Request for Re-Authorization

Registry of Motor Vehicles · EVR Program
P.O. Box 55889 · Boston, MA 02205-5889
E-Mail - MassDOTEVRReauths@dot.state.ma.us

Instructions

This form is used when an Authorized User's password expires, or an Authorized User needs additional access for central processing purposes. If your password is expired and you have processed a transaction within the last 120 days, please complete this form and e-mail it to MassDOTEVRReauths@dot.state.ma.us. **This form is required to be signed by the Dealer Principal, Comptroller, or EVR Supervisor.**

- If this is a location transfer, please complete Section A with your new location and Section B.
- If this is for an expired password, please complete Section A with your current location and Section B
- If this is for additional access, please complete Section A with your current location and Section B with your additional location listed
- If this for Service Provider Change, please complete Section A with your current location and Section B

Service Type

Reason for Request: ☐ Location Transfer ☐ Expired Password ☐ Additional Access ☐ Service Provider Change

A. Agency Information

Service Provider (check one) ☐ CVR ☐ DDI ☐ VITU ☐ Boston Software ☐ Copart ☐ eDealerServices

Date	Dealership/Agency	CMF (If Applicable)

Address Street City State Zip Code

Telephone Number	Fax Number

B. Authorized EVR User Information

Name	Last Four Digits of SSN

Email	Driver License Number

Additional Access Locations (If Applicable)

Additional Access Locations (If Applicable)

Prior Location (If Applicable)

Previous Service Provider	New Service Provider

Signatures

Statement of Authorized User

I understand that if my password expires 3 times in a calendar year, I will not be permitted to continue as an Authorized User on the EVR Program.

Signature of Applicant Date

Statement of Authorized Dealer/Agent Representative

I understand that if an Authorized User's password expires 3 times in a calendar year, they will not be permitted to continue as an Authorized User on the EVR Program. All Authorized End Users should process work on a regular basis to keep their password in an active status.

Applicant's Supervisor Signature

Print Name Position