

## **EVR PAPERWORK SEPARATION**

Send these documents to the RMV in your daily/weekly bundle

### **For New Registrations RT or RX (01 Type Transactions)**

1. Laser Generated, Fee Noted, and Bar-coded RMV-1 form (after vehicle has been registered)
  - **Dealers - Print 3 Copies (1- RMV, 1-Onsite, 1- Insurance)**
  - **Agents - Print 2 Copies ( 1- RMV, 1-Onsite)**

**Note: Due to the new scanning requirements, photocopies are not acceptable**
2. Original RMV-1 form with signature(s)
3. Faxed insurance stamped RMV-1 (**dealers only**)
4. Certificate of Origin or Title
5. Letter of Correction (if required)
6. DRT-1 Form (if required)
7. Photocopy of Purchase and Sales Agreement (**dealers only**)
8. Photocopy of Driver's License (**dealers only**)
9. Proof of FID
  - **Screen print of the NOWN Table**
  - **For new business or changes refer to the FID fax coversheet**
10. Power of Attorney documentation (if required)
11. Proof of trade (if required) - such as copy of old Certificate of Registration, Title, or Vehicle Inquiry
12. Sales Tax Exemption form (if required) (Exempt Organization requires a copy of ST2 Form, MVU24/Gift Form (Agents only), MVU26/Family form, MVU27/Inheritance Form, MVU33/Disabled Form.)
13. Plate Inquiry (for transfer of plate)

### **For Registration Renewals (02 Type Transactions)**

1. Original RMV-2 or RMV-3 form with signatures (**Agents stamp if required**)
2. Faxed insurance stamped RMV1, RMV2, RMV3 (dealers only)
3. Original Plate Inquiry
4. Laser Generated, Fee Noted RMV3

**Note: 02 Batch Header and Transaction Reports must be attached to renewals and placed outside the Batch Folder.**

## **For Registration Cancellations (03 Type Transactions)**

DO NOT send Registration Cancellation paperwork or Batch/Transaction Reports to the RMV - **These MUST be kept onsite, at the end user's location.**

**Retain these copies onsite for 90 days**

## **For New Registrations**

1. Yellow copy of RMV-1 (**Registrant RMV-1**)
2. Photocopy of new Registration Certificate
3. PRINTED Laser Generated, Fee Noted, Bar Coded RMV-1
4. Photocopy of Original RMV-1 with signature(s)
5. Photocopy of faxed insurance stamped RMV-1 (**dealers only**)
6. Photocopy of front and back of Certificate of Origin or Title
7. Photocopy of Letter of Correction (**if required**)
8. Photocopy of DRT-1 form (**if required**)
9. Photocopy of Purchase and Sales Agreement (**dealers only**)
- 10.** Photocopy of Driver's License (**dealers only**)
11. Photocopy of Proof of FID (**if required**)
12. Photocopy of Power of Attorney Documentation (**if required**)
13. Photocopy of Proof of trade (**if required**)
14. Photocopy of Sales tax Exemption (**if required**)
15. Photocopy of Plate Inquiry (**for transfer of plate**)

## **For Renewals**

1. Photocopy of front and back of original RMV-2 or RMV-3
2. Photocopy of faxed RMV1, RMV2, RMV3 (dealers only)
3. Photocopy of Plate Inquiry
4. Photocopy of New Registration
5. Photocopy of Laser Generated Fee Noted RMV3

## **Registration Cancellations**

Do not send Transaction Reports to RMV- Keep Onsite at your location.

1. Original Universal Registration form
2. Plate Inquiry
3. Photocopy of Registration Cancellation Receipt

Updated 12/2015