



Electronic Vehicle Registration (EVR)

Non-Resident Short-Term Registration

MassDOT – RMV Division
Commonwealth of Massachusetts
25 Newport Ave., Extension
North Quincy, MA 02171

COPYRIGHT

This document is the property of Massachusetts Department of Transportation, Registry of Motor Vehicles (RMV) Division. This information cannot be copied or used by any other agent without the granted permission of the MassDOT – Registry Division.

Table of Contents

Introduction.....	3
Non-Resident Short-Term Registration Transaction Process	4
Processing Scenarios	5
Appendices	6
References	8

Change Log

Change	Description	Date Updated/Version Number
Additional Rules and Guidelines for Non-Resident Short-Term Registrations.	Clarifications to vehicles allowed to process, casual sales, fees, etc.	V.02 – 7/21/2023
Additional Details Regarding Non-Resident Short-Term Registrations and Processing.	Clarification to state campers are not allowed for processing, address changes not allowed when customer not present in ATLAS, and updates on the VQ Report.	V0.3 – 8/21/2023
Additional Details Regarding Non-Resident Short-Term Registrations and Processing for New/Used Vehicles.	Update regarding noting Vehicle Condition. Also removed DRAFT watermark from document.	V1.0 – 10/11/2023
Change to Non-Resident Short-Term Registration Timeframe.	Update to the short-term registration; it will now be valid for 15 days instead of 9 days.	V2.0 – 01/16/2024

Introduction

The Massachusetts Registry of Motor Vehicles (RMV) Electronic Vehicle Registration (EVR) Program provides participating Permit Holders and Service Providers with the ability to process certain transactions on behalf of their customers. For complete information, review the [EVR Program Details](#).

This document provides processing instructions for functionality available in EVR Phase 3, Non-Resident Short-Term Registration transactions. This transaction is available to issue Short-Term Registrations to Out-of-State (OOS) residents purchasing a vehicle from a dealer in Massachusetts. These Registrations are valid for fifteen (15) days from the transaction date and are intended to allow the customer to take possession of the vehicle and drive it home. Customers will be issued a Registration Certificate and will be provided a paper Short-Term/Temporary Plate (with a prefix of "ST") inserted into a plastic sleeve. A Title will NOT be issued, and a vehicle inspection is NOT required.

IMPORTANT: This transaction is not available for casual sales, leased vehicles, and cannot be processed by insurance agencies or OOS dealerships.

Rules Unique to this Transaction:

- The Non-Resident Short-Term Registration transaction is applicable to motor vehicles and motorcycles only; it is **not** available for trailers, semi-trailers, campers, or mopeds.
- In order for a prospective individual owner to be eligible for this transaction, they must have an Out of State (OOS) residential and mailing address (i.e., in-State/MA residential or mailing address is not allowed) **and** the owner cannot have an active MA license. In order to make this determination, the Service Provider must process an Inquiry on the prospective owner to see if they meet these requirements. For individuals that have a record on ATLAS, the [Processing Scenarios](#) outline proper handling, along with the applicable business solutions.
- If the person is not present on ATLAS, they can be added as part of the Non-Resident Short-Term Registration transaction.
- In order for an entity (Business) to be eligible for this transaction, they must be present on ATLAS and their account must have an OOS address.
- This is a registration only transaction where, as part of the document scanning process, the title and Purchase and Sale Agreement must be scanned. These documents **will not** be retained, will not be part of the document destruction process and **must be returned to the owner**. This will allow them to register and title the vehicle in their home state.
- Massachusetts requires proof of insurance prior to registering a vehicle. This is typically accomplished via a stamp and insurance code that is applied to Section K of the [Registration and Title Application \(RTA Form\)](#). However, it is unlikely that an OOS resident is going to be purchasing insurance from an MA agent (if they do, the current verification process can be followed); thus it is unlikely that the OOS agent or carrier is going to know the MA insurance codes or have an MA insurance stamp. With that in mind, the RMV has created a [Non-Resident Short-Term Registration Standalone Insurance Certificate \(Appendix C\)](#), which is available as a fillable form. If the RTA Form cannot be stamped in the traditional manner (which we expect will be the majority of the cases) then the Non-Resident Short-Term Standalone Insurance Certificate must be scanned as part of the document portfolio with the tagged RTA form.
- The RMV has created the [EVR Non-Resident Short-Term Registration Plate Information Sheet \(Appendix D\)](#). This sheet must be given to the prospective owner and must be scanned as part of the document portfolio, with the prospective owner's signature on it to indicate they have seen this document. This document may be reproduced, without alteration,

on the dealership's stationery.

- The Non-Resident Short-Term Registration is only available to Massachusetts domiciled new and used vehicle dealers.
- Manufacturer's Suggested Retail Price (MSRP) entries are required for new vehicles.

Non-Resident Short-Term Registration Transaction Process

Follow the steps below to process a Non-Resident Short-Term Registration transaction.

1. Search and find the proposed owner/registrant(s). If the owner/registrant is present, retain the ATLAS Entity Key(s).
 - If the proposed owner/registrant is a business entity and not present on ATLAS, the Permit Holder should complete the [FID Change Requirements Cover Sheet](#) and send this to the [FID Mailbox](#).
 - If an individual owner/registrant is not present on ATLAS, they can be added as part of the Non-Resident Short-Term Registration transaction.
 - If an individual owner/registrant is present on ATLAS, see [Processing Scenarios](#), which will outline proper handling applicable business solutions. Note that in order for the transaction to process successfully, the person must be present on ATLAS with an Out of State (OOS) address.
 - **NOTE:** If the person is present on ATLAS **and** does not have an active Massachusetts license, the option of changing the address to a valid OOS address is **not** available for this EVR transaction.
2. Search for the specific vehicle. If the vehicle is found, retain the ATLAS Vehicle Key. If not found, provide the complete vehicle description.
 - **NOTE:** Since a Title record is not being created with this transaction, there is no ability to record a lien against these vehicles.
3. Enter the appropriate Vehicle Condition (e.g., new or used).
 - **NOTE:** The Manufacturer's Certificate of Origin (MCO) is required for new vehicles. The Certificate of Title is required as Proof of Ownership for used vehicles.
4. The Individual EVR Participant electronically enters the remaining information required to submit an EVR request to validate the Non-Resident Short-Term Registration application. This is essentially completing the RTA Form electronically and subjecting the entries to all of the RMV edits. Note that by using the provided RMV inquiries, the data necessary to enter the owner and vehicle description can be obtained from the RMV. Upon completion of this process, the RMV will return a PDF of a completed and validated [Registration and Title Application \(RTA\) Form](#), along with the estimated fees. The Individual EVR Participant prints the form for the customer to verify the information on the application.
5. After verifying the information, the customer signs the application. This can be accomplished either manually or electronically.
6. The dealer processing the Non-Resident Short-Term Registration transaction sends a copy of the signed [Registration and Title Application \(RTA\) Form](#) along with a copy of either the Certificate of Origin or the previous owner's Certificate of Title and the Purchase and Sale Agreement to the customer's insurance agent or company. If the Agent or company is out of state, the dealer must also send a copy of the [Non-Resident Short-Term Registration Standalone Insurance Certificate \(Appendix C\)](#). The Standalone Insurance Certificate is returned to the dealer.
7. Since the Non-Resident Short-Term Registration can only be processed by a MA dealer, the customer must pay a 6.25% sales tax based upon the net [less trade-in(s)] sales price paid.
 - **IMPORTANT:** The only valid sales tax exemption allowed is when a vehicle is transferred using the Disabled Person Exemption; completion of the [MVU-33 Form](#) is required.

- **NOTE:** The RMV allows one VQ Report if the trade-in and the vehicle that you are transferring the plate from have the same VIN number.
8. Acceptable evidence of the purchase price paid includes a completed purchase contract that clearly shows the price paid or a properly assigned Certificate of Title that clearly shows the price paid in a space provided for such information.
 9. The Individual EVR Participant (IEP) will scan and tag the RTA Form and all of the other documents associated with the transaction (called a Document Portfolio). The Title and Purchase, Sales Agreement, and the Short-Term Non-Resident Registration Information Sheet documents are returned to the purchaser. The remaining documents in the Document Portfolio are retained at the Permit Holder's location for ninety (90) days as described in the [Service Provider Business Specifications](#). (See the **Paperwork Collection and Retention** section of the Business Specifications for a detailed discussion of this topic.) In general, the suggested order of scanning documents is as follows: RTA Form (and [Non-Resident Short-Term Standalone Insurance Certificate](#)), Title (if applicable), Purchase and Sales Agreement, and Tax Exemption (if applicable). All of these documents must be tagged. The rest of the supporting documents can be in a bundle and scanned together.
 10. The Permit Holder processes the transaction (ProcessNonResidentShortTermRegistration) and collects the registration fee and sales tax (including interest and penalties, if applicable) fees, including the Short-Term Registration fee of \$20.00.
 11. The Permit Holder prints and provides the registrant/customer the Certificate of Registration, RMV Fee Receipt, Title, Purchase and Sales Agreement, a signed copy of the Non-Resident Short-Term Registration Plate Information Sheet, and the Non-Resident Short-Term Temporary Plate and associated plate sleeve.

Processing Scenarios

The following section describes additional details regarding processing and handling for some specific processing scenarios. In addition:

If a Customer Inquiry returns that the customer exists in ATLAS, the Individual EVR Participant (IEP) will need to contact their Service Provider Support, who will contact RMV Business Support.

You will need to provide RMV Business Support with a **color** copy of the front and back of the Out of State (OOS) license and the completed [Registration and Title Application \(RTA Form\)](#) that reflects the customer's current OOS address.

Once Business Support has made the required updates, you will be eligible to process the transaction using the customer's current OOS license number.

NOTE: Do not use the previous Massachusetts State Assigned Number to process the transaction.

Scenario 1: Customer's Record in ATLAS is in a Surrendered Status: For this scenario, contact Service Provider Support, who will contact Business Support for processing.

Business Support handling:

1. Verify that the OOS license information in ATLAS matches the customer's current OOS license information. If it does not, update to the current OOS license information.

2. Change the customer's address in ATLAS to the current OOS residential address and OOS mailing address, if applicable.

NOTE: A customer cannot have a Massachusetts mailing address for this transaction.

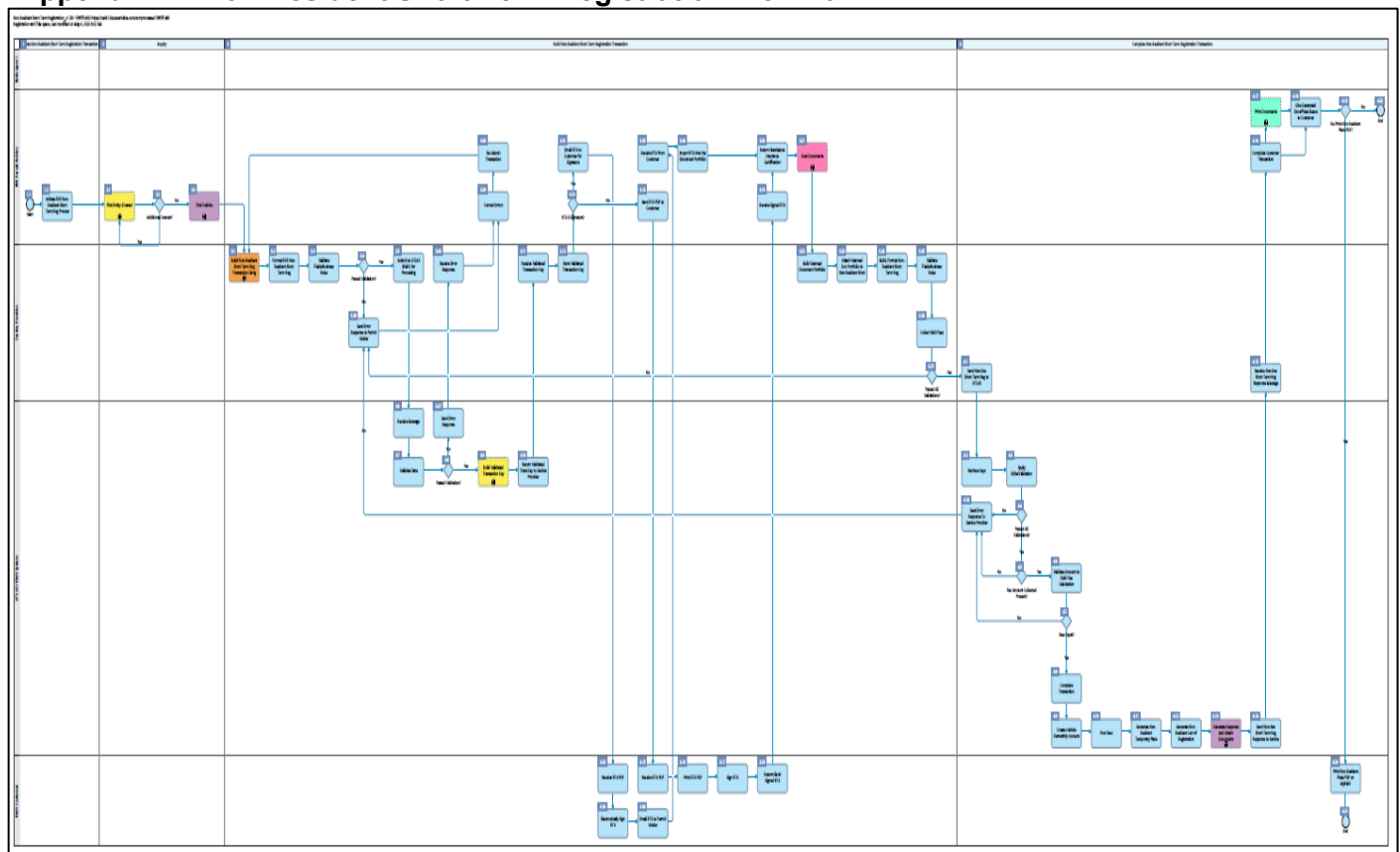
Scenario 2: Customer's Record in ATLAS is in an Expired, Suspended, or Active Status: For this scenario, contact Service Provider Support, who will contact Business Support for processing.

Business Support handling:

1. Surrender the customer's Massachusetts Driver's License using the Surrender Credential transaction.
2. Once the license has been surrendered, change the address to the customer's current OOS address.
3. You will next want to use the Add OOS Credential transaction and add the customer's OOS license information to the record.

Appendices

Appendix A - Non-Resident Short-Term Registration Workflow:



Appendix B – Non-Resident Short-Term Plate Sample:

Massachusetts	
NON-RESIDENT SHORT-TERM PLATE	
\$ 1113Y	
VIN: JHLRE3H70AC004533	EXPIRATION DATE
2010 HOND	23-Jan-2024

15-Day Non-Resident Short-Term Plate Instructions

1. Fold at the perforated line
2. Place the plate into the provided sleeve
3. This plate must be displayed in the vehicle's rear plate holder with the plate number visible.

This 15-Day Non-Resident Short-Term Plate is authorized for use under M.G.L. Chapter 90, Section 2D, only for the vehicle listed. Massachusetts will not renew or issue an extension of the expiration date once issued.

Operation after expiration of this Non-Resident Short-Term Plate is a violation of M.G.L. Chapter 90, Section 9 (unregistered vehicle) and subjects the operator or owner to a fine of not more than \$100 for a first offense and not more than \$1000 for a subsequent offense.

Appendix C - [REG 130 - Non-Resident Short-Term Registration Standalone Insurance Certificate and Instructions](#)

Appendix D – [EVR Non-Resident Short-Term Registration Plate Information Sheet](#)

Appendix E - [FID Change Requirements Cover Sheet Form](#)

References

[ATLAS RMV Business Partner Communications Website](#)
[Electronic Vehicle Registration \(EVR\) Program](#)
[Electronic Vehicle Registration \(EVR\) Program Documents](#)
[Electronic Vehicle Registration \(EVR\) Training & Support](#)
[Electronic Vehicle Registration \(EVR\) Service Provider Business Specifications](#)
[Electronic Vehicle Registration \(EVR\) Registration Renewals](#)
[Electronic Vehicle Registration \(EVR\) Registration Reinstatements](#)
[Electronic Vehicle Registration \(EVR\) Registration Only](#)
[Electronic Vehicle Registration \(EVR\) Phase 2 Frequently Asked Questions \(FAQs\)](#)
[Electronic Vehicle Registration \(EVR\) Phase 2 Document Retention and Shredding Requirements](#)
[RTA Form Scenarios Section J](#)
[Non-Resident Short-Term Registration Standalone Insurance Certificate](#)