



EVR Dealership Electronic Vehicle Certificate of Title (E-Title) Processing Job Aid

Overview

An E-Title is an electronic version of a Massachusetts Vehicle Certificate of Title — the official record of who owns a vehicle (no physical paper title is printed or mailed). No other documents, whether paper or electronic, detailing Motor Vehicle ownership history shall constitute a Certificate of Title.

An E-Title is generated *only* under two conditions

- Customer Request: The owner intentionally converted their physical paper title to an E-title.
- An E-Title Transfer Casual Sale: The vehicle was sold through an [Electronic Title Transfer transaction](#).

The most recently issued title is the only valid title for the vehicle. Whenever a replacement title is issued, regardless of format (E-Title or paper), all previously issued titles are void and invalid.

Replace/Convert Your MA Certificate of Title

- The [Replace/Convert Your MA Certificate of Title](#) application has been created to support title conversion transactions.
- This application should be used to convert an E-Title to Paper when the incoming title has been identified as an E-Title.
- Dealers are **not required** to update their Dealer Management Software (DMS) at this time to integrate the new application form.
- **NOTE:** The [Duplicate Title Application](#) form can still be used to convert E-Title to paper title and will be accepted until the second phase of E-Titles goes live in Spring 2027

EVR Platforms

EVR transactions and processes offered through your service provider, have **not** been updated as part of the initial release of E-Titles.

- The "title method" (indicating whether a title is electronic) will **not** appear on your EVR standalone vehicle inquiry details.
- Title conversion transactions (Paper to E-Title, or E-Title to Paper) are **not** available for EVR platforms.

Verifying Title Status and Method

- The only accurate and updated way to check the vehicle's title status is to visit the official Mass.gov website [Title and Lienholder Status](#)
 - Title format will be electronic –E-Title
 - If a vehicle has been sold through the E-Title Transfer, the vehicle will be marked as sold.
- Dealership staff should encourage the use of online services to customers.



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- To convert a E-Title to a paper Title, the customers can process this transaction online via myRMV or in person at an RMV Service Center.
- The conversion transaction allows for an Alternate title mailing address to direct the paper title to be mailed to your location.

IMPORTANT: These instructions are only applicable until the second phase of E-Titles goes live in Spring 2027.

EVR Dealership Processing

If a customer has an E-Title as part of a trade or dealer purchase, the E-Title must be converted to a paper title for resale or wholesale. To obtain the paper title, you can process a [Duplicate Title](#) transaction via EVR. This transaction will allow EVR Dealers to complete the conversion of the E-Title to a paper title.

Trading In a Vehicle With an E-Title

1. In addition to the Check Vehicle Title Status, follow the same EVR Duplicate Title Transaction requirements, paperwork and steps in place today for replacing lost paper titles.
2. Check the vehicle title status, How to Check the Status of the Title to confirm vehicle ownership and title and method.
 - A page print out is required to be submitted for the title method, in addition to proof of ownership, in the transaction.
3. Customer and dealer complete the [Application for Dealer Reassignment of Title \(DRT-1\)](#).
4. Complete a [Replace/Convert Your MA Certificate of Title](#), the current title has been identified as an E-Title.
 - **NOTE:** The [Duplicate Title Application](#) form can still be used and will be accepted until the second phase of E-Titles goes live in Spring 2027
5. Complete the Duplicate Title transaction on EVR; ensure to enter an alternate title mailing address so the title is sent to the dealership location.
6. The transaction fee is still \$25.00.

Purchasing a Vehicle with an E-Title

In addition to the Check Vehicle Title Status, follow the same EVR Duplicate Title Transaction requirements, paperwork and steps in place today for replacing lost paper titles.

1. Check the vehicle title status on mass.gov, Title and Lienholder Status to confirm vehicle ownership and title and method.
 - a. A page print out is required to be submitted for the title method, in addition to proof of ownership, in the transaction.
2. Customer and dealer complete the [Application for Dealer Reassignment of Title \(DRT-1\)](#).
3. Complete a [Replace/Convert Your MA Certificate of Title](#), the current title method has been identified as an E-Title.
 - a. **NOTE:** The [Duplicate Title Application](#) form can still be used and will be accepted until the second phase of E-Titles goes live in Spring 2027



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4. Complete the Duplicate Title transaction on EVR; ensure to enter an alternate title mailing address so the title is sent to the dealership location.
5. The transaction fee is still \$25.00.

Service Center-Business to Business (B2B)

If Completing the E-Title to Paper conversion transactions at a Service Center, the following paperwork is required:

- Copy of the DRT1
- Original Replace/Convert Title Application OR Duplicate Title App
- Include a check or money order payable to MassDOT for \$25.00
- Complete a B2B drop off form or use the B2B tracker to track completion of dropped transactions.

References

[EVR Duplicate Title Transaction Job Aid](#)

[EVR Duplicate Title](#)

[Revised Duplicate Title Policy for EVR](#)

[EVR Traditional Training Reference Guide](#)

[Application for Duplicate Certificate of Title](#)

[Replace/Convert Your MA Certificate of Title Form](#)

[Registration and Title Application \(RTA Form\)](#)

[Application for Dealer Reassignment of Title \(DRT-1\)](#)

[B2B Service Center Cover Sheet](#)

[Business to Business \(B2B\) Service Center](#)

[EVR Program Documents](#)