



Electronic Vehicle Registration (EVR)

Title Add Registration

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Change	Description	Date Updated/Version Number
Clarifications for Title Add Registration Processing	Information has been added to clarify the Title Add Registration processing: Title Statuses allowed for processing, full list of updates allowed during processing, clarifying EVR Traditional and Lite processing, clarification regarding Trailer Plate fee pro-ration, and documents provided/printed for customers.	02/08/2022 – V2.0
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 – V3.0
References Section	Updated hyperlinks in document and References section to new Business Partner website on Mass.gov.	04/23/2024 – 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 3, Title Add Registration. This generally reflects the instance where a vehicle was Titled first and then, at some later time, the owner now wants to put the vehicle on the road and obtain a registration for it. In these circumstances, one uses the Title Add Registration transaction. Note that the current owner and proposed registrant(s) have to be one and the same. If they are not, then process a New Registration and Title transaction. In addition, the current Title has to be a Massachusetts Title.

NOTE: The Title Add Registration transaction is also used to Reactivate a cancelled plate by using the “reactivate” option within the transaction. The exception is trailers that do not have a Title; generally, these are trailers with a registered weight of 3000 pounds or less. If a trailer fits this criterion and you want to Reactivate the registration, use the Registration Only transaction with the “reactivate” option. For more information on Plate Reactivation transactions, see the [Plate Reactivation and Reassignment](#) documentation.

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 Title Add Registration 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.

Title Add Registration Transaction Process

Follow the steps below to process a Registration Only. This transaction is only permitted when the current Title Status is **Active** or **Title in Progress**. This flow is very close to a New Registration and Title Transaction:

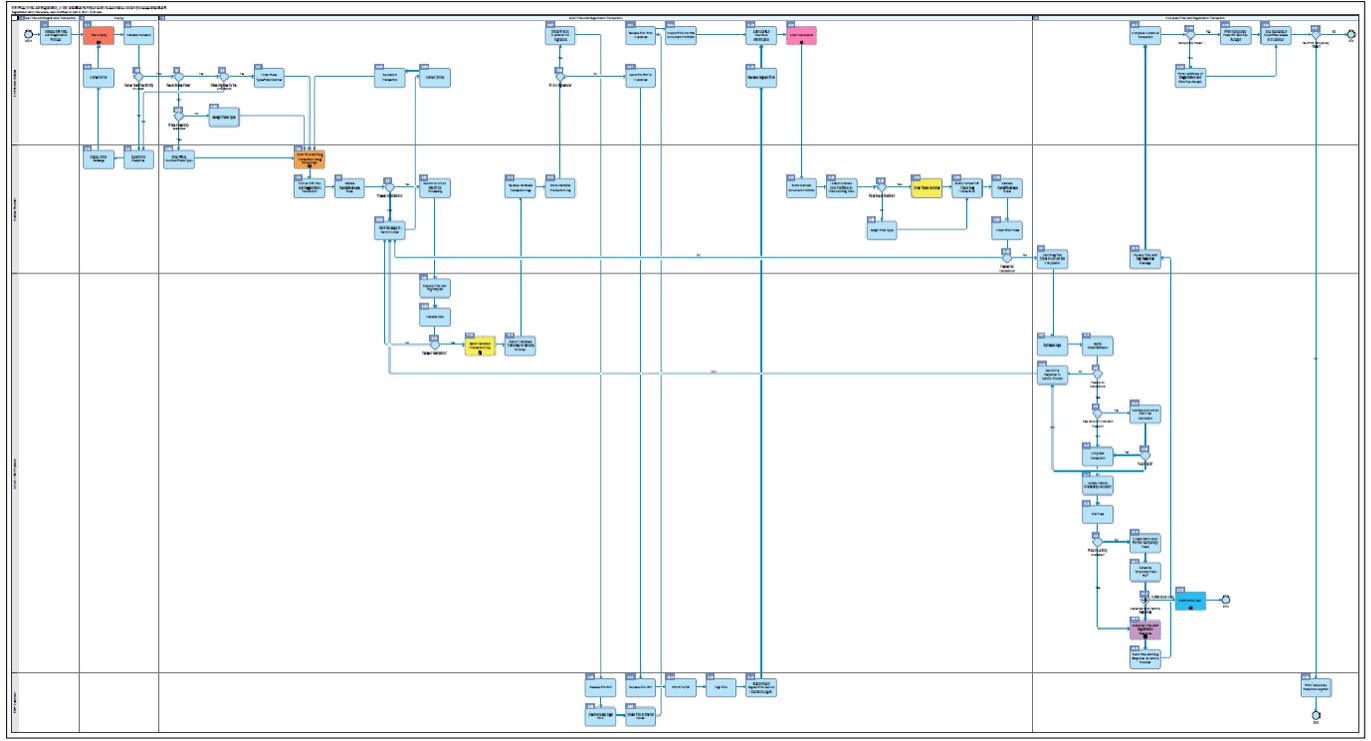
1. Search and find the Titled vehicle by VIN or Title Number. Retain the ATLAS Title Key.
2. Since the current owner(s) and proposed registrant(s) must be the same, there is no need to search for the registrant. The transaction does provide the option to change the address of an owner that is an individual. Address changes for business entity owners must be undertaken by the FID/Business Entity Unit.
 - Updates that are permitted within the transaction are:
 - Registered Weight
 - USDOT Number (for vehicles over 10,000 lbs.)

- Primary and Secondary Color
 - Insurance Information
 - **NOTE:** Self-Insured vehicles cannot be processed via EVR.
 - Garaging Address
 - Additionally, the following updates can be made within the transaction for individual/non-business entity owners:
 - Individual Residential Address
 - Individual Mailing Address
 - **NOTE:** Since a Title Record was created by a prior transaction, any information pertinent to the Title would have occurred at that time. This means Title-specific data such as lien/lienholder, owner, odometer reading, make, model, etc., are not permitted to be updated during this transaction.
3. The Individual EVR Participant electronically enters the information required to submit an EVR request to validate the Title Add Registration request. This is accomplished by completing the RTA Form electronically and subjecting the entries to all of the RMV edits. (The RTA Form has an option for Register a Previously Titled Vehicle; the form does not have a Title Add Registration section.) In addition, 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 returns 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 (which is unusual), they send a copy of the signed [Registration and Title Application \(RTA\) Form](#) along with a copy of the existing Title Record 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. No sales tax is due on a Title Add Registration transaction, as it was paid when the vehicle was Titled.
 7. The Individual EVR Participant scans and tags the Inquiry that they are required to run prior to processing the transaction, the RTA Form, and all 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 [Business Specifications](#) in the **Paperwork Collection and Retention** section.
 - **NOTE:** The [Reactivation Certification for EVR](#) is required when a plate is being reactivated. This completed form should be included with the scanned documents and tagged as Other.
 8. The Individual EVR Participant issues or Reactivates the Registration Plate as follows:
 - a. If this is a plate reactivation, select this function and move on to [step #9](#). Otherwise, continue to [step #8b](#).
 - b. If the physical plate is in inventory, select and assign the plate.
 - **NOTE:** All trailers expire in November. Trailers registered on or after September 1 will be pro-rated.

- 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.
 - When the transaction is processed, ATLAS assigns a twenty (20) calendar day Temporary Plate number. This plate number is random and does not reflect the final plate number. ATLAS also creates 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 that reflects the new plate number.
9. The Permit Holder processes the transaction (ProcessRegistrationTitle) and collects the registration fees (including any special plate fees).
10. The Permit Holder prints and provides the registrant/customer with the following documents:
 - **EVR Traditional:** If from physical inventory, the Permit Holder provides the Certificate of Registration, the RMV Fee Receipt, and the applicable year decal.
 - **Reactivations:** EVR Traditional Permit Holders provide the Certificate of Registration, RMV Fee Receipt, and the applicable year decal. EVR Lite Permit Holders provide the Certificate of Registration, RMV Fee Receipt, and EVR Lite Decal Receipt.
 - **Inventory:** If the plate is being centrally distributed (not in inventory), the Temporary Plate, Temporary Registration, and the RMV Fee Receipt are generated, and the Temporary Plate sleeve also must be provided.
 - **NOTE:** If the registrant/customer is receiving a Temporary Registration, the Certificate of Registration reflects the temporary twenty (20) day registration number. This registration form and the Temporary Plate is also available on [myRMV](#) to be reprinted for as long as the temporary is Active. The registrant can also request an extension of the Temporary Registration in the instance where they have not yet received the permanent Certificate of Registration.
11. The vehicle registration is complete. State law requires all vehicles to undergo a safety and emissions inspection within seven (7) calendar days of registration.

Appendix

Appendix A – Title Add Registration 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.)