

LIMITED USE ELECTRONIC SIGNATURE POLICY OVERVIEW

The RMV has established temporary guidelines allowing dealerships to use Electronic Signatures on Paper Certificates of Title (Titles) and Manufacturer Certificates of Origin (MCOs) when submitting documents through the Electronic Vehicle Registration (EVR) program. Dealers are not mandated to use the new digital signature process for signing MCOs and Titles. Your normal wet signatures process is still acceptable

Digital Signatures are a type of electronic signature with tamper-proof cryptographic seals that combined with identity verification and authentication measures provide secure fraud and consumer protection. Digital signatures for secure documents like Titles and MCOs must be captured using a cloud-based professional digital signature service (such as Docusign, Adobe Sign, or similar platforms). There are new and updated RMV forms that must be loaded into the software alongside proof of ownership documents and completed using the digital signature service. More information on these forms can be found in [Appendix A](#) and [Appendix B](#) of this document.

! IMPORTANT: Review the ***Electronic Signature Guidelines for Title-Related Documents*** for a summary of the policy, which can be found here: <https://www.mass.gov/doc/electronic-signature-guidelines-for-title-related-documents/download>

This temporary policy expires according to whichever of the following occurs first, either by:

- January 1, 2027, **OR**
- when your EVR location implements a service-based, National Institute of Standards and Technology (NIST) Level 2-compliant Digital Signature Platform.

This Limited Use Policy replaces all previous guidance, procedures, or policies regarding the acceptance of Electronic Signatures on Paper Titles and MCOs.

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Eligibility Requirements

There are several requirements that must be met for dealers to leverage the Limited Use Electronic Signature policy to digitally sign Titles and MCOs.

Who is eligible to use this policy?



- EVR Class 1 and Class 2 dealerships processing Retail Sales Registration and Title (RTA) transactions.
- Either Massachusetts or out of state dealers as long as they are enrolled and actively participating in EVR.

When are EVR dealers eligible to use this policy?

Dealers may use Electronic Signatures on Titles or MCOs when all the following conditions are met:

- ✓ **Condition 1:** The dealership has legal ownership of the vehicle.
 - The dealer must have taken ownership themselves or have been assigned the MCO or Title by another dealer, the manufacturer, or the previous owner (if applicable).
 - The vehicle must be part of the dealership's inventory.
- ✓ **Condition 2:** The vehicle is being sold to a retail customer.
 - The customer can either be an individual or a business.
 - The vehicle can be either new or used.
- ✓ **Condition 3:** The dealer has the current physical Title or MCO in hand, along with all required supporting documents (e.g., odometer disclosure forms, dealer reassignment forms).
 - This must be an original document, no copies allowed.
 - For used vehicles, the Title may come from any state.
 - For used vehicles, the Title must have no outstanding liens or encumbrances.
- ✓ **Condition 4:** Both the dealer and the customer voluntarily agree to use Electronic Signatures.
 - The dealer may not *require* the customer to sign electronically. When using digital signatures on a MCO or Title, all required documents for this process must be completed electronically. A mix of handwritten and electronic signatures is NOT allowed!

Which transactions are NOT eligible for this policy?

- ✗ Dealer Swaps
- ✗ Wholesale (auction) sales
- ✗ Direct owner purchase (also known as street purchase)
- ✗ Vehicle trade-ins



IMPORTANT: There is a new scanned document tag required to complete EVR transactions with digitally signed Titles and MCOs. If your EVR Service Provider does not yet have this tag available in their software, you will not yet be able to complete this process.

Digital Signature Platform Requirements

Before utilizing this policy, dealers must have access to a cloud-based professional digital signature service that provides cryptographic validation, complete audit trails, and allows for the following:

- **Packet creation** for combined PDFs. This is required in order to combine the scanned MCO or Title and relevant supporting documents related to title (e.g. Odometer Disclosure Statements if applicable, Dealer re-assignment forms) with the required RMV form for the transaction prior to sending to the customer for signing.
- **Multi-party workflow** with defined signing sequence
- **Secure delivery** via time-limited HTTPS links
- **Tamper-evident** documents that invalidate signatures if altered
- **Digital Certificate of Completion** from a Certificate Authority with full audit trail.
 - This certificate must be able to be downloaded from the digital signature platform to be included with your EVR Scanned documents for the transaction!



Built-in PDF readers, free annotation tools, or basic e-signature features in office software are NOT acceptable digital signature platforms!

Digital Certificate of Completion Requirements

Dealerships can download the Digital Certificate of Completion directly from their digital signature platform to be included with their scanned documents.

Based on the program being used, this type of record may have different names. Other examples include Audit Trail, Certificate of Authenticity, Signing Log, History Log, Activity Log, Transaction Record, and Document History. These are acceptable as long as they contain the required information.

The certificate must contain the following:

- Document Name/ Transaction ID#
- Each signer's full legal name and verified email address.
- A complete audit trail, including time-stamped signature events.
- Verification that the document has not been altered.



The screenshot shows a 'Final Audit Report' for a document titled '[DEMO USE ONLY] [DEMO USE ONLY] NDA'. The report includes the following information:

- Created:** 2023-05-24 (Eastern Daylight Time)
- By:** Colleen Single ([colleen.single@gmail.com])
- Status:** Signed
- Transaction ID:** CBUCHBCAABAAwq3X0vH6Gd34uPM2mgC1AX82BAJ

Below this, there is a section titled '"[DEMO USE ONLY] [DEMO USE ONLY] NDA" History' which lists the following events:

- Document created by Colleen Single ([colleen.single@gmail.com]) on 2023-05-24 - 4:28:11 PM EDT
- Document emailed to Jane Doe ([jane.doe@gmail.com]) for signature on 2023-05-24 - 4:28:25 PM EDT
- Email viewed by Jane Doe ([jane.doe@gmail.com]) on 2023-05-24 - 4:40:08 PM EDT
- Document e-signed by Jane Doe ([jane.doe@gmail.com]) on 2023-05-24 - 4:40:23 PM EDT. Signature Date: 2023-05-24 - 4:40:23 PM EDT - Time Source: server
- Document emailed to Bob Smith ([bob.smith@gmail.com]) for signature on 2023-05-24 - 4:40:24 PM EDT
- Email viewed by Bob Smith ([bob.smith@gmail.com]) on 2023-05-24 - 4:40:47 PM EDT
- Document e-signed by Bob Smith ([bob.smith@gmail.com]) on 2023-05-24 - 4:40:55 PM EDT. Signature Date: 2023-05-24 - 4:40:55 PM EDT - Time Source: server



At the bottom, it states 'Agreement completed'.

Signer Verification

Dealer Representative Authorization

Prior to utilizing the Limited Use Electronic Signature policy to digitally sign a title or MCO, the dealership must authorize representatives from your EVR location for signing on behalf of the dealership. This does not have to be the dealer's IEPs. It can be any person authorized by the dealer who meets the criteria below such as members of the F&I or Sales team or dealership managers.

The dealership must:

- Have representatives who are familiar with digital signature platforms.
- Review and store a copy of a government-issued photo ID verification for each signer.
- Ensure the digital signature platform used captures the name and business email address for the dealer representative in the audit trail.
- Create unique, non-shared signature platform accounts for the authorized user(s).
-  Shared signature platform credentials between dealership representatives are strictly prohibited!
- Maintain internal authorization records for each dealership representative who is authorized to digitally sign Titles or MCOs on behalf of the dealership.
-  The dealership must be able to make these available to the RMV upon request.

Customer Authentication Capabilities

As part of the process to digitally sign a title or MCO, the dealership must confirm the right person(s) is signing as the purchaser(s).

There are several steps in authenticating who is signing as the purchaser through the Digital Signature platform:

1. **Photo ID Verification:** Review the customer's driver's license or government ID (front and back).
 - **Live Picture Match:** Require the customer to submit a photograph of themselves holding the same ID next to their face with the photo side visible to camera. This will allow matching signer's face to their ID.

Note: Best practice is to utilize a secure method for transmitting any personal information to and from customers electronically, this could be secure file upload, secure email, etc. This is to protect the customer from having their information compromised. Retain the images and when they were captured per [EVR Document Retention Policy](https://www.mass.gov/doc/evr-phase-2-document-retention-shredding-requirements/download)¹ and make available to RMV upon request

¹ <https://www.mass.gov/doc/evr-phase-2-document-retention-shredding-requirements/download>

2. **AAMVA Verification:** AAMVA Driver's License Data Verification service access (if available).
 - [Driver's License Data Verification \(DLDV\) Service - American Association of Motor Vehicle Administrators - AAMVA](#)²

Note: If DLDV available, retain the DLDV response/result per [EVR Document Retention Policy](#)³ and make available to RMV upon request

3. **Email Validation:** Send verification code to a customer's email address and require them to respond through a different channel (such as via phone call or text message).
4. **Written Authorization:** For business purchasers, the representative from the business must obtain written authorization from the business proving signer has authority to purchase on behalf of the company.

Note: The written authorization must be retained per [EVR Document Retention Policy](#)³ and made available to the RMV upon request.

Collecting a Digital Signature for a Title or MCO

As part of the dealership's normal document preparation for EVR, the dealership representative who is preparing the transaction documents will need to take additional steps and prepare additional forms when using a digital signature on a Title or MCO. This does not need to be done by an IEP (Individual EVR participant: dealership staff member(s) authorized to process transactions in the Electronic Vehicle Registration (EVR) program). It can be performed by the typical department at your dealership that processes paperwork, like the Sales or Finance and Insurance departments as long as they are authorized. Here are the high-level steps that must be taken:

| # | Step |
|---|---|
| 1 | <p>The authorized dealer representative scans the physical Manufacturer's Certificate of Origin or Certificate of Title and any other supporting docs e.g. odometer statements/re-assignment forms to your computer.</p> <ul style="list-style-type: none"> • NOTE: This is not the scan of the documents into the EVR transaction. At this stage, the documents have not been signed and are not yet complete. This scan is required to prep the documents for electronic signatures through the digital signature platform. |
| 2 | <p>The authorized dealer representative creates the combined PDF packet in the digital signature platform that includes the documents scanned during step 1 along with the appropriate required digital signature RMV fillable form.</p> <ul style="list-style-type: none"> • For new vehicles with an MCO, the required digital signature form that must be included in the packet is the Electronic Certificate of Origin for a Vehicle Form⁴. • For used vehicles with a title, the required digital signature form that must be included in the packet is the Digital Signature for Retail Sale Assignment Form⁵. |

² <https://www.aamva.org/technology/systems/verification-systems/dldv>

³ <https://www.mass.gov/doc/evr-phase-2-document-retention-shredding-requirements/download>

⁴ <https://www.mass.gov/doc/mco-certification-form/download>

⁵ <https://www.mass.gov/doc/digital-signature-for-evr-dealer-title-assignment/download>

| # | Step |
|---|---|
| 3 | <p>The dealer authorized representative accesses the digital signature platform to complete the dealer sections of the fillable RMV form and digitally sign the document on behalf of the dealership.</p> <ul style="list-style-type: none"> Refer to Appendix A: Electronic Certificate of Origin Form (Required for Digitally Signed MCO) at end of document for more information on how to complete the Electronic Certificate of Origin for a Vehicle Form. Refer to Appendix B: Digital Signature for Retail Assignment Form (Required for Digitally Signed Titles) at end of document for more information on how to complete the Digital Signature for Retail Sale Assignment Form. |
| 4 | <p>The Dealer must have the customer complete the appropriate authentication to ensure the person signing on behalf of the purchaser is either the purchaser or an authorized representative of the purchaser.</p> <ul style="list-style-type: none"> Refer to the Customer Authentication Capabilities section of this document for more information on customer authentication methods. |
| 5 | <p>Once the customer authentication is confirmed, route the PDF packet to customer using your digital signature software via secure 24-hour time-limited link.</p> |
| 6 | <p>The customer must then review the packet and digitally sign the purchaser section of the RMV form within the time limit.</p> |
| 7 | <p>Once all parties have signed, the digital signature platform will send a completed packet to all signatories.</p> |
| 8 | <p>The dealership representative must download the fully signed PDF packet and the digital certificate of completion from the digital signature platform and store it in a shared folder accessible to the dealership's IEPs.</p> <ul style="list-style-type: none"> The fully signed PDF packet must NOT be printed for the EVR transaction as the integrity of the signature gets lost once printed. It must remain in its digital form. This digital version of the PDF packet is also what you will need to send to the insurance agent with the completed RTA in order to obtain an insurance stamp. The Digital Certificate of Completion will be included in the scan portfolio for the EVR transaction. <ul style="list-style-type: none"> Refer to the Digital Certificate of Completion Requirement section of this document for more information on this document. |

| # | Step |
|----|--|
| 9 | <p>On the physical CO or Title, the dealer must stamp “Title assignment has been digitally signed” or “Assignment has been digitally signed” on the reassignment area that is being taken by this sale. This must be a stamp, it cannot be handwritten.</p> <ul style="list-style-type: none"> If there is not an available assignment on the paper title, a Massachusetts DRT-1 or equivalent out of state reassignment form must be used to complete the sale. The same stamp should be used on the next available reassignment area on these documents to maintain the chain of ownership. |
| 10 | <p>Finish preparing the remaining documents to hand off to the IEP who will be processing the EVR transaction.</p> <ul style="list-style-type: none"> Refer to the Processing an EVR Transaction with a Digitally Signed MCO or Title section for the additional steps an IEP must take. |
| 11 | <p>Once the transaction is processed, the signed packet and certificate of completion must be securely stored for a minimum of five years.</p> <ul style="list-style-type: none"> You are allowed to print a copy of the PDF packet and certificate of completion to retain with the deal paperwork. These printed copies should not be attached into the EVR transaction. The digital versions that must be retained with all metadata still intact is what needs to be attached to the EVR transaction. |



Please Note: The digital title assignment information is not required to be indicated in the Used Vehicle Record Book.

Processing an EVR Transaction with a Digitally Signed MCO or Title

For the IEP processing an EVR transaction with a digitally signed MCO or Title, most of the transaction processing remains the same as your normal workflow. The main difference is how you will scan and tag the Digital Certificate of Completion documents.

After you initiate the transaction in your EVR software, the IEP will need to locate the shared folder containing the fully signed PDF packet and the Digital Certificate of Completion (see step 8 of [Collecting Digital Signatures for MCO and Titles](#) for more information). Both documents will need to be attached to your EVR transaction as part of the scan portfolio.

Proof of Ownership Tag



The **digitally signed PDF packet** should be uploaded into the EVR transaction as is, with all metadata intact. And then can also be tagged using the **existing Proof of Ownership Title/Proof of Ownership Certificate of Origin** tag in your software as appropriate for the specific transaction.

- This packet will contain the RMV forms that must be completed with a digitally signed MCO or Title. Refer to [Appendix A](#) and [Appendix B](#) for a review of the information that must be entered into these forms!



IMPORTANT: If in your review of the digital signed PDF packet you find any errors on the RMV form in the digitally signed documents, those cannot be corrected with an Affidavit for Correction. A new RMV form must be prepared and signed for the transaction! An Affidavit for Correction may still be used to fix information on the proof of ownership documents, if needed.

Proof of Digital Signature Tag *NEW*



The **Digital Certificate of Completion** (i.e., the audit trail for the digital signature platform) must be attached to the transaction and tagged with the new **Proof of Digital Signature** tag. This document is always required as part of the scan portfolio whenever a title or MCO is digitally signed.

What to do when an EVR Transaction with a digitally signed MCO or Title Fails

If the EVR transaction fails due to an error and cannot be completed electronically, the dealer may switch to a paper process and bring the transaction to the Business to Business (B2B) counter at an RMV Service Center.

To prepare the failed transaction for the Service Center, print all forms, including the screen that displays the error message, and attach it to the transaction packet. Be sure to include the digitally signed PDF packet as well as the Digital Certificate of Completion with the printed documents.



IMPORTANT: This is the ONLY time that you should print the digitally signed PDF packet prior to the completion of the transaction. In any other scenario, this will break the digital certification and would cause the signature to be no longer valid. The RMV allows this to be printed as an exception when an EVR transaction fails so that you do not need to obtain physical signatures again for documents that have already been signed digitally.

The RMV B2B counter will scan and tag all documents using the same scanning and labeling requirements as you would through the EVR software.



What do you do if the deal falls through after digital signature is captured?

If the deal is cancelled or falls through after the MCO or Title has been digitally signed, complete an Affidavit for Correction on dealer letterhead to cancel the reassignment used for the sale. The digitally signed PDF packet does NOT need be printed and attached to the title. You would then be able to use the next available assignment for future sales.



The PDF packet and Digital Certificate of Completion must still be retained for the full five years.



For Insurance Agents: Going forward, dealers that are processing an EVR transaction with a digitally signed MCO or Title will send you the digital version of the PDF packet (which contains scans of the proof of ownership document, relevant supporting documents, and completed RMV form) in place of the scanned physical MCO or title with wet signature. This is acceptable to review when reviewing the RTA for insurance stamp.

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Page 5 – Electronic Certificate of Origin for a Vehicle Form:

REGISTRY OF MOTOR VEHICLES

Electronic Certificate of Origin for a Vehicle

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 Manufacturer Certificate of Origin (MCO), 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 MCO information. The complete and controlling MCO record is contained in the scanned MCO attached to this packet. This form shall be read in conjunction with, and is inseparable from, the scanned MCO.

A - Vehicle Description

| | | | |
|-----------------------------------|---------------------|---------------------------------------|----------|
| A1: Invoice Number | | A2: Certificate of Origin Number | |
| A3: Vehicle Identification Number | | A4: Model Year | A5: Make |
| A6: Body Type | A7: Series or Model | A8: Vehicle Cylinders (if applicable) | |


B – Dealer Assignment

The undersigned licensed dealer hereby certifies that the vehicle described above 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 _____

| | | |
|---|--------------------|----------|
| 11: Printed Name of Authorized Purchaser representative | 12: Title/Position | 13: Date |
|---|--------------------|----------|

14: Signature of Authorized Purchaser Representative 

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Complete all fields in Section A using the physical Certificate of Origin for the vehicle.

This is the section where the customer's digital signatures are captured. There are First Purchaser and Second Purchaser fields for up to 2 individual owners as well as a Company/Lessor Purchaser section for business owners.

Page 6 – Electronic Certificate of Origin for a Vehicle Form:

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)
- ☐ C3: 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

Complete Section C to match the RTA and Purchase & Sales mileage.

D: Lienholder

D1: 1st Lien in favor of: (Name)

D2: Address

APT#

City

State

ZIP Code

D3: 2nd Lien in favor of: (Name)

D4: Address

APT#

City

State

ZIP Code

Complete all lien information, if applicable for the transaction.

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Page 7 – Electronic Certificate of Origin for a Vehicle Form:

E - Licensed Selling Dealer Certifications

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

- The vehicle is new and has not been registered in this or any state at the time of delivery to the dealer and the vehicle is not subject to any security interests other than those dictated herein and warrant title to the vehicle.
- The transfer of vehicle information recorded in Section B – Dealer 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.
- 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.
- The scanned images of all secure documents submitted with this transaction, including the Manufacturer Certificate of Origin, 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.
- 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".
- 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

This is the section where the verified dealer representative will electronically sign. This section confirms compliance with the policy and that the information on the form is accurate. Dealers should sign this section of the form before sending to the customer for their signature.

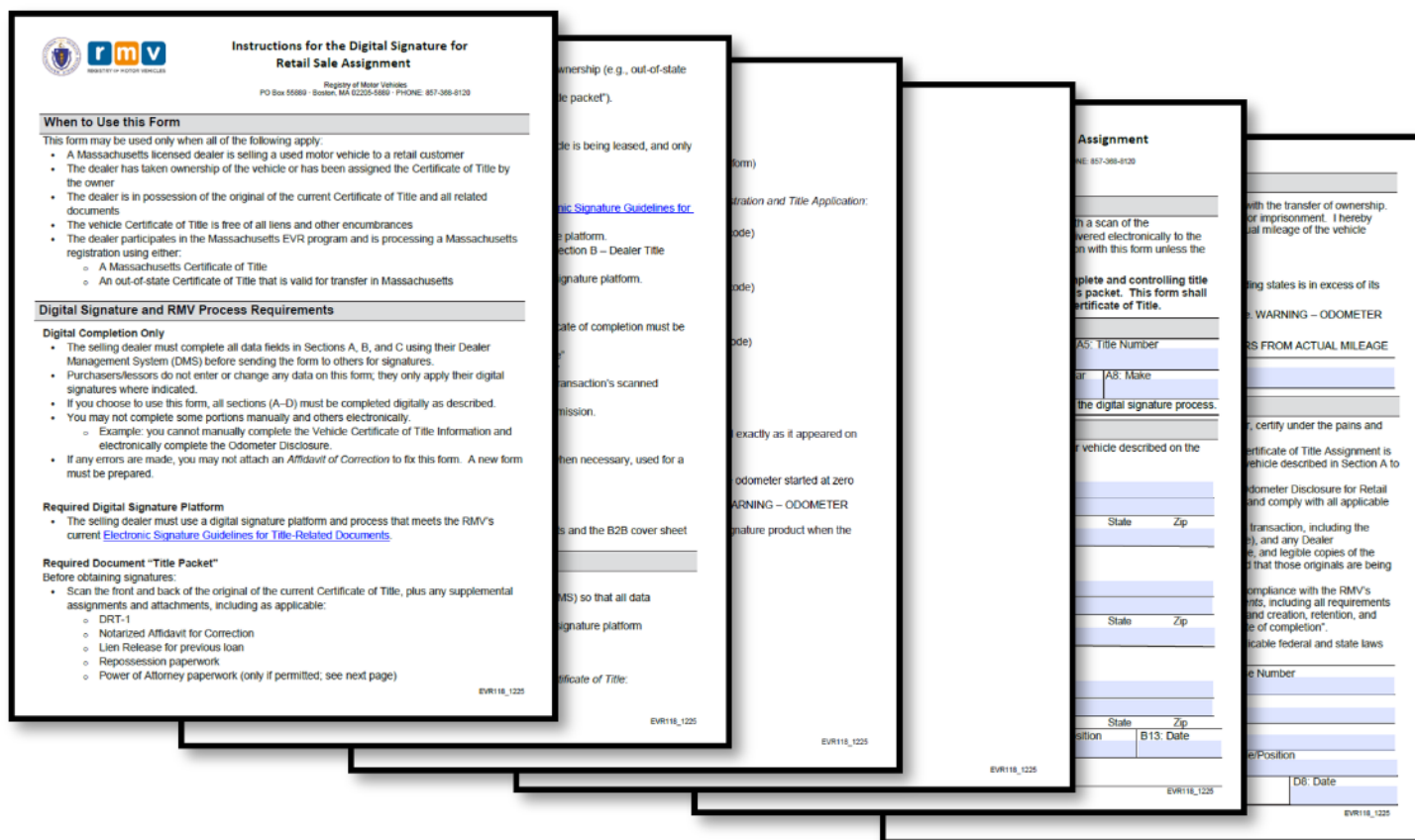
EVR119_1225

Appendix B: Digital Signature for Retail Sale Assignment Form (Required for Digitally Signed Titles)

The RMV has created the [Digital Signature for Retail Sale Assignment form](#)⁷ as part of the creation of the Limited Use Electronic Signature policy. This form must be completed when using digital signatures for a Certificate of Title.

The instructions for when to use and how to complete this form are described in detail on the first three pages of the form itself.

As indicated in the form instructions, all sections (A–D) must be completed digitally. You may not complete some portions manually by hand and others electronically. If any errors are made when completing this form, you may not fix them using an Affidavit for Correction. A new form with the corrected information must be prepared.



Instructions for the Digital Signature for Retail Sale Assignment
Registry of Motor Vehicles
PO Box 55689 • Boston, MA 02255-5589 • PHONE: 857-369-8128

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)

Assignment
Vehicle Information
Signature
Title Information

Pages 5-6 of the form are completed as part of the digital signature packet for a used vehicle with a title. You need to review the instructions on page 1-4 in detail before using this form. The sample images of these pages of the form below highlight tips for completing the fields.

⁷ <https://www.mass.gov/doc/digital-signature-for-evr-dealer-title-assignment/download>

Page 5 – Digital Signature for Retail Sale Assignment Form:

REGISTRY OF MOTOR VEHICLES

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____

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Complete all fields in Section A using the paper title. You can run an Inquiry in your software to confirm there are no liens!

This is the section where the customer's digital signatures are captured.

Page 6 – Digital Signature for Retail Sale Assignment Form:

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)
- ☐ C3: 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:

- 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.
- 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.
- 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.
- 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".
- 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

EVR118_1225

Complete Section C to match the RTA and Purchase & Sales mileage. Review all assignments on the paper title to ensure mileage is correct!

This is the section where the verified dealer representative will electronically sign. This section confirms compliance with the policy and that the information on the form is accurate. Dealers should sign this section of the form before sending to the customer for their signature.