

Record purchaser or lessor information exactly as it appears on the *Registration and Title Application*:

1. Legal name of the first purchaser or lessee
2. Their residential address (Street name, Apt, City, State, and Zip code)
3. Signature of first purchaser
4. Date when signed
5. Legal name of the second purchaser or lessee
6. Their residential address (Street name, Apt, City, State, and Zip code)
7. Signature of second purchaser
8. Date when signed
9. Company or lessor legal name
10. Their physical address (Street name, Unit, City, State, and Zip code)
11. Printed name of authorized purchaser representative
12. Title/Position of authorized purchaser representative
13. Date signed
14. Signature of authorized purchaser representative

Section C – Odometer Disclosure for Retail Sale

To complete the Odometer Disclosure for Retail Sale, it must be recorded exactly as it appeared on the *Registration and Title Application*.

1. Odometer reading
2. Check box if odometer is in excess of its mechanical limits. (The odometer started at zero again.)
3. Check box if the odometer reading is not the actual mileage. (WARNING – ODOMETER DISCREPANCY)
4. Date of Odometer Statement: This date is completed by the eSignature product when the Purchaser signature is recorded
5. Date of Sale

Section D – Licensed Selling Dealer Certifications

Review the certifications carefully before signing.

1. Legal name of dealer
2. Dealer number
3. Dealer Doing Business As (DBA) name
4. Dealer Physical Address
5. Printed name of the authorized dealer representative
6. Title/position of authorized dealer representative
7. Signature of the authorized dealer representative
8. Date signed

Digital Signature for Retail Sale Assignment

Registry of Motor Vehicles
PO Box 55889 · Boston, MA 02205-5889 · PHONE: 857-368-8120

Instructions

This form must be completed by the selling dealer and, in combination with a scan of the corresponding Certificate of Title and any supplemental assignments, delivered electronically to the purchaser for signing. The Power of Attorney cannot be used in connection with this form unless the vehicle is being leased.

Note: This form captures only a subset of title information. The complete and controlling title record is contained in the scanned Certificate of Title attached to this packet. This form shall be read in conjunction with, and is inseparable from, the scanned Certificate of Title.

A - Vehicle Certificate of Title Information

A1: Title State	A2: Title Issued Date	A3: Title Brands	A4: Title Type	A5: Title Number

A6: Vehicle Identification Number	A7: Model Year	A8: Make

A9: Is there a Lien on title? ☐Yes ☐No If yes, you cannot use the digital signature process.

B - Dealer Certificate of Title Assignment

The undersigned licensed dealer hereby certifies that the title to the motor vehicle described on the attached Certificate of Title was transferred to:

First Purchaser

B1: Legal Name: _____

B2: Residential Address: _____
Apt City State Zip

B3: Signature of First Purchaser: _____

B4: Date: _____

Second Purchaser

B5: Legal Name: _____

B6: Residential Address: _____
Apt City State Zip

B7: Signature of Second Purchaser: _____

B8: Date: _____

Company/Lessor Purchaser (if applicable)

B9: Legal Name: _____

B10: Physical Address: _____
Unit City State Zip

B11: Printed Name of Authorized Purchaser representative	B12: Title/Position	B13: Date

B14: Signature of Authorized Purchaser Representative

C - Odometer Disclosure for Retail Sale

Federal law requires you to share the odometer mileage in conjunction with the transfer of ownership. Failure to complete or provide a false statement may result in fines and/or imprisonment. I hereby certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

☐ C1: Odometer reading is _____ miles and no tenths

☐ C2: I hereby certify to the best of my knowledge the odometer reading states is in excess of its mechanical limits. (The odometer started at zero again)

☐ C 3 : I hereby certify the odometer reading is not the actual mileage. WARNING – ODOMETER DISCREPANCY

CAUTION: ONLY CHECK BOX IF THE ODOMETER READING DEFERS FROM ACTUAL MILEAGE

C4: Date of Odometer Statement	C5: Date of Sale

D - Licensed Selling Dealer Certifications

By signing below, I as the authorized representative of the selling dealer, certify under the pains and penalties of perjury that:

a) The transfer of title information recorded in Section B – Dealer Certificate of Title Assignment is accurate, complete, and reflects the actual transfer of the motor vehicle described in Section A to the purchaser(s) identified in Section B.

b) The odometer reading and statements recorded in Section C – Odometer Disclosure for Retail Sale are true and correct to the best of my knowledge and belief and comply with all applicable federal and state odometer disclosure requirements.

c) The scanned images of all secure documents submitted with this transaction, including the Certificate of Title, Odometer Disclosure Statements (if applicable), and any Dealer Reassignment of Title or related forms, are true, correct, complete, and legible copies of the original, unaltered documents in the dealership's possession, and that those originals are being retained in accordance with RMV record retention requirements.

d) All title-related documents in this packet, were processed in full compliance with the RMV's current Electronic Signature Guidelines for Title-Related Documents, including all requirements for use of a digital signature platform, signer identity verification, and creation, retention, and submission of the final digitally signed "title packet" and "certificate of completion".

e) The sale and transfer were completed in compliance with all applicable federal and state laws around dealer sales.

D1: Dealer Legal Name	D2: Dealer License Number

D3: Dealer DBA

D4: Dealer Physical Address

D5: Printed Name of Authorized Selling Dealer Representative	D6: Title/Position

D7: Signature of Authorized Selling Dealer Representative	D8: Date