



# Non-Resident Short-Term Registration Transaction Checklist for Dealers

Please provide the following documents to your customer for walk-in service at an RMV location if you are not using the RMV's B2B services to register a vehicle bought by an Out of State (OOS) resident.

## What Needs to be Provided to the Service Center?

- Completed RTA Form
- Completed Non-Resident Short-Term Registration Standalone Insurance Certificate
- Title (and any applicable titling documents, e.g., DRT-1) or Manufacturer Certificate of Origin
- Purchase and Sales Agreement
- Identification Documents (follow RMV Identity Requirements for Registration) for any owners listed on RTA Form
- Proof of Trade-In Vehicle (If applicable)
- Completed MVU-33 Affidavit in Support of a Claim for Exemption from Sales or Use Tax for a Motor Vehicle Transferred to a Disabled Person (If applicable)
- Proof of FID for an Out of State Business (acceptable proof of FID includes 147C, CP575, or Form 2180, all issued by the Internal Revenue Service (IRS) issued within the last two (2) years, and proof of business in their State [equivalent to MA Secretary of the Commonwealth])

## What Does the Customer Receive Back from the Service Center?

- Short-Term Non-Resident Temporary Registration
- Short-Term Non-Resident Temporary Plate
- Temporary Plate Sleeve
- RMV Fee Receipt
- Short-Term Non-Resident Registration Information Sheet
- Supporting Documents such as Title, Manufacturer Certificate of Origin, and Purchase and Sales Agreement