



Electronic Vehicle Registration (EVR)

Title Only

MassDOT – RMV Division
Commonwealth of Massachusetts
25 Newport Ave., Extension
North Quincy, MA 02171

COPYRIGHT

This document is the property of Massachusetts Department of Transportation, Registry of Motor Vehicles (RMV) Division. This information cannot be copied or used by any other agent without the granted permission of the MassDOT – Registry Division.

Table of Contents

Introduction.....	3
Title Only Transaction Process.....	3
Appendix	5
References	5

Change Log

Change	Description	Date Updated/Version Number
Removed DRAFT notation/watermark	Document is no longer in draft status; transaction is in production.	06/27/2023 – V1.0
References Section	Updated hyperlinks in document and References section to new Business Partner website on Mass.gov.	04/19/2024 – V2.0

Introduction

The Massachusetts (MA) 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 Only transactions. This process occurs when the customer is titling a vehicle that is "new" to them. The Title Only Process, as implemented in Massachusetts, is outlined in the sections below.

NOTE: If a vehicle that has a **Title Type** of **Salvage** is sold, the transaction to record that sale is called a Title Only (for a Salvaged vehicle) transaction and can only be performed at a Service Center. This differs from the Title Only (not for a Salvaged vehicle) transaction, which is permitted to be processed via EVR.

For a complete overview of this process, view the following:
[Appendix A - Salvage Title/Title Only Workflow](#)

Title Only Transaction Process

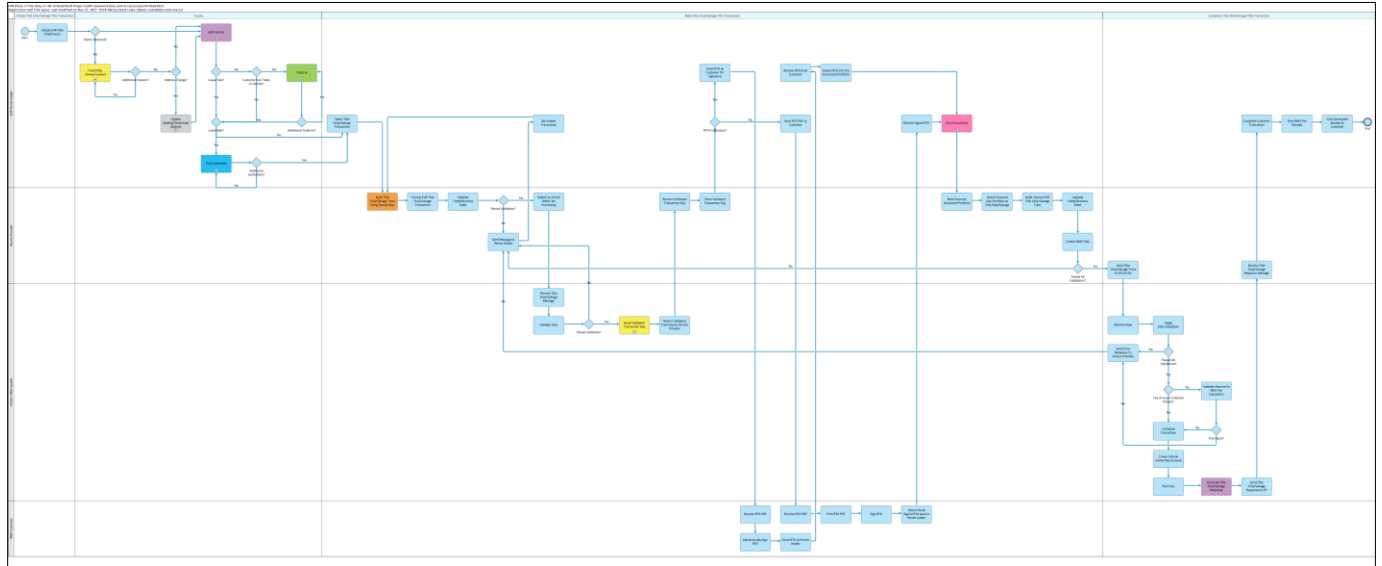
Follow the steps below to process a Title Only transaction.

1. Search and find the proposed owner(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 Title Only transaction.
2. Search for the specific vehicle. If the vehicle is found, retain the ATLAS Vehicle Key. If not found, provide the complete vehicle description.
3. Select either a Casual Sale or a Dealer Sale transaction.
4. Build the Title Only transaction using stored Keys. This reflects the step where the Service Provider constructs the Titling transaction using the following Keys:
 - **Vehicle:** Optionally, the Vehicle Key for a vehicle that is already on ATLAS. This includes when the vehicle is previously Titled in MA.
 - **NOTE:** For new vehicles, the Manufacturer's Suggested Retail Price (MSRP) entry is required.
 - **Previous Title:** Optionally, the previous Title Key for a vehicle that was previously Titled on ATLAS.
 - **NOTE:** It is highly likely that for a vehicle that is on ATLAS, there is both a Vehicle Key and a Title Key. This is not always the case, especially for trailers, and older vehicles.)
 - **Title Brands:** If applicable.
 - **Ownership:** The Ownership Keys that reflect the proposed owners of the vehicle
 - **Lien:** If there is a lienholder present, it must be entered. If there is a one-to-many liens present, the Lienholder Key(s) must be presented for each lien.
 - **Acquisition:** Purchase and Sale information (if applicable).
 - **Sales and Use Tax:**
 - **Sales Tax Exemption:** Indicator must be set to **Y** (yes)
 - One of the following **Sales Tax Exemption** codes must be added:
 - E - Exempt Organization

- F - Family Transfer
 - G - Gift
 - I - Inheritance
 - O - Even Trade
 - P - Disabled
 - Q - Tax Previously Paid to MA
 - S - Sales/Use Tax Paid to Other State
 - For additional details, review [Appendix A - RTA Form Scenarios Section J](#).
5. The RMV will validate the information as submitted and if everything validates, return a Validated Transaction Key to Service Provider. The Service Provider must retain this Key to finalize the Title Only transaction. If there are problems or issues with the validation, the RMV will return one-to-many errors. Some of the specific errors for a Transaction are noted below:
6. Document Scanning:
- a. Tag and scan the previous Title.
 - b. Tag and scan the [Registration and Title Application \(RTA Form\)](#).
 - c. Tag and scan the Sales Tax Exemption Form, e.g., [MVU-29](#), [MVU-24](#), [MVU-26](#), [MVU-27](#), [MVU-29](#), [MVU-33](#), [ST-2](#), as applicable.
 - d. Tag and scan all other supporting documents as **Other**.
7. Process the Title Only transaction and collect the applicable fee(s). Print the RMV Fee Receipt to provide to the customer.
8. The Title Only process is complete.

Appendix

Appendix A – Salvage Title/Title Only Workflow (Includes Title Only Process):



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.)