

RTA and Insurance Verification Policy Update

[More Info on RMV](#)[View this email in your browser](#)

Effective January 1, 2023 - New Policy Registration and Title Application (RTA) & Insurance Certification Expectations for Completion and Acceptance

Dear Business Partner:

The Massachusetts Registry of Motor Vehicles (RMV) is announcing **effective January 1, 2023** a new **Registration and Title Application (RTA) and Insurance Certification Policy**

Please share the **new policy** and information below with your colleagues.

Update

To ensure **RTAs** are completed and processed properly and that vehicles are lawfully registered and titled - the RMV, its business partners, and other agents or entities authorized to process Registration and Title transactions on the behalf of the RMV:

- Must ensure that all information on the RTA matches the information on the Certificate of Title or Certificate of Origin.
 - If any information does not match, the RTA is not acceptable and a new application is required.
- Shall not, under any circumstances, fill in missing information on the RTA on behalf of the customer when processing the RTA or conducting a transaction on behalf of the RMV.
 - Business partners may ask the customer to fill in any missing information. It is acceptable for the customer to hand write missing information on an RTA that is partially typed.

Note: Incomplete RTAs dropped off by runners for processing by the RMV may be rejected.

Insurance Certification

Insurers must require that the RTA is completed fully, accurately, and in adherence to the [RTA Instruction Guide](#) **before** certifying insurance in Section K of the RTA.

Either of the following two options are acceptable for applying the Insurance Certification:

Option 1 - Insurance Stamp

- An insurance stamp can be applied to the RTA Form by either:
 - Electronic "stamp" or
 - Physical rubber stamp
- **Electronic "Stamp"**
 - If the electronic option is used, the field for the insurance stamp **must** meet the following criteria:
 - Insurance company name is printed on the stamp horizontally.
 - Include the following information:
 - Agency name, company representative's name, location, or producer code printed horizontally (when applicable).
 - Three-digit insurance company code printed on the stamp vertically.
 - Authorized representative's signature line either printed or manually signed.
 - Information must fit within the space provided on the RTA Form.
- **Sample Acceptable Insurance Stamps**

USAA CASUALTY INSURANCE COMPANY TEXAS BY <u>MC NOLEN</u> 943	USAA CASUALTY INSURANCE COMPANY TEXAS BY <u>MC Nolen</u> 943
THE COMMERCE INSURANCE COMPANY DOWLING & O'NEIL INSURANCE AGENCY INC # J45 BY <u>Adam Smith</u> 279	AMICA MUTUAL INSURANCE COMPANY BY <u>John Adams</u> 354 PRODUCER # 123456

Option 2 - Standalone Insurance Certification

[Subscribe](#)[Past Issues](#)[Translate ▼](#)

- Standalone Insurance Certification:

Can be combined with the RTA Form to serve as the certification from Section K of the RTA and must contain the:

Vehicle Identification Number (VIN) of the insured vehicle;

- Name and driver's license number, or;
- Federal Identification (FID) Number of the primary owner.

- **Sample Standalone Insurance Certification**

  Registration and Title Application Insurance Verification Supplement	
Insurance Information	
K1. Insurance Company THE COMMERCE INSURANCE COMPANY	
K2. Insurance Code 279	K3. Effective Date of Insurance 09/01/2020
K4. Self Insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	K5. Policy Change Date
<div style="border: 1px solid black; padding: 5px;"> <p>The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle herein before described for a period at least coterminous with that of such registration under a motor vehicle liability policy, binder or bond which conforms to the provisions of general laws, Chapter 175, Section 113A, and that the premium charge and classification on the effective date of registration are as established by the commissioner of insurance under Chapter 175, Section 113B, 113H and Chapter 175E.</p> <div style="display: flex; justify-content: space-between;"> <div> THE COMMERCE INSURANCE COMPANY CVB AGENCY INS. By: _____ AGENT NAME </div> <div style="border: 1px solid black; padding: 2px;">279</div> </div> </div>	
Insurance Company's Authorized Representative's Signature	
This page serves as a supplement to the Registration and Title (RTA) Application, Section K. Insurance Verification for the below:	
Vehicle Identification Number (VIN) from B1: 15UZZR0C5OF092790	
1st Owner's Name (Last, First, Middle) from D2: Doe, John, James	
Driver's License Number / ID# / SSN from D4: S1234567	

RTA questions?

- Refer to the [RTA Instruction Guide](#)
- Go to the Business Partner website and stay up to date with "[What's New](#)" including the new [Registration & Title Application \(RTA\) and Insurance Certification Policy](#).

Stay Connected!

- For the latest RMV updates and information, follow the RMV on Twitter [@MassRMV](#)
 - Not on Twitter? By joining, you can easily retweet posts to support safe driving and roadways throughout Massachusetts

Thank you for your continued partnership.



Massachusetts Registry of Motor Vehicles

The Registry of Motor Vehicles credentials and delivers driver, non-driver, and vehicle services. We are also responsible for making sure all drivers, as well as the vehicles on our roadways, are safe and fit to operate.

For your protection, please do not email personal information (e.g., Social Security Number, Credit Card Numbers, Passwords).

Subscribe

Past Issues

Translate ▼



Copyright © 2022 RMV Communications, All rights reserved.

List created from Security list of contacts

Our mailing address is:

RMV Communications
25 Newport Avenue Ext
Quincy, MA 02171-1748

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).