



# Electronic Vehicle Registration (EVR)

## Registration Only

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## Change Log

| Change                                   | Description   | Date Updated/Version Number |
|--|---|-----------------------------|
| Pseudo VINs                              | Explanation of the processing of registering trailers and issuance of Pseudo Vehicle Identification Numbers (VINs). | 10/26/2022 – V3.0           |
| 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 processing instructions for functionality available in EVR Phase 3, Registration Only transactions. The common (and nearly exclusive) case for a Registration Only transaction is registering a trailer with a registered weight and GVWR of 3000 pounds or less. This transaction is not used to register a vehicle that one already owns and wants to put on the road; that transaction is a Title Add Registration.

**Pseudo VINs/Trailers:** If the trailer being registered is homemade and does not have a VIN, then in the ValidateRegistrationOnly transaction in the Vehicle Data Block, the Pseudo Trailer VIN Indicator must be set to "Y," the Vehicle Type and Body Style to "trailer," and the Vehicle Make to HMDE. The RMV will create a Pseudo VIN to uniquely identify that trailer and that VIN will be passed back in the response record. Note that if the trailer has a GVWR in excess of 3000lbs., it must be titled and go through the process to obtain a Massachusetts-assigned VIN. See [Massachusetts-Assigned Vehicle Identification Number \(VIN\)](#) for additional details.

**NOTE:** The Registration Only transaction is also used to Reactivate a cancelled trailer registration where the trailer does not have a Title and has a registered weight of 3000 pounds or less.

## 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 Registration Only 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.

## Registration Only Transaction Process

Follow the steps below to process a Registration Only transaction. This flow is very close to a New Registration and Title transaction:

1. Search and find the proposed owner/registrant(s). In addition:
  - If the owner/registrant is present, retain the ATLAS Entity Key(s).
  - If an individual owner/registrant is not present, they can be added as part of the Registration Only transaction.
  - This transaction provides the option to change the address of an owner that is an individual.

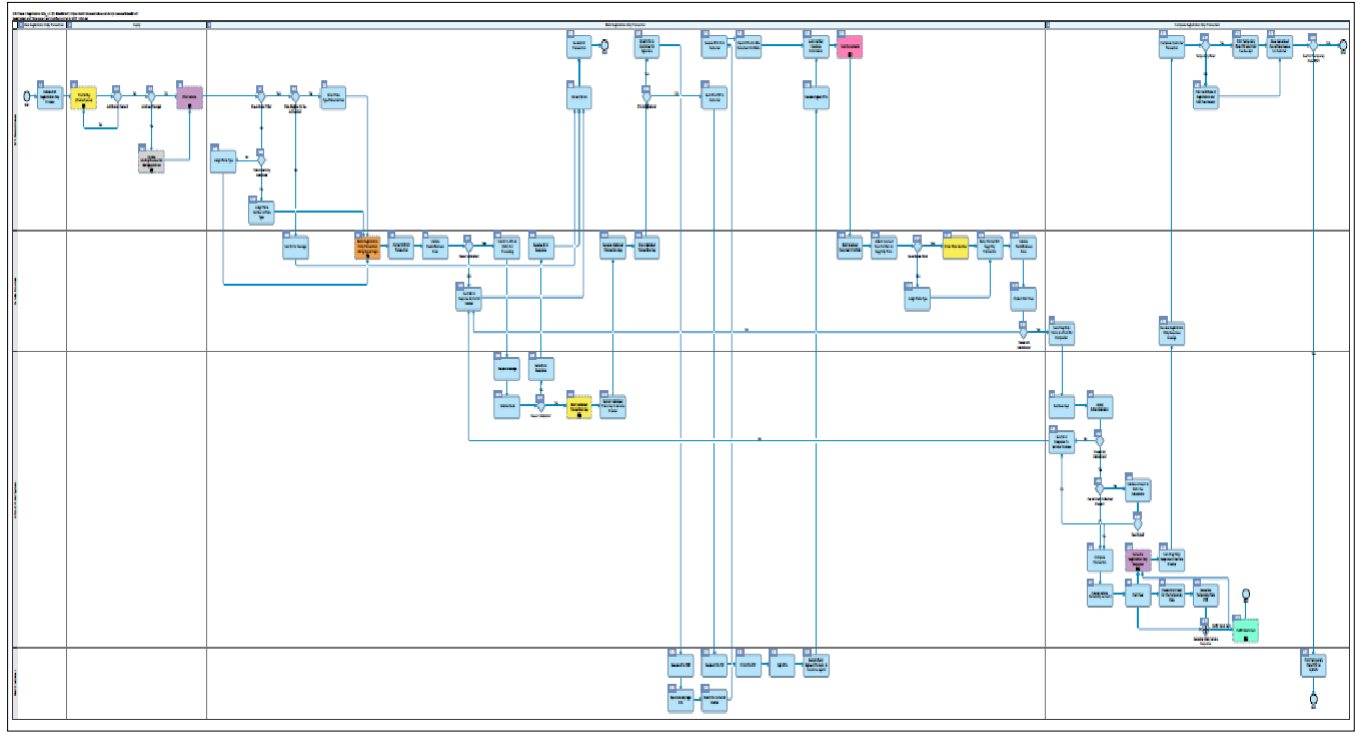
- This transaction also provides the ability to amend the vehicle's primary and secondary colors and GVWR.
  - If the proposed owner/registrant is a business entity and not present on ATLAS, the Permit Holder completes the EVR FID Change Requirements Form (see [Appendix A](#)) and sends the form to the [FID Mailbox](#). Address changes for business entity owners must be undertaken by the FID Team.
2. Search for the specific vehicle. If the vehicle is found, retain the ATLAS Vehicle Key. If not found, provide the complete vehicle description.
    - **NOTE:** Since a Title record is not being created with this transaction, there is no ability to record a lien against these vehicles.
    - **Insert Pseudo VIN here.**
  3. The Individual EVR Participant electronically enters the information required to submit an EVR request to validate the Registration Only application. This is essentially completing the RTA Form electronically and subjecting the entries to all of the RMV edits. Note that by using the provided RMV inquiries, the data necessary to enter the owner and vehicle description can be obtained from the RMV. Upon completion of this process, the RMV will return a PDF of a completed and validated [Registration and Title Application \(RTA\) Form](#), along with the estimated fees. The Individual EVR Participant prints the form for the customer to verify the information on the application.
  4. After verifying the information, the customer signs the application. This can be accomplished either manually or electronically.
  5. If a dealer is processing the transaction, they will send a copy of the signed [Registration and Title Application \(RTA\) Form](#) along with a copy of either the Certificate of Origin, the previous owner's Certificate of Title, or the bill of sale to the customer's insurance agent or company. Alternatively, an electronic copy of the filled and validated [Registration and Title Application \(RTA\) Form](#) can be transmitted to the customer's insurance agent and the insurance agent or company can electronically associate an electronic stamp (eStamp) to the application. The "stamped" RTA Form is returned to the dealer. If the agent is processing the transaction, the form is electronically stamped with the insurance certification.
  6. If the sale is by a registered Massachusetts Dealer, the customer will pay a 6.25% sales tax based upon the net [less trade-in(s)] sales price paid. If the transaction is a casual sale (a purchase from a private party), the vehicle sales tax is calculated as 6.25% of the actual purchase price or 6.25% of the NADA average trade-in (book) value, whichever is higher.
    - **IMPORTANT:** Dealers cannot process a casual sale transaction.
  7. Acceptable evidence of the purchase price paid includes these documents:
    - a. For the purchase of a new or used vehicle from a Dealership, a completed purchase contract that clearly shows the price paid or a properly assigned Certificate of Title that clearly shows the price paid in a space provided for such information.
    - b. If the vehicle was purchased from a private party, a properly assigned Certificate of Title that clearly shows the price paid (in a space provided for such information). If the vehicle (trailer) does not have a Title, or if the Certificate of Title does not have a space provided for sales price information, a Bill of Sale is required that clearly shows the price paid.
  8. The Individual EVR Participant will scan and tag the RTA Form and all of the other documents associated with the transaction (called a Document Portfolio). The Document Portfolio is retained at the Permit Holder's location for ninety (90) days as described in the [Service Provider Business Specifications](#). (See the **Paperwork Collection and Retention** section of the Business Specifications for a detailed discussion of this topic.) In general, the suggested order of scanning documents is as follows: RTA Form, Title (if

applicable), P&S, and Tax Exemption (if applicable). All of these documents must be tagged. The rest of the supporting documents can be in a bundle and scanned together.

9. The Individual EVR Participant will assign or reactivate the Registration Plate as follows:
  - a. If this is a Plate Reactivation, select this function and move on to [step #10](#). Otherwise, continue to [step #9b](#).
  - b. If the physical plate is in inventory, select and assign the plate. Note that trailers all expire in November and the fees are not pro-rated. Trailers registered on or after September 1 pay 50% of the stated fee.
  - c. If the physical plate is not in the Permit Holder's inventory or if the Permit Holder does not have any plate inventory but the plate is one the Permit Holder is allowed to assign, indicate the type of plate the customer is requesting.
  - d. When the transaction is processed, ATLAS will assign a twenty (20) calendar day Temporary Plate number. This plate number is random and does not reflect the final plate number. ATLAS will also create a Work Item for the RMV to pull the physical plate from the central RMV plate inventory, assign it to the registrant, package and mail the plate decal and new Certificate of Registration (formerly UR-1 Form) that reflects the new plate number.
10. The Permit Holder processes the transaction (ProcessRegistrationOnly) and collects the registration fee (including any special plate fees) and sales tax (including interest and penalties, if applicable) fees.
11. The Permit Holder prints and provides the registrant/customer the Certificate of Registration, RMV Fee Receipt and (if applicable) the Temporary Plate and associated plate sleeve.
  - **NOTE:** If the registrant/customer is receiving a Temporary Registration, the Certificate of Registration will reflect the temporary twenty (20) day Registration Number. The Certificate of Registration and the Temporary Plate will also be available on [myRMV](#) to be reprinted for as long as the Temporary Registration is active. The registrant can also request an extension of the Temporary Registration in the instance where they have not yet received the permanent Registration.
12. The vehicle is registered. State law requires all motor vehicles to undergo a safety and emissions inspection within seven (7) calendar days of registration. The safety portion of the inspection is also applicable to trailers registered commercially or with a registered weight of 10,000 pounds or more.

# Appendix

## Appendix A – Registration Only 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.)