



Electronic Vehicle Registration (EVR)

Plate Reactivation and Plate Reassignment

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Change Log

Change	Description	Date Updated/Version Number
Decals and Expiration Dates	A new section titled Decals and Expiration Dates has been added to describe the rules regarding decal issuance and expiration year changes for Reactivation and Reassignment transactions.	03/02/2021 - V1.6
Plate Reactivation Overview	New information added to the Plate Reactivation Overview section to clarify handling and Plate Transfers.	03/11/2021 - V1.7
Plate Reactivation Overview	New information has been added to the Plate Reactivation Overview section to outline additional scenarios and details regarding the Plate Reactivation Indicator.	03/19/2021 - V1.8
Plate Reactivation Overview	Added additional information regarding Reactivations and the handling required for Plate Transfer, Title Add Registration, and Registration Only.	05/13/2021 – V2.0
Plate Reactivation Transaction Process	Added clarification regarding plates cancelled less than and more than one (1) year. Also, updated fee details.	06/28/2021 – V3.0
References	Added links to recently published documents in References section.	09/07/2021 – V3.1
Insurance Policy Date/Policy Change Date	Updates regarding Get Ready RTA Form completion of Effective Date of Insurance and Policy Change Date fields.	01/09/2023 – V4.0
References Section	Updated hyperlinks in document and References section to new Business Partner website on Mass.gov.	04/16/2024 – V5.0

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 a description of and processing instructions for registration Plate Reassignments and Reactivations. These two (2) business functions are described below.

RTA Form Requirements

The [Registration and Title Application \(RTA Form\)](#) must include date entries in the **Effective Date of Insurance (K3)** and the **Policy Change Date (K5)** fields. Completion of both of these fields is also enforced by clerks at the RMV Service Centers.

During the Plate Reactivation and Reassignment processing, the following rules apply:

For Get Ready transactions (and most of the transactions that result in a .PDF (printed) RTA Form):

- If the Insurance Indicator is set to “N,” then the insurance section (K) of the RTA Form will be blank and must be manually completed or supplemented with a Standalone Insurance Certificate/verification.
- If the Insurance Verification is set to “Y,” both dates must be present and meet the edits as noted above. For the Registration transactions that produce a .PDF of the RTA Form, this will result in an RTA Form being rendered with all of Section K being completed.

For the Registration Renewal Transaction

There are two (2) types of Registration Renewals: those registrations that require an Insurance Stamp because there isn't an active policy on file at the RMV and those that do not, which are the vast majority. For registrations that require an insurance verification, these are noted in the Registration Renewal Details portion of the GetRegistrationRenewalDetails Web Service. In these cases only, the Insurance Verification Indicator must be set to “Y” or yes. Otherwise:

- If the Insurance Indicator is set to “N,” the transaction will process.
- If the Insurance Indicator is set to “Y,” (reflecting the Insurance Stamp required case), both dates must be present and meet the edits above and the Renewal will process.

Plate Reactivation Overview

A Plate Reactivation occurs when the registrant has cancelled their registration, retained the physical plate, and now wants to restart the registration. The most common scenario is when the registrant (typically a business) wants to take the vehicle off the road generally to save on the cost for insurance and excise tax. The customer cancels the plate and provides the plate return receipt to their insurer in order to cancel the insurance. At a later date, economic conditions improve and the customer now wants to put the vehicle back on the road. Since the registrant is in possession of the physical plate, this can be accomplished using the Plate Reactivation option in either the Plate Transfer, Title Add Registration, or Registration Only transactions. The choice of which transaction to use reflects the business case; a Plate Transfer is used if the customer is purchasing a vehicle that is new to them and they want to use the old plate; a Title Add Registration is used if the customer wants to put the existing vehicle “back on the road” and the Registration Only is used in the case where the customer wants to put the

existing trailer that has a registered weight of 3000 lbs. or less “back on the road.” In all cases, the plate that is going to be Reactivated must have a Registration Status of Cancelled. The specifics for each transaction are outlined below:

- **Plate Transfer:** In the instance where the registrant/customer has the physical plate, the plate has a Cancelled Status, and the registrant/customer wants to put this plate on a newly purchased vehicle: Process a Plate Transfer transaction and enter a “Y” in the **Plate Reactivate Indicator** data field. The registration fee will be determined based on whether or not the old plate has passed its old Expiration Date and will be prorated based on the new Expiration Date.
- **Title Add Registration:** In the instance where the registrant/customer has the physical plate, the plate has a Cancelled Status, and the registrant/customer wants to put the existing vehicle back on the road: Process a [Title Add Registration](#) transaction and enter a “Y” in the **Plate Reactivate Indicator** data field.
- **Registration Only:** In the instance where the registrant/customer has a Trailer Plate for a trailer (less than 3000 lbs.), the plate has a Cancelled Status, and the registrant/customer wants to put the trailer back on the road: Process a [Registration Only](#) transaction and enter a “Y” in the **Plate Reactivate Indicator** data field. (This should be a fairly rare case.)

NOTE: If the Registration Status is Expired, and the customer wants to:

- Put the existing vehicle back on the road, the EVR Permit Holder (or the registrant via [myRMV](#)) can use the Renewal transaction to put the vehicle back on the road.
- Register a recently purchased vehicle that is new to them using the old plate, the EVR Permit Holder can process a Plate Transfer transaction and enter “Y” in the **Plate Reactivate Indicator** data field. Since the plate is Expired at the beginning of the transaction, the Plate Transfer will renew the plate, resulting in the new registration reflecting both the new vehicle and the new Expiration Date.

Plate Reactivation Transaction Process

Follow the steps below to process a Plate Reactivation:

1. Search and find the cancelled registration. Retain the Vehicle Entity Key.
 - **NOTE:** If the plate has been cancelled for more than one (1) year, the plate is considered available for others to request. The Service Provider should determine if the plate has been cancelled for more than a year and prompt the Permit Holder/Individual End User to review the owner’s name and affirm that this is the correct owner. Individual EVR Participants should check a Plate Inquiry Report to verify the Cancellation Date. In addition:
 - **For plates cancelled for more than one (1) year, the Reactivation cannot be processed via EVR.** In this circumstance, the EVR Individual User should offer the customer a new plate. If the customer is insistent about retaining the plate, the request should be sent to the Service Center for processing. However, there is no guarantee that it will be processed, as the business rules have specific plate type and time dependencies associated with them.
 - **For plates cancelled for one (1) year or less, the Reactivation can be processed via EVR.** If the registration has been cancelled for one (1) year or less, proceed with the Plate Reactivation. In this case, the customer will complete an EVR Reactivation Certification ahead of the transaction being processed.

2. There are three (3) general use cases when a Plate Reactivation can occur and they are outlined below in the order of the likely frequency of them occurring and reference the underlying transaction that is used to accomplish the Reactivation:
 - 1) The plate is cancelled, the registrant still has the plate, and wants to put the existing vehicle back on the road. In this case, process a Title Add Registration (ProcessTitleAddRegistration) transaction by selecting the **Plate Reactivate Indicator**. The registrant will be charged the full registration fee.
 - 2) The plate is cancelled, the registrant still has the plate, and they are purchasing a new vehicle and want to use this plate on the new vehicle. Use the Transfer Plate (ProcessTransferPlate) transaction to undertake this process using the **Plate Reactivate Indicator**. Note that the registrant will be charged whatever the registration fee is for a full term on the existing plate.
 - 3) The plate is cancelled and is associated with a trailer that has a registered weight of 3000 pounds or less, the registrant still has the plate, and wants to put the trailer back on the road. In this case, process a Registration Only transaction. (ProcessRegistrationOnly) transaction using the **Plate Reactivate Indicator**. The registrant will be charged the full registration fee.

Plate Reassignment Overview

A Plate Reassignment occurs where the registrant owns a vehicle that is registered and now wants to lease a vehicle and keep the plate. Since the registrant and vehicle owner are one and the same in Massachusetts, this means the plate will be registered in the name of the new owner, the leasing company (lessor). The Reassignment transaction allows the plate to be reassigned from the current individual owner to the leasing company. This transaction also allows for a Reassignment between two leasing companies (reflecting the case where one lease ends and a new one starts with a new lessor) and between the lessor and the individual (reflecting the case where the lease has ended, and the individual is going to own their next vehicle).

NOTE: There are some limitations on Plate Reassignments. To confirm if the plate in question is eligible, review the [Plate Type Security Chart](#). The **Allow Reassign** column indicates the Plate Types that are eligible for Reassignment.

Plate Reassignment Transaction Process

The steps to process this transaction are:

1. Complete the [Request for License Plate Reassignment Form](#).
2. Run the ValidateReassignPlate transaction to determine if the plate is eligible to be Reassigned.
3. Perform the new ProcessReassignPlate transaction. In addition:
 - Within the transaction, the software will then cancel the previous registration with the prior registrant and start a new registration with the new registrant.
 - The previous plate owner relationship in ATLAS will have a Registration Status of Cancelled, which ends any excise or insurance liability for that registrant.
4. Scan the completed Request for License Plate Reassignment Form as part of the transaction.

Decals and Expiration Dates

In both the Reactivate and Reassignment situations, the customer has in their possession the physical plate and its current expiration decal. Whether or not the Reactivation or Reassignment transaction will change the registration expiration year (thus requiring a new decal) is not always clear. In most cases, if an annual registration is being Reassigned, it will maintain the same expiration year. For a bi-annual registration (most passenger plates and some commercial plates), it will depend on if the Reassignment is taking place in the first or second year of the registration. If it is the second year, the registration will, when Reassigned and Reissued, be for two (2) years. In this case, it will have a new expiration year and need a new decal. In the case of Reactivations, the same general logic applies. Note that if you are processing a transfer with a reactivation, the same second year logic would apply and result in the need for a new decal. In addition, one can reactivate a plate that has passed its previous Expiration Date. This would also necessitate the issuance of a new decal.

To address this, the RMV has set two (2) indicators in the response records:

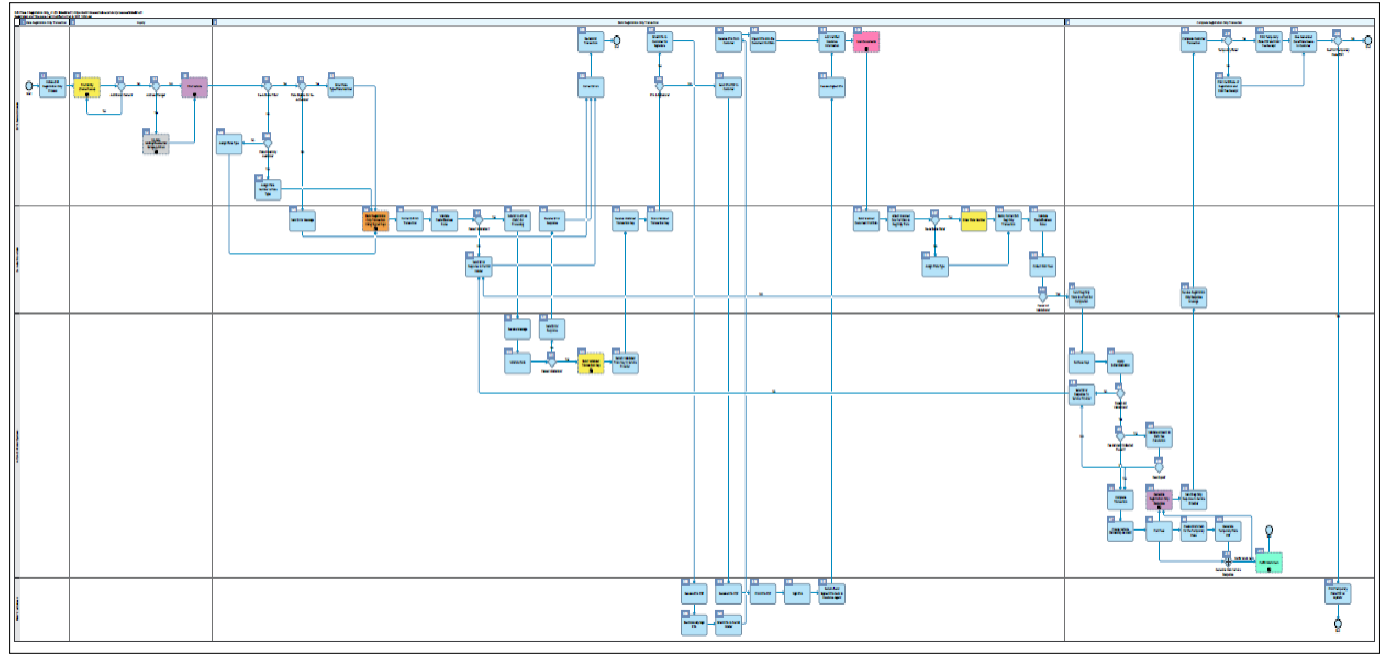
- The first indicator is a field that will indicate whether or not a new decal is required (Y or N), e.g., the expiration year has changed.
- The second indicates who is expected to issue the new decal, either the Permit Holder (for those that have decal inventory and are part of Traditional EVR) or the RMV (for those Permit Holders that do not have decal inventory and are part of the EVR Lite Program). In the RMV case, the same process as Renewals is used, which will result in the customer receiving both a new registration document and a decal. If the RMV is mailing the customer the decal (EVR Lite Program) the customer will receive an EVR Decal Receipt.

NOTE: For all transactions where the RMV provides estimated fee calculations, the expected Expiration Date is also provided. This is to assist the Permit Holder's End User when the customer questions why the fees are so large; the answer is because the customer is receiving an extra year on the registration.

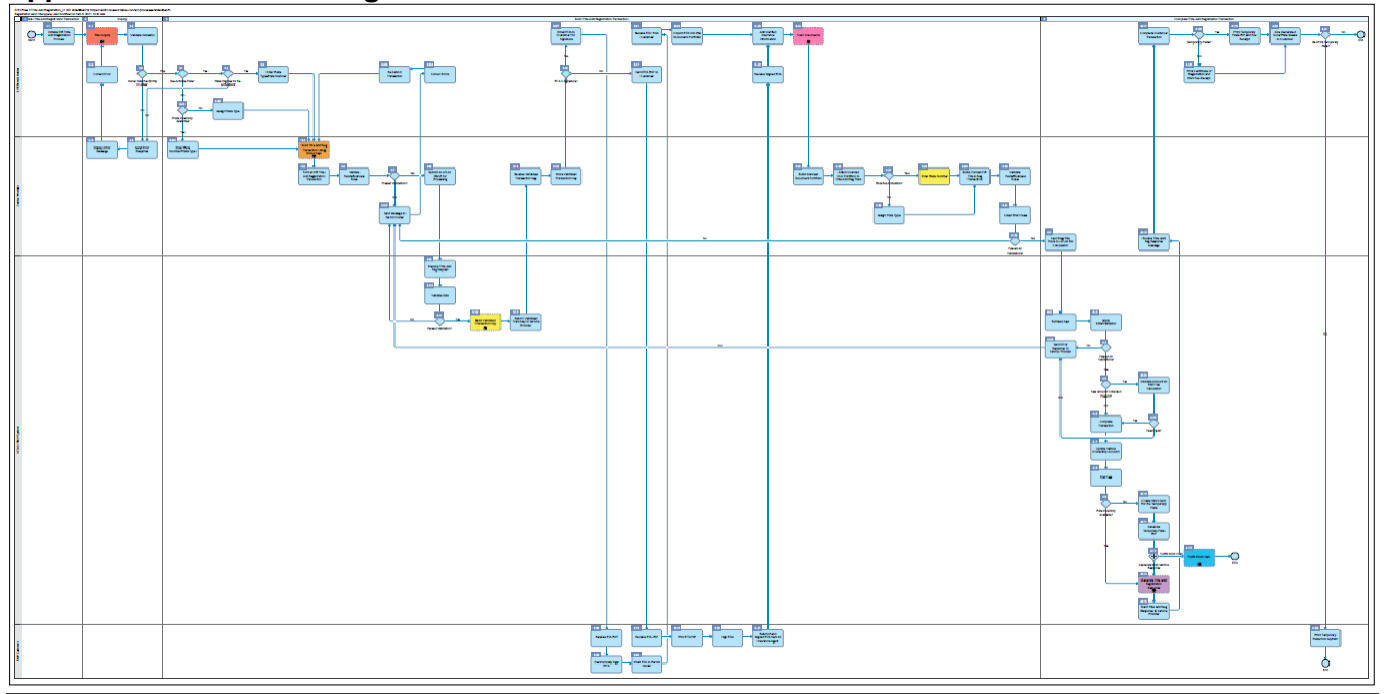
Appendices

NOTE: The Plate Reactivation process is noted within these three (3) process flows and the Plate Reassignment process is included in the Registration and Title process flow.

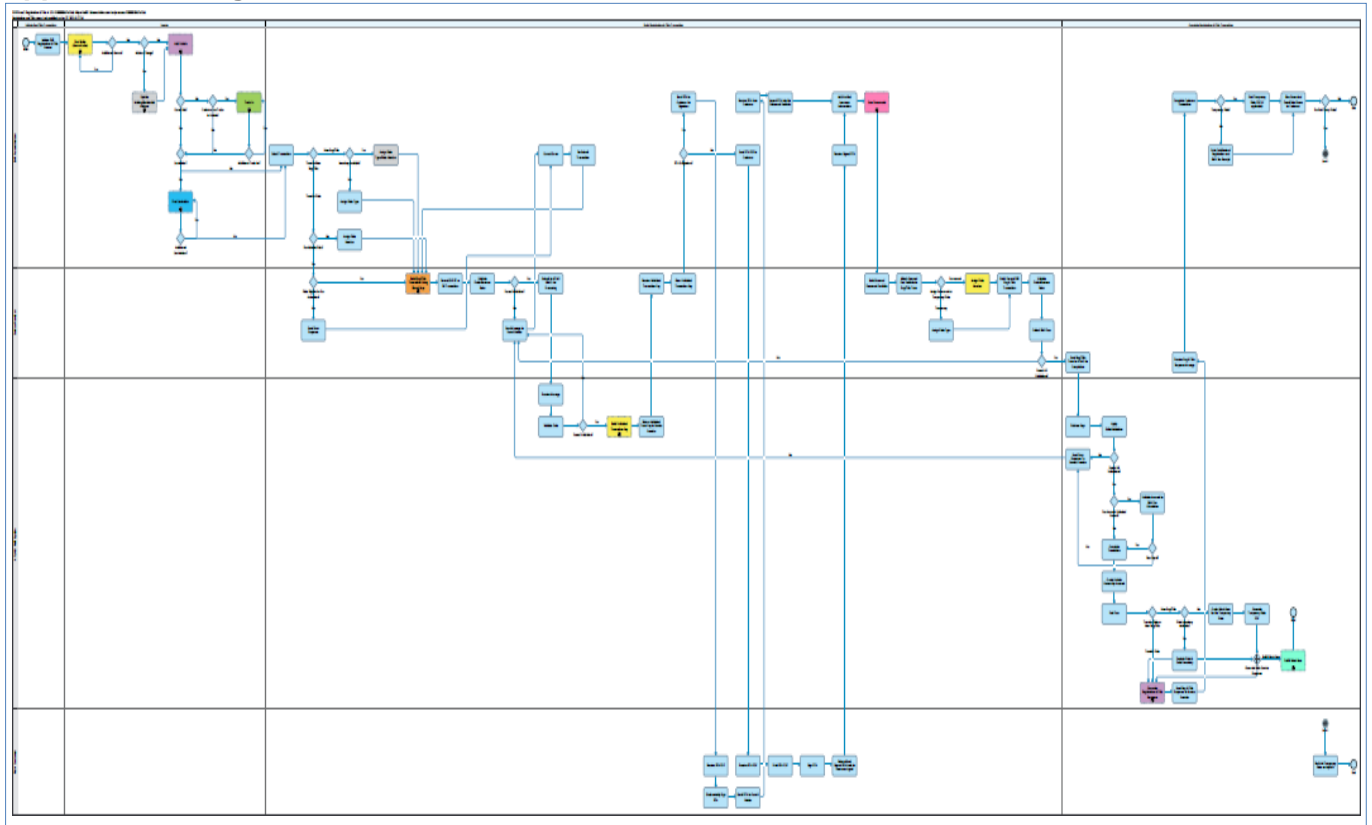
Appendix A – Registration Only Workflow:



Appendix B – Title Add Registration Workflow:



Appendix C – Registration and Title Workflow:



References

RMV Business Partners

Electronic Vehicle Registration (EVR) Program

Electronic Vehicle Registration (EVR) Program Documents (Web Service Data Dictionary, Plate Type Security, Title Brands, Plate Types, etc.)