



Non-EVR Dealership Electronic Vehicle Certificate of Title (E-Title) Processing Job Aid

Overview

- An E-Title is an electronic version of a Massachusetts Vehicle Certificate of Title — the official record of who owns a vehicle (no physical paper title is printed or mailed). No other documents, whether paper or electronic, detailing Motor Vehicle ownership history shall constitute a Certificate of Title.

An E-Title is generated *only* under two conditions

- Customer Request: The owner intentionally converted their physical paper title to an E-title.
- An E-Title Transfer Casual Sale: The vehicle was sold through an [Electronic Title Transfer transaction](#).
 - The most recently issued title is the only valid title for the vehicle. Whenever a replacement title is issued, regardless of format (E-Title or paper), all previously issued titles are void and invalid.

Replace/Convert Your MA Certificate of Title

The [Replace/Convert Your MA Certificate of Title](#) application has been created to support title conversion transactions.

- This application should be used to convert a Paper title to an E-Title or an E-Title to Paper
 - Application can also be used for duplicate paper title requests.
- Dealers are **not required** to update their Dealer Management Software (DMS) at this time to integrate the new application form.
 - **NOTE:** The [Duplicate Title Application](#) form can still be used to convert E-Title to paper title and will be accepted until the second phase of E-Titles goes live in Spring 2027

Verifying Title Status and Method

- The only accurate and updated way to check the vehicle's title status is to visit the official Mass.gov website [Title and Lienholder Status](#).
 - Title format will be electronic –E-Title
 - If a vehicle has been sold through the E-Title Transfer, the vehicle will be marked as sold.
- Dealership staff should encourage the use of online services to customers.
 - To convert a E-title to a paper Title, the customers can process this transaction online via myRMV or in person at an RMV Service Center.
 - The conversion transaction allows for an Alternate title mailing address to direct the paper title to be mailed to your location.



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Accepting a Trade-In or Purchasing a Vehicle with an E-Title

If the dealership is purchasing a vehicle or a customer is trading in a vehicle that has an E-Title, the E-Title must be converted to a paper title for dealer purposes. Follow the same process, paperwork and steps in place today for replacing a lost paper title.

1. Check the vehicle title status on mass.gov, Title and Lienholder Status , to confirm vehicle ownership and title and method.
2. Customer and dealer complete the [Application for Dealer Reassignment of Title \(DRT-1\)](#).
3. Complete either a [Replace/Convert Your MA Certificate of Title](#) application or an Application for Duplicate Certificate of Title.
 - o The Replace/Convert Your MA Certificate of Title form should be used when an incoming title has been identified as an E-Title.
 - **NOTE:** [The Duplicate Title Application](#) form can still be used to convert E-Title to paper title and will be accepted until the second phase of E-Titles goes live in Spring 2027.

Service Center-Business to Business (B2B)

If Completing the E-Title to Paper conversion transactions at a Service Center, the following paperwork is required:

- Copy of the DRT1
- Original Replace/Convert Title Application or Duplicate Title App to convert E-Title to Paper Title
- Include a check or money order payable to MassDOT for \$25.00
- Complete a B2B drop off form or use the B2B tracker to track completion of dropped transactions.

References

[Application for Duplicate Certificate of Title](#)
[Replace/Convert Your MA Certificate of Title Form](#)
[Registration and Title Application \(RTA Form\)](#)
[B2B Service Center Cover Sheet](#)
[Business to Business \(B2B\) Service Center](#)
[Application for Dealer Reassignment of Title \(DRT-1\)](#)