



Transaction Overview

The **Non-Resident Short-Term Registration** transaction is available on EVR to issue short-term registrations to Out-of-State (OOS) residents purchasing a vehicle from a dealer in Massachusetts. These short-term 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 to their home state to be registered.

The Non-Resident Short-Term Registration transaction is **only available to Massachusetts dealers**; this transaction cannot be processed by OOS dealers or insurance agents participating in the EVR program. This transaction is not available for casual sales or leased vehicles. And it is applicable to motor vehicles and motorcycles only; it cannot be processed for campers, trailers, semi-trailers, or mopeds.

Eligible customers are issued a temporary Certificate of Registration and are provided a paper Short Term Temporary Plate (with a prefix of “ST”) inserted into a plastic sleeve. A Massachusetts Title will NOT be issued to the customer, and a Massachusetts vehicle inspection is NOT required.

Steps to Complete the Transaction

1

Determine if the vehicle and owners (s) are eligible for the Non-Resident Short-Term Registration transaction.



VEHICLE ELIGIBILITY REQUIREMENTS:



Requirement: MUST be a Motor Vehicle or Motorcycle.

Review the individual's completed RTA to confirm that the vehicle is a motor vehicle. This information can be found in *Section B. Vehicle Information* of the RTA.

- *Important: If the vehicle is not a motor vehicle, it is not eligible for a non-resident short term registration. **Do not proceed with the transaction.** This transaction is not available for campers, trailers, semi-trailers, or mopeds.*

Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies

INDIVIDUAL OWNER ELIGIBILITY REQUIREMENTS:

The following key factors must be reviewed in order to determine if the prospective individual owner(s) is eligible for a non-resident short-term registration.



Requirement 1: MUST have a valid OOS driver's license.

Requirement 2: MUST have valid OOS residential and OOS mailing addresses.

Review the individual's completed RTA to confirm they meet the OOS driver's license and OOS address requirement. This information can be found in *Section D. Owner 1 Information* of the RTA. If there are two prospective owners, both individuals must meet this requirement. Information for the second owner can be found in *Section D. Owner 2 Information* of the RTA.

- **Important:** *If the potential owner doesn't meet these first two requirements, they are not eligible for this transaction. **Do not proceed with the transaction.***



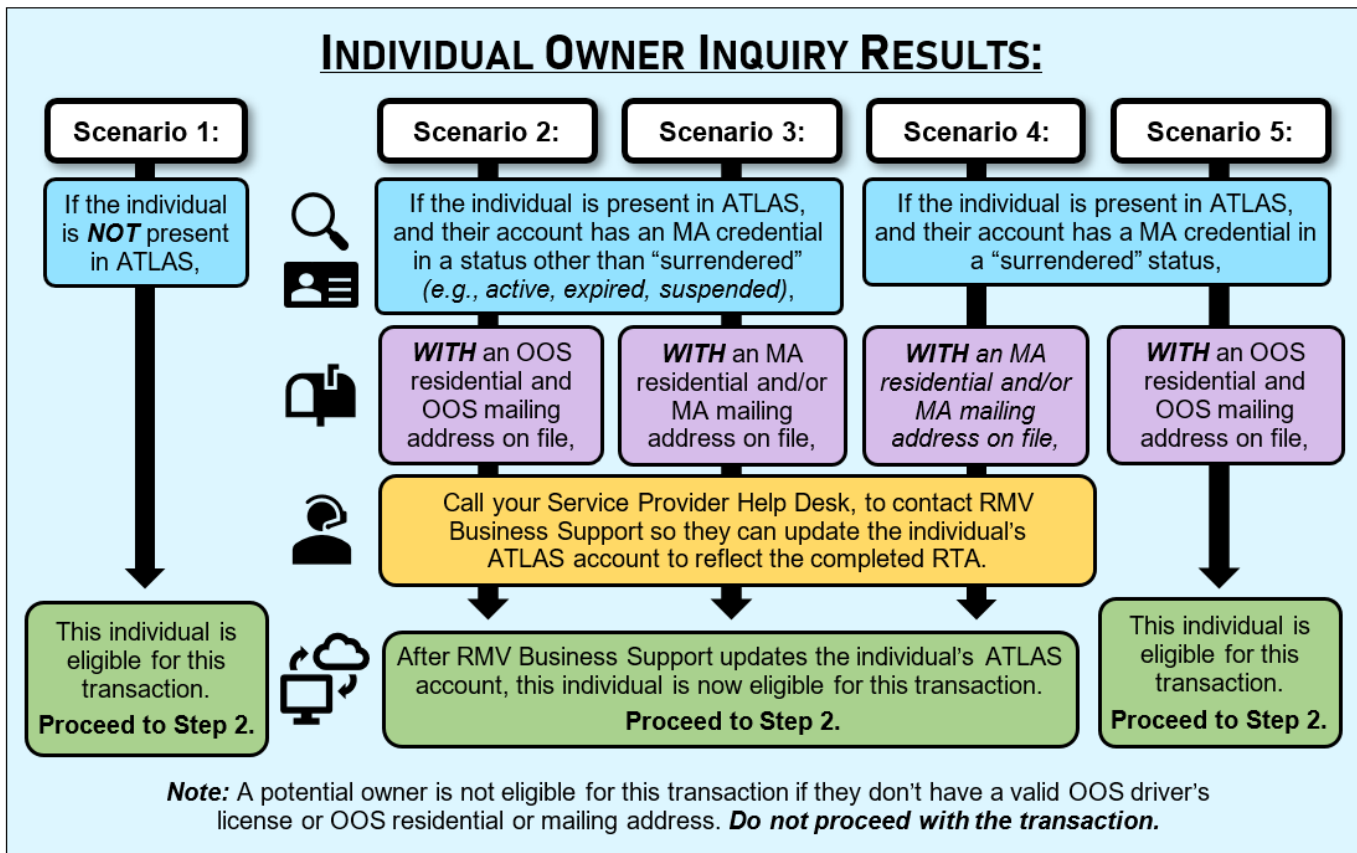
Requirement 3: CANNOT have an active Massachusetts credential.

Run a customer inquiry or search on the prospective owner(s) in your Service Provider software. If the owner is not in ATLAS, add the owner with their OOS license information. If an existing account is found, follow the diagram on the top of page 3 for next steps.

- **Note:** *If there are two prospective owners, you must look up both individuals in your Service Provider software.*

Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies

USE THIS DIAGRAM WHEN REVIEWING THE INDIVIDUAL OWNER INQUIRY RESULTS:



For scenarios 2, 3, and 4, refer to step 3 on page 6 of this job aid for instructions to update the owner's information.

BUSINESS OWNER ELIGIBILITY REQUIREMENTS:

The following key factors must be reviewed in order to determine if the prospective business owner is eligible for a non-resident short-term registration.



Requirement 1: MUST have a valid OOS business address.

Requirement 2: MUST have a Business Entity Account with the RMV.

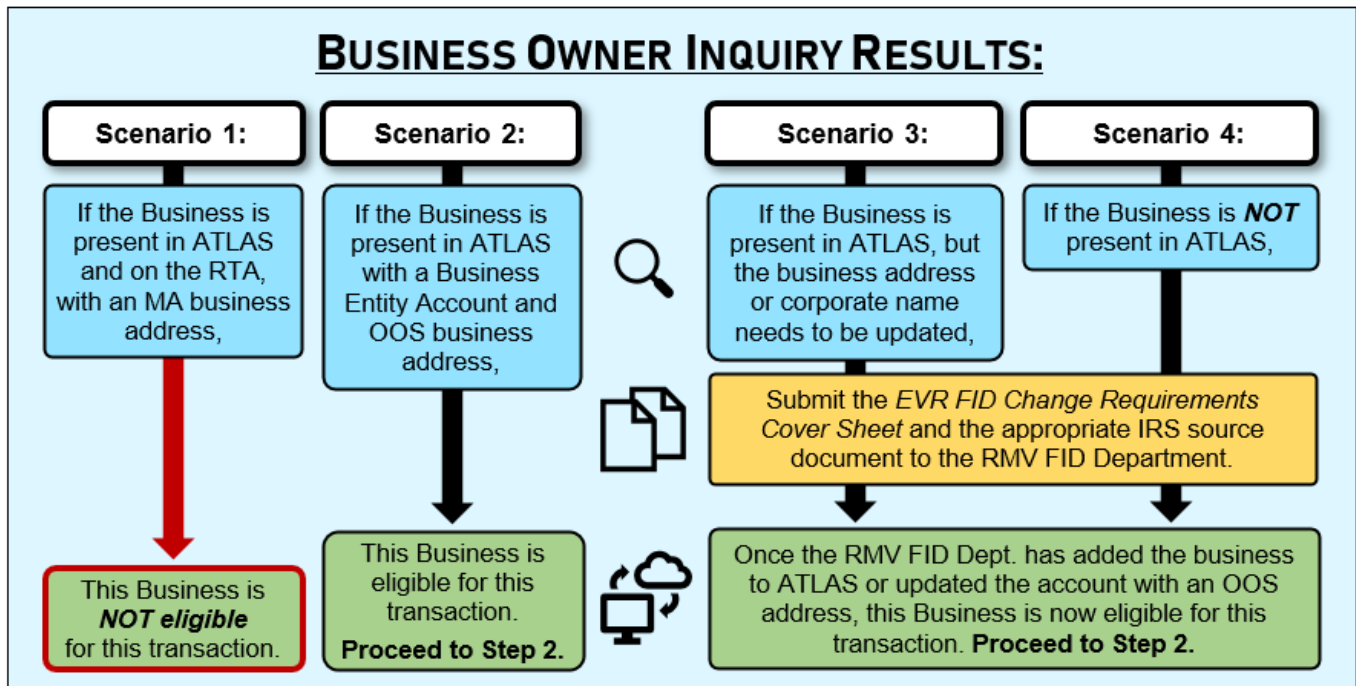
Review the business's completed RTA to confirm the OOS business address. This information can be found in section *F. Business Owner Information* of the RTA. If there is an MA address listed in this section of the RTA, the owner is not eligible. **Do not proceed with the transaction.**

Search for the business entity in your EVR software to confirm if there is an existing Business Entity Account with the RMV or if one needs to be added to ATLAS.

- **Note:** Sole Proprietorships are to be registered under the owner's name and not the doing business as (DBA) name.

Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies

USE THIS DIAGRAM WHEN REVIEWING THE BUSINESS INQUIRY RESULTS:



For scenarios 3 and 4, refer to step 3 on page 6 of this job aid for instructions to add or update the business information.



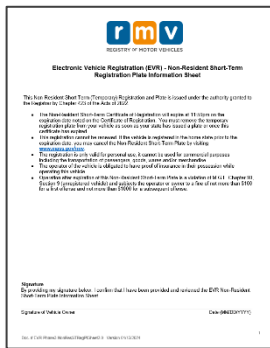
Collect and Verify Required Documentation.

2

There are five document requirements that must ALWAYS be met to process the Non-Resident Short-Term Registration transaction and must be part of the scan portfolio for this transaction:

- 1 **Fully completed Registration and Title Application**
 - This must be comprised of the original RTA created from your Dealer Management System (DMS) that is signed by the owners and either the stamped copy of the RTA from the insurance agent or the Non-Resident Short-Term Registration Standalone Insurance Certificate (see page 5 for more info) as proof of insurance.
- 2 **Proof of Ownership (*Title or Certificate of Origin*)**
- 3 **Purchase and Sales Agreement**
- 4 **Owner Verification Documents**
 - This would be either Out of State Driver's License for individual owners or Proof of FID and Proof of Business in their state (equivalent to our Secretary of the Commonwealth verification) for business owners. If you have questions on the validity of a Proof of Business document, contact your EVR Compliance Officer.
- 5 **EVR Non-Resident Short-Term Registration Plate Information Sheet ***NEW*****

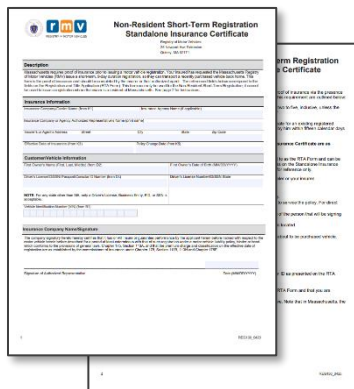
Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies



The [EVR Non-Resident Short-Term Registration Plate Information Sheet](#)¹ is a new RMV document that **MUST** be given to the prospective owner as part of the short-term registration transaction. After reviewing, the customer **MUST** sign the Information Sheet. If there are two prospective owners, both customers **MUST** sign the same Information Sheet. Both individuals can sign on the same line. This document may be reproduced, without alteration, on the dealership's stationery. (see page 10 for a sample document). This document outlines the RMV's non-resident short-term temporary registration and plate policy.

SUPPORTING DOCUMENTS: In addition to the always required documents, there are a number of supporting documents that may be required depending on the customer scenario. Refer to the [EVR Scanning and Tagging Guidelines for Dealers](#)² for a full list of possible supporting documents for the transaction. Two of the most common supporting documents that you may need to collect for this transaction are:

- Form [MVU-33](#)³
 - At this time, this is the only valid sales tax exemption that is allowed as part of a Non-Resident Short-Term Registration transaction.
- Non-Resident Short-Term Registration Standalone Insurance Certificate ****NEW****



The [Non-Resident Short-Term Registration Standalone Insurance Certificate](#)⁴ is a new RMV form that is required when Section K of the RTA cannot be completed by an insurance agent in the traditional manner (via a stamp and insurance code).

The insurance certificate is two-sided. The first page is a fillable form that should be completed and signed by the OOS agent or carrier. The second page outlines the RMV's proof of insurance policy and instructions for completing the first page of the standalone insurance certificate. The completed insurance certificate must be scanned as part of the document portfolio and tagged along with the RTA. (see page 11 for a sample document)

¹ <https://www.mass.gov/doc/electronic-vehicle-registration-evr-non-resident-short-term-registration-plate-information-sheet/download>

² <https://www.mass.gov/doc/evr-scanning-tagging-guidelines-for-dealers/download>

³ <https://www.mass.gov/doc/form-mvu-33-affidavit-in-support-of-a-claim-for-exemption-from-sales-or-use-tax-for-a-motor/download>

⁴ <https://www.mass.gov/doc/non-resident-short-term-registration-standalone-insurance-certificate/download>

3

Initiate the Non-Resident Short-Term Registration Transaction in your Service Provider software.



Select the Non-Resident Short-Term Registration transaction in your Service Provider software. Refer to your Service Provider for training on the step by step for the transaction in your software.

Please note that if the results from your owner search in step 1 determined that the owner's account information requires updates, those must be made during this step in order to proceed with the transaction. Follow the steps below based on the owner type and information that requires updating.

IF INDIVIDUAL OWNERS REQUIRE UPDATES TO THEIR ATLAS ACCOUNT:

To update a customer's Massachusetts credential status to "surrendered" and/or update their Massachusetts residential address to an OOS residential address, you will need to call your Service Provider Help Desk to contact RMV Business Support for assistance.



If RMV Business Support approves the update they will ask you to email a legible, color copy of the front and back of the customer's OOS license, along with both sides of the completed RTA form (signed and stamped). Include the Non-Resident Short-Term Registration Standalone Insurance Certificate as proof of insurance if the insurance agent or company is OOS and unable to stamp the RTA. In the subject line of the email include "Non-Resident Short-Term Registration Record Update". RMV Business Support will provide the appropriate email address to your Service Provider Support. Reminder: This email address should only be utilized with the permission of Business Support and your Service Provider Help Desk.

After RMV Business Support has verified the customer's account and updated the Massachusetts credential status and/or residential address you will receive an email. The anticipated turnaround time for Business Support to complete these changes is short so you should be able to quickly proceed with the transaction after receiving a confirmation email.

IF A BUSINESS OWNER ACCOUNT NEEDS TO BE ADDED TO OR UPDATED IN ATLAS:



For directions on how to add or update a business on ATLAS using the [EVR FID Change Requirements Cover Sheet](#)⁵ reference the [EVR Traditional Training Reference Guide](#)⁶ or the [EVR Lite Training Reference Guide](#)⁷ on the EVR Training & Support section of the [EVR Program Documents](#)⁸ webpage. The business will need to provide an **IRS source document** (containing FID#, name and address) as part of this process.

⁵ <https://www.mass.gov/doc/evr-fid-change-requirements-request-form/download>

⁶ <https://www.mass.gov/doc/evr-traditional-training-reference-guide/download>

⁷ <https://www.mass.gov/doc/evr-lite-training-reference-guide/download>

⁸ <https://www.mass.gov/lists/evr-program-documents>



Scan & Tag Documentation.

4

Individual EVR Participants are **ALWAYS** required to scan and tag the following documents for the Non-Resident Short-Term Registration Transaction:

1. The **RTA**



This document can be tagged as **Registration and Title Application**.

2. **Proof of Ownership**



This document can be tagged as **Proof of Ownership**.

3. **Purchase and Sales Agreement**



This document can be tagged as **Purchase and Sales Agreement** or **Other**.

4. **Owner Verification Documents**



For individual owners, the front and back color copy of the out of state driver's license can be tagged as **Other**.



For business owners, the Proof of FID and Proof of Business documents can be tagged as **Other**.

5. **EVR Non-Resident Short-Term Registration Plate Information Sheet**



This document can be tagged as **Other**.

Supporting Documents: In addition to the required documents, there are two other documents that are included in the scan portfolio in certain scenarios.

- If the insurance agent is unable to stamp the RTA and instead completes the **Non-Resident Short-Term Registration Standalone Insurance Certificate**:



Bundle and scan this document with the signed RTA to complete the RTA requirement. Tag the bundle as **Registration and Title Application**.

- If the customer is eligible to use the Disabled Sales Tax exemption:



Tag the MVU-33 as **Sales Tax Exemption** or **Other**.



NOTE: It is the responsibility of the EVR Individual Participant to determine the additional documents that are required for the non-resident short-term registration transaction. Your Service Provider software will not list these additional documents as required for scanning during the transaction, however per RMV policy these documents are required in the scenarios laid out above and will be reviewed during the EVR Compliance Officer audits.

IMPORTANT: The Title or Certificate of Origin, Purchase and Sale Agreement, and Short-Term Non-Resident Registration Information Sheet **MUST be returned to the owner** and will not be part of the document destruction process.

5

Collect Transaction Fees.



The Non-Resident Short-Term Registration transaction has a fixed **registration fee of \$20** along with the **6.25% Massachusetts sales tax** based upon taxable sales price.

- **Reminder:** *The only valid sales tax exemption allowed is the Disabled Person Exemption using the MVU-33 Form.*



Complete the Transaction & Issue RMV Documents.

6

If your transaction successfully processes, there are three (3) documents that will generate for you to print:



- 1 Short-Term Temporary Certificate of Registration
- 2 Short-Term Temporary Plate
- 3 RMV Fee Receipt

The short-term temporary registration and short-term temporary plate are valid for fifteen (15) days from the transaction date to allow the customer to take possession of the vehicle and drive it home. This is a registration only transaction. A Massachusetts Title will NOT be issued, and a Massachusetts vehicle inspection is NOT required.

Provide the printed documents and temporary plate sleeve to the customer.

7

Store Documentation.



After the transaction is complete, securely store the **RTA, copy of owner verification document**, and **MVU-23** (when applicable) along with the other original documents per your standard document retention rules.



IMPORTANT: The Proof of Ownership (Title or Certificate of Origin) Purchase and Sales Agreement, and EVR Non-Resident Short-Term Registration Plate Information Sheet **must be returned to the owner** to allow them to register and title the vehicle in their home state.



Resolving Errors

If the potential owner(s) or vehicle do not meet the eligibility requirements for a non-resident short-term registration, you may receive a stopper when processing the transaction. You will need to contact your Service Provider Help Desk, who will contact RMV Business Support to assist. To reduce these types of errors, search for the owner information prior to starting the transaction. See *Step 1* (pages 2-4) of this job aid for additional information on next steps to resolve issues found during the owner search and *Step 3* (page 6) for instructions for updating owner account information.




Please note that if there is an existing account for the owner in ATLAS with a previous MA credential, the S# for this credential should NOT be used for the transaction. **The transaction must move forward with the OOS credential information.**

If you realize that you have issued a non-resident short-term registration to the wrong vehicle, you must ***immediately*** contact your Service Provider Help Desk. If found on the same day, your Service Provider Help Desk may be able to contact RMV Business Support to reverse the transaction. If the error was not resolved before you provided the temporary plate and registration to the customer, contact the customer ***immediately*** to explain what happened. The customer could get in trouble if pulled over in a vehicle that is not registered correctly or no longer registered at all in the case where the transaction has been reversed.

Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies

EVR Non-Resident Short-Term Registration Plate Information Sheet

- ✓ MUST be given to the prospective owner(s).
- ✓ MUST be signed by the prospective owner(s).
 - *If there are two owners, both owners must sign on the same Signature of Vehicle Owner line.*
- ✓ MUST be scanned as part of the document portfolio.
- ✓ MUST be returned to the owner when the transaction is complete.



REGISTRY OF MOTOR VEHICLES

Electronic Vehicle Registration (EVR) - Non-Resident Short-Term Registration Plate Information Sheet

1 This Non-Resident Short Term (Temporary) Registration and Plate is issued under the authority granted to the Registrar by Chapter 423 of the Acts of 2022.

- The Non-Resident Short-Term Certificate of Registration will expire at 11:59pm on the expiration date noted on the Certificate of Registration. You must remove the temporary registration plate from your vehicle as soon as your state has issued a plate or once this certificate has expired.
- This registration cannot be renewed. If the vehicle is registered in the home state prior to the expiration date, you may cancel the Non-Resident Short-Term Plate by visiting www.mass.gov/rmv.
- The registration is only valid for personal use, it cannot be used for commercial purposes including the transportation of passengers, goods, wares and/or merchandise.
- The operator of the vehicle is obligated to have proof of insurance in their possession while operating this vehicle.
- 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.

1 RMV Non-Resident Short
Term (Temporary)
Registration and Plate
policy information

2

Signature
By providing my signature below, I confirm that I have been provided and reviewed the EVR Non-Resident Short-Term Plate Information Sheet.

Signature of Vehicle Owner _____ Date (MM/DD/YYYY) _____

2 Prospective owner(s)
MUST sign and retain
this document

Doc. # EVR-Phase3-NonResSTRegPlSheet2.0 - Version 01/12/2024

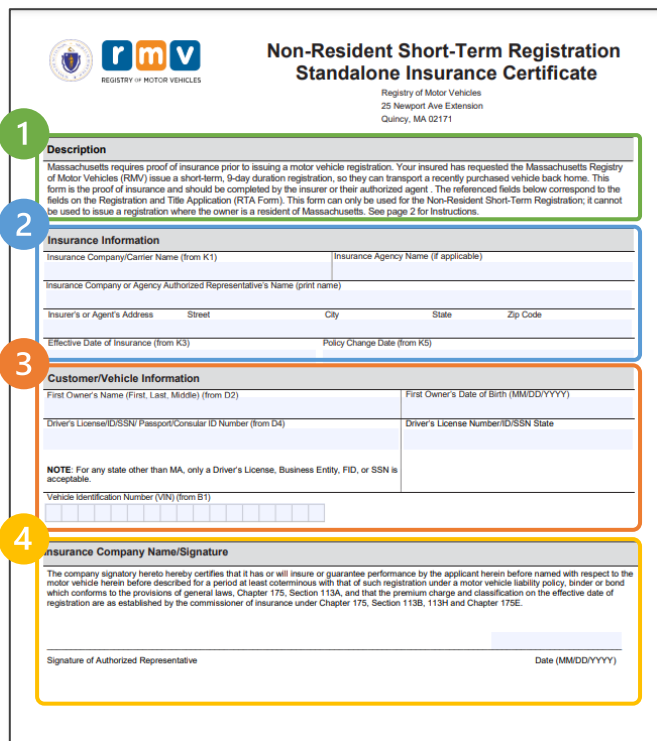
Note: This document may be reproduced, without alteration, on the dealership's stationery.

Non-Resident Short-Term Registration Transaction Job Aid – EVR Policies

Non-Resident Short-Term Registration Standalone Insurance Certificate

The **Non-Resident Short-Term Registration Standalone Insurance Certificate** is a new RMV form that is required when Section K of the Registration and Title Application (RTA) Form cannot be completed by an insurance agent in the traditional manner (via a stamp and insurance code). The completed insurance certificate must be scanned as part of the document portfolio, along with the tagged RTA.

Note: If the customer's insurance agent or company is out of state and unable to provide proof of insurance by stamping the RTA, the dealer must send a copy of the Non-Resident Short-Term Registration Standalone Insurance Certificate along with a copy of the signed RTA.



1 Description

Massachusetts requires proof of insurance prior to issuing a motor vehicle registration. Your insured has requested the Massachusetts Registry of Motor Vehicles (RMV) issue a short-term, 9-day duration registration, so they can transport a recently purchased vehicle back home. This form is the proof of insurance and should be completed by the insurer or their authorized agent. The referenced fields below correspond to the fields on the Registration and Title Application (RTA Form). This form can only be used for the Non-Resident Short-Term Registration; it cannot be used to issue a registration where the owner is a resident of Massachusetts. See page 2 for Instructions.

2 Insurance Information

Insurance Company/Carrier Name (from K1) Insurance Agency Name (if applicable)

Insurance Company or Agency Authorized Representative's Name (print name)

Insurer's or Agent's Address Street City State Zip Code

Effective Date of Insurance (from K3) Policy Change Date (from K5)

3 Customer/Vehicle Information

First Owner's Name (First, Last, Middle) (from D2) First Owner's Date of Birth (MM/DD/YYYY)

Driver's License/ID/SSN/Passport/Consular ID Number (from D4) Driver's License Number/ID/SSN State

NOTE: For any state other than MA, only a Driver's License, Business Entity, FID, or SSN is acceptable.

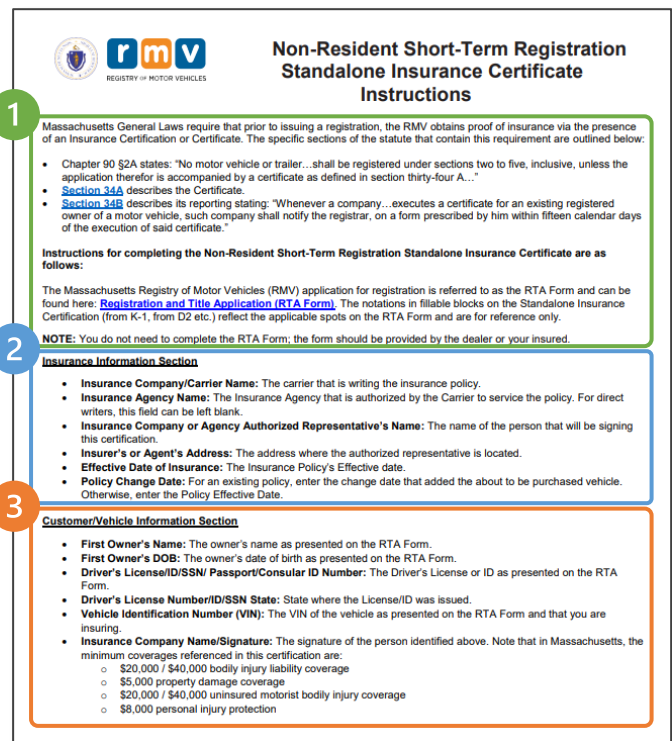
Vehicle Identification Number (VIN) (from B1)

4 Insurance Company Name/Signature

The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle herein before described for a period at least coterminous with that of such registration under a motor vehicle liability policy, binder or bond which conforms to the provisions of general laws, Chapter 175, Section 113A, and that the premium charge and classification on the effective date of registration are as established by the commissioner of insurance under Chapter 175, Section 113B, 113H and Chapter 175E.

Signature of Authorized Representative Date (MM/DD/YYYY)

Fillable Form
- Page 1 -



1 Massachusetts General Laws require that prior to issuing a registration, the RMV obtains proof of insurance via the presence of an Insurance Certification or Certificate. The specific sections of the statute that contain this requirement are outlined below:

- Chapter 90 §2A states: "No motor vehicle or trailer...shall be registered under sections two to five, inclusive, unless the application therefor is accompanied by a certificate as defined in section thirty-four A..."
- Section 34A describes the Certificate.
- Section 34B describes its reporting stating: "Whenever a company...executes a certificate for an existing registered owner of a motor vehicle, such company shall notify the registrar, on a form prescribed by him within fifteen calendar days of the execution of said certificate."

Instructions for completing the Non-Resident Short-Term Registration Standalone Insurance Certificate are as follows:

The Massachusetts Registry of Motor Vehicles (RMV) application for registration is referred to as the RTA Form and can be found here: [Registration and Title Application \(RTA Form\)](#). The notations in fillable blocks on the Standalone Insurance Certification (from K-1, from D2 etc.) reflect the applicable spots on the RTA Form and are for reference only.

NOTE: You do not need to complete the RTA Form; the form should be provided by the dealer or your insured.

2 Insurance Information Section

- Insurance Company/Carrier Name:** The carrier that is writing the insurance policy.
- Insurance Agency Name:** The Insurance Agency that is authorized by the Carrier to service the policy. For direct writers, this field can be left blank.
- Insurance Company or Agency Authorized Representative's Name:** The name of the person that will be signing this certification.
- Insurer's or Agent's Address:** The address where the authorized representative is located.
- Effective Date of Insurance:** The Insurance Policy's Effective date.
- Policy Change Date:** For an existing policy, enter the change date that added the about to be purchased vehicle. Otherwise, enter the Policy Effective Date.

3 Customer/Vehicle Information Section

- First Owner's Name:** The owner's name as presented on the RTA Form.
- First Owner's DOB:** The owner's date of birth as presented on the RTA Form.
- Driver's License/ID/SSN/Passport/Consular ID Number:** The Driver's License or ID as presented on the RTA Form.
- Driver's License Number/ID/SSN State:** State where the License/ID was issued.
- Vehicle Identification Number (VIN):** The VIN of the vehicle as presented on the RTA Form and that you are insuring.
- Insurance Company Name/Signature:** The signature of the person identified above. Note that in Massachusetts, the minimum coverages referenced in this certification are:
 - \$20,000 / \$40,000 bodily injury liability coverage
 - \$5,000 property damage coverage
 - \$20,000 / \$40,000 uninsured motorist bodily injury coverage
 - \$8,000 personal injury protection

Instructions
-Page 2-

- 1 Massachusetts Proof of Insurance policy information
- 2 Insurance Information fields and instructions
- 3 Customer/Vehicle Information fields and instructions
- 4 Insurance Company Name/Signature fields