



Electronic Vehicle Registration (EVR)

Registration Renewals

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Change Log

Change	Description	Date Updated/Version Number
New section and table added; updates to include new functionality.	Added functionality including the GetRegistrationListByRegistration service (EVR Phase 3). Also added the new Transaction Process Note section and Registration Status Hierarchy Table.	03/05/2021 – V2.0
Registration Renewal reasons.	Clarifications added on page 5 to explain the handling of any other reasons not previously specified in step 2b.	04/02/2021 – V2.1
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 – V3.0
References Section	Updated hyperlinks in document and References section to new Business Partner website on Mass.gov.	04/24/2024 – V4.0

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 2, Registration Renewals.

The following information can be Amended when processing a Registration Renewal:

Address Amendments/Changes:

- Owner 1 Mailing and/or Residential Address
- Owner 2 Mailing and/or Residential Address
- Lessee 1 Mailing and/or Residential Address
- Lessee 2 Mailing and/or Residential Address
- Garage (Garaging) Address

Vehicle Description Amendments:

- Primary Color
- Secondary Color
- Fuel Type
- Gross Vehicle Weight (GVW)

Registration Fee Related Amendments:

- Number of Seats (Bus, School Pupil, and Livery only)
- Registered Weight (Commercial and Trailer only)

Owner/Lessee/Registrant Amendments:

- US DOT
- Taxpayer ID/Taxpayer ID Type

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.

For the Verify Insurance Transaction

- If the Insurance Indicator is set to “N,” the transaction will fail.
- If the Insurance Indicator is set to “Y,” both dates must be present and meet the edits above. Typically, this transaction is associated with an insurance Reinstatement transaction that has two (2) basic scenarios:
 - The original policy was cancelled, and the registrant/insured has gone to a new carrier, or the old carrier is writing the insured a new policy. In this case, it is likely that the Policy Effective Date and Change Date are one and the same.
 - The original policy was cancelled but is being reinstated. In this case, the Policy Effective Date is the original Policy Effective Date, and the Change Date is the transaction date.
 - Note that in both of these scenarios, if the Change Date precedes the Revocation Date for the registration, the registrant will not owe the \$50 reinstatement fee.

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.

Registration Renewal Transaction Process

1. Process a GetRegistrationRenewalDetails inquiry to determine if the Registration is eligible for Renewal.
 - a. Do you have both the Registration Number and ATLAS Plate Type?
 - i. Yes:
 - Record found, proceed to [step #2](#).
 - Record not found, correct and retry.
 - ii. No (Registration Number only is available):
 - Single Record found, proceed to [step #2](#).
 - Multiple records found, invoke GetRegistrationListByRegistration and select the specific registration and re-inquire using the Registration Key.
 - Record not found, correct and retry.
2. Is the Registration eligible for Renewal?
 - a. Yes:
 - i. Are changes to the owner's Mailing and/or Residential Address Changes being applied during Renewal?
 - a) Yes: Update address records, as needed.
 - a. Owner 1 and 2 Address Records can only be updated for individual owners. In addition, the garage address, which is registration/vehicle specific, can also be updated.
 - b. In processing an address change, we would recommend taking the proposed address change and using the GetVerifiedAddress transaction to verify the proposed address

change prior to submitting it as part of the Renewal transaction. This will avoid the case where the transaction fails due to an Address Verification Error.

- c. It is possible, especially for new developments that are not yet recognized by the address verification software, that a correct address will fail. In this instance, the owner should be directed to process the change via [myRMV](#) (which allows them to affirm the failed address) prior to processing the Renewal. In this manner, the correct address will print on the resulting registration form.
- b) No: Continue to the next step.
- ii. Are Registration/Vehicle Changes being made during Renewal?
 - a) Yes: Update RenewRegistration request, as needed, following the guidance below.
 - a. For Vehicle Description Amendments, enter the new primary/secondary color values, the new fuel type value, or the new Gross Vehicle Weight Rating (GVWR).
 - b. For the number of seats (which are only applicable to Bus, Livery, School Bus, and School Pupil Plate Types) enter the total number of seats including the driver.
 - i. **NOTE:** In order to have a school Pupil Plate, the seat count must be 10 or less. Also note that the seat count must be equal to or less than the passenger count. In the case of School Bus registrations, the seat count is collected for informational purposes only and does not affect the fee. For all others, the fee will increase/decrease based on the number of seats.
 - c. For the Registered Weight (which is applicable to Trailer and Commercial registrations only), enter the registered weight rounded up to the next 1000-pound increment.
 - i. **NOTE:** The registered weight cannot exceed the GVWR rating for the vehicle.
 - d. For the DOT Number or the Taxpayer ID/Taxpayer ID Type; these fields are only applicable to an entity owner type and can only be completed if the field is blank (e.g., this cannot be amended via the Renewal process). If the field is blank and you have documentation in hand that meets the RMV requirements for MassDOT or Taxpayer ID, enter the appropriate values.
 - b) No: Continue to the next step.
- iii. Is an Insurance Stamp required?
 - a) Yes: Capture Insurance Stamp and update RenewRegistration request as needed.
 - **NOTE:** This insurance update captures the (new) company and Effective Date.
 - b) No: Continue to the next step.
- iv. Are there document requirements?
 - a) Yes: EVR clerk collects required document(s).
 - b) No: Proceed to the next step.

- v. Is there an RMV fee amount due?
 - a) Yes: EVR clerk collects RMV fee amount due.
 - b) No: Continue to the next step.
 - b. No:
 - i. Does Registration display as Non-Renewal?
 - a) Yes: Customer action needed. Direct customer to [myRMV](#) to review Non-Renewal details. The details for each of the Non-Renewals are contained in the GetRegistrationRenewalDetails function.
 - b) No: Continue to the next step.
 - ii. Is Registration Suspended/Revoked?
 - Yes: Invoke GetRegistrationReinstatementDetails function to determine Reinstatement eligibility and requirements. Review [Electronic Vehicle Registration \(EVR\) - Registration Reinstatements](#) for processing instructions.
 - No: Proceed to the next step.
 - iii. Is it too early for the Registration to be eligible for Renewal (greater than six (6) months prior to the Expiration Date)?
 - Yes: Review EligibleDate. Is the Registration Type eligible for Renewal (e.g., Temporary Manual Registration, Bulk Registration Extension, etc.)? If so, proceed to the next step.
 - No: Contact the RMV to complete the transaction.
 - iv. Any other reason not noted above: The RMV determines statuses dynamically and will provide a plain English description to the Service Provider and Permit Holder. Since these reasons are dynamic, there is no finite list of reasons or codes the RMV can provide. If a message other than the reasons outlined above is received, the EVR Permit Holder will not be able to resolve the issue and process the transaction. The customer should be instructed to access their account via [myRMV](#) or call the Contact Center at 1-857-368-8000.
- 3. Process the RenewRegistration transaction. Clerk has prepared the following, if applicable:
 - a. Applied Owner Mailing and/or Residential Address Changes.
 - b. Applied Registration/Vehicle Changes.
 - c. Captured Insurance Stamp.
 - d. Scanned required documents (if required).
 - e. Collected RMV fee amount due (if ATLAS does not force sequence).
- 4. Is transaction successful?
 - a. Yes:
 - i. Successful Responses include:
 - Registration summary information
 - Ownership information
 - RMV-generated documents:
 - Certificate of Registration
 - RMV Fee Receipt
 - RMV fee details
 - ii. Clerk prints RMV-generated documents and provides to the customer.
 - **NOTE:** A Registration Certificate is only provided to the customer if processed via a full service EVR location. For transactions processed

via the EVR Lite or Limited programs, the RMV mails the Registration to the registrant.

- iii. The RMV has set two (2) indicators in the response records. The first is a field that will indicate whether or not a new decal is required (Y or N), e.g., the expiration year has changed, which will always be the case for a Renewal. 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, we will use the same process that we use for Renewals which will result in the customer receiving both a new registration document and the decal.
- b. No:
 - i. Review Error Rule and update request, as necessary.
 - ii. Return to the previous step(s), as needed, if able to complete the Registration Renewal transaction.
- c. No:
 - i. Review Error Rule and update request, as necessary.
 - ii. Return to the previous step(s), as needed, if able to complete the Registration Renewal transaction.

Transaction Process Note

RMV Registration records are recorded by the period. For example, 123ABC is effective from 4/1/2018-3/31/2020. This period has a unique Registration Key. When the registration is renewed, it will have a new period of 4/1/2020-3/31/2022 and a new Registration Key. To view the new registration period, inquire using the new Registration Key.

NOTE: The GetVehicleRecordByRegistration and all of the GetVehicleRecordBy* inquiries include a **Registration Renewal Exists Indicator**. When this indicator is set, it means the registration has been renewed and that a new registration period that has a future start date exists.

Appendix

Appendix A: Registration Status Hierarchy Table:

Order	Registration Status
1	VRGFRC - Active
2	STLNP - Stolen Plate
3	VRGREV - Revoked
4	VRGSUS - Suspended
5	VRGSWP - Swapped
6	VRGINA - Inactive
7	VRGCAN - Cancelled
8	VRGEXPNRN - Expired Non-Renew
9	VRGNRN - Active Non- Renew
10	VRGVAL - Active
11	VRGEXP - Expired
12	NONE - None

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.)