NEW Registration and Title Application Instruction Guide

This guide is meant to assist customers and business partners with the completion of the Registration and Title Application (RTA). The RTA form should be used for the following transactions:

- Register and title a vehicle
- Transfer plate to a new vehicle
- Reinstate a registration
- Apply for a salvage title
- Apply for a title only
- Apply for a registration only
- Transfer a plate between two vehicles
- Register previously titled vehicle
- Title previously registered vehicle
- Transfer vehicle to surviving spouse
- Change plate on existing vehicle with no amendments
- Renew a registration
- Amend a registration

Information Required

Trim – The trim level is a version of the vehicle model, which defines the different features and options (e.g. SL – Standard Level, LE – Luxury Edition) that will be collected to determine accurate vehicle value.

Owner ID Requirements – A customer must select and provide proof of the identification document being used for registration purposes. See Section 4 of the instructions for additional detail.

USDOT Number and TIN – Motor carriers with vehicles that fall into the categories listed in Section 6 of these instructions were required to obtain a USDOT number under 540 CMR 2.22 (2). The Tax Identification Number (TIN) is either the motor carrier’s federal identification number or SSN.

Garaging Address – A full garaging address (e.g. street, city, state, zip) will be collected rather than just the city/town to improve excise billing practices. This is the address where the vehicle is physically located or garaged overnight.

Purchase Information – The answers to the series of questions in this section of the application will be used to determine the sales tax amount due and whether it is required in situations where the vehicle registration/title is being converted to MA from another state.

Visit mass.gov/RMV for a fillable version of this form and for additional information about the documentation required to process Registration and Title transactions.
Follow through instructions to all sections chronologically to complete the application.

A. Service Type
Select the service you want to process and identify any information you wish to amend. The transactions are listed in the I Want To area of this section. If you select a transaction with an asterisk (*) next to it you must enter the existing plate type and number above.

I Want To:
- Register and title a vehicle - Select this to apply for new plates and title a newly obtained vehicle. Complete Sections A-M.
- Transfer plate to a new vehicle - Select this to transfer an existing plate to a newly obtained vehicle with the same owner(s). Plate Type and Plate Number must be entered in Section A. Complete Sections A-M.
- Reinstate a registration - Select this to pay an outstanding reinstatement fee. This transaction may require an Insurance Stamp. Complete Sections A, B, D or F, E if leased, G, K and M.

Transactions/Amendments in **bold** require an insurance stamp.
Non-bolded transactions may require an insurance stamp.
Transactions with * require plate type and number above.

<table>
<thead>
<tr>
<th>A. Service Type</th>
<th>I Want To:</th>
<th>B. Vehicle Information</th>
<th>C. Title Information</th>
</tr>
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<tbody>
<tr>
<td>Select the transaction to be performed.</td>
<td>Register and title a vehicle</td>
<td>B1. Vehicle Identification Number (VIN)</td>
<td>C1. Vehicle Condition</td>
</tr>
<tr>
<td></td>
<td>Transfer plate to a new vehicle*</td>
<td>B2. Body Style</td>
<td>C2. Previous Title Issue Date (MM/DD/YYYY)</td>
</tr>
<tr>
<td></td>
<td>Reinstate a registration*</td>
<td>B3. Registration Type:</td>
<td>C3. Previous Title Number</td>
</tr>
<tr>
<td></td>
<td>Apply for a salvage title</td>
<td>B4. Color(s):</td>
<td>C4. Title Type:</td>
</tr>
<tr>
<td></td>
<td>Apply for a title only</td>
<td>B5. Year Make Model</td>
<td>C5. Primary Salvage Title Brand:</td>
</tr>
<tr>
<td></td>
<td>Apply for a registration only</td>
<td>B6. Transmission Type:</td>
<td>C6. Clear Salvage</td>
</tr>
<tr>
<td></td>
<td>Transfer a plate between two vehicles*</td>
<td>B7. Number of Cylinders / Passengers / Doors</td>
<td>C7. Theft</td>
</tr>
<tr>
<td></td>
<td>Transfer previously titled vehicle</td>
<td>B8. Fuel Type:</td>
<td>C8. Prior Owner Retained</td>
</tr>
<tr>
<td></td>
<td>Title previously registered vehicle*</td>
<td>B9. Odometer (Miles):</td>
<td>C9. Owner Retained</td>
</tr>
</tbody>
</table>
A. Service Type cont.

- Apply for a salvage title - Select this to apply for a Salvage Title. Complete Sections A-J, L and M.
- Apply for a title only – Select this to apply for a title with no registration issued. Sales tax may be required. Complete Sections A-J, L and M.
- Apply for a registration only - Select this to apply for a new plate when no title is required (e.g. trailers less than 3000 lbs or for a Dual Registration). Complete Sections A-B, D-G and I-M.

NOTE: Dual Registration is when motor vehicles or trailers registered in another state need to be registered in MA under the dual registration concept (MGL Chapter 90, Section 3) and display plates from both jurisdictions (as required in MGL Chapter 90, Section 6). This applies to vehicles that meet all of the following conditions:

- Owned by nonresidents
- Registered in another state
- In the possession of, or under the control of, MA residents for more than 30 days (not necessarily consecutive) within a calendar year period

- Transfer a plate between two vehicles - Select this to transfer an existing active plate to another vehicle that is currently titled to the same owner. Complete Sections A-B, D-G and I-M.
- Register a previously titled vehicle - Select this to add a plate to a vehicle that is currently titled to the same owner. Complete Sections A-B, D-G and I-M.
- Title a previously registered vehicle – Select this to apply for a new title on a vehicle that has been previously registered without a title. This transaction may be common on smaller trailers where the gross weight is increasing. Complete Sections A-J and L and M.
- Transfer vehicle to a surviving spouse – Select this when vehicle ownership is transferred to a surviving spouse. The Surviving Spouse transaction is available for passenger vehicles only. If using existing plate, please provide Plate Type and Plate Number in Section A. The Affidavit of Surviving Spouse form and a death certificate must be submitted with this transaction. Complete Sections A-M.
- Change plate on existing vehicle with no amendments – Select this to change the existing plate to a new plate with no amendments. Please provide Plate Type and Plate Number in Section A. If changing to a commercial plate or School Pupil plate, the Total Gross Weight must be recorded in B12. If changing to a Livery or Bus plate, complete B10 and B11. Complete Sections A, B, D or F, E if leased, G, K and M.
- Renew a registration - Select this to renew a registration. Insurance Stamp may be required if the insurance policy record has not been submitted by the insurance carrier. The following fields can be changed during the renewal: weight, seats, passengers, garage address, color, residential address, mailing address and insurance company. Complete Sections A, B, D or F, E if leased, G, K and M.
- Amend a registration – Select this to amend information on your Certificate of Registration, including changing your plate. Select the information you are changing and enter the new information in the appropriate section as indicated. Complete Sections A, B, D or F, E if leased, G, K and M.

B. Vehicle Information

Sections B1 – B8 - Required for all transactions.

B3 – Registration Type – When selecting trailer as the registration type, use the Other area to write either Commercial or Personal. NOTE: When selecting Camper, if powered, check Camper in B3. If not powered, check Camper and Trailer in B3 and do not complete B7, B8, and B9.

B4 – Color(s) – Up to two colors may be selected for a multi-color vehicle. If selecting two colors, indicate colors by marking the color box with a 1 for primary and a 2 for the secondary color.

B5 – Trim – The trim level is a version of the vehicle model, which defines the different features and options. (e.g. SL – Standard Level, LE – Luxury Edition)

B7 - Passengers - For all “For Hire” vehicles or 7D the number of passengers is the total number of seats Including the driver and must match the seat capacity in B11.

B8- Fuel Type - “Other” options include Compressed Natural Gas, Convertible, Electric and Diesel, Electric and Gas, Ethanol, Flexible, Hydrogen Fuel Cell, and Methanol.

B9 Odometer - Enter odometer in miles only. All other units must be converted to miles.

B10 - If registering a Bus, choose the correct type/use. If choosing DPU, you must submit a valid DPU Certificate.

B11 - Enter the maximum seating capacity including the driver, for all “For Hire” vehicles or 7D. The fees are based on the total number of seats and will be used to calculate the registration fees.

B12 - Total Gross Weight (TGW); also known as Registered Weight (RW) – Enter the total gross (full/laden) weight of commercial vehicles or trailers. The TGW/RW cannot exceed the Gross Vehicle Weight Rating (GVWR), which is the maximum weight set by the manufacturer.

C. Title Information

Field C1 - Select New or Used. If New is selected, leave the rest of the fields blank.

C2 – C4 - Required for vehicles selected as Used in C1.

C5 - Primary Salvage brand- Only required for a Salvage Title.

C6 - Secondary Salvage brand- Only required for a Salvage Title.

D. Owner Information (1 and 2)

Complete this section for all transactions that have individual owners. Up to two people can be listed as owners.

D1 - Select the Owner Identification Requirement being provided for registration purposes. By law (M.G.L. c.90 § 2) a ‘natural person’ applying for a vehicle registration must provide at least one (1) of the following:

- Unexpired Massachusetts Driver’s License or Massachusetts ID Card Number – Number will be verified by the RMV.
- Unexpired Out-of-State (OOS) Driver’s License - Physical license required if in-person. If owner is not physically present, a color copy of the front and back of the license is required.
- Your Social Security (SSN) Card - Physical SSN Card must be presented. The card cannot be laminated.
- Proof of lawful presence - Must present one of the documents listed on mass.gov/ID

D4, D6, & D8 - Enter the number, state/territory/Canadian province and expiration of the identification document that is selected in D1.

NOTE: The RMV reserves the right to attempt to verify any representations or documents the customer has provided in this Section. Whoever knowingly makes any false statement in an application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations.

D9 & D18 - Enter owner’s email address (optional)

D5 & D14 Residential Address - The residential address is where the owner resides. The residential address must be a MA address. If there are two owners, the residential address that displays on the registration will be Owner 1.

D7 & D16 Owner Mailing Address - Enter the mailing address if it is different from the residential address. If there are two owners, the mailing address that displays on the registration will be Owner 1. Registration related documents (I.E., the registration, suspension/revocation notices, excise tax bills etc.) will be mailed to the residential address unless a different address is entered in the owner 1 mailing address fields.

E. Lessee Information/In Custody of

E1 - Complete this section if the vehicle is leased or if the vehicle is owned by a non-resident, but in custody of a Massachusetts resident. List the Lessee License, ID, or SSN. If Lessee is a business, list the business FID. Complete the section by listing the lessee name and address.

E4 - If there are two lesses, complete the 2nd lessee information. The lessee information must match Purchase and Sales Agreement. Up to two lessees can be listed.
F. Business Owner Information

6. Enter business email address (optional).

G. Garaging Address

G1. Address where vehicle is primarily garaged.

H. Lienholder Information

If the vehicle is financed, enter the financial institution’s name and address. If the lienholder code is unknown, leave blank.

I. Sales or Use Tax Schedule

I1. When the vehicle is purchased from a licensed motor vehicle dealer, the dealer must complete this section.

I2. The vehicle is purchased directly from an auction, the sale price including buyer’s premium must be entered. The Dealer must also complete the Sale by Licensed Motor Dealer and Authorized Dealer Signature in Section I1.

I3. When the vehicle is purchased from another state, the dealer must complete this section.

I4. When the vehicle is tax exempt this section is completed by the RMV.

J. Purchase Information

J1. The date of purchase for the vehicle being registered/titled must be entered in this section.

J2-J5. This section must be completed when a person is converting their vehicle from out of state to MA.

K. Insurance Information

K1, K2, K3 and K5 - This section is to be completed, signed and stamped by a Massachusetts authorized insurance agency or company. Proof of insurance is required on all transactions with the exception of Salvage Title and Title Only. Proof of insurance MAY be required on renewals, plate reinstatements, and some amendments. The insurance stamp is valid for 30 days.

K4. Self-Insured - This section must be completed for all self-insured vehicles. There are 3 instances where self-insured is acceptable: 1) Customer posts a bond with the US Treasurer’s Office, 2) The entity is a State or Municipal office, or 3) The entity is a utility company. The Treasurer’s Office will issue a Treasurer’s Certificate, which must be submitted at the time of the transaction to register the motor vehicle.

K5. Policy Change Date - This section must be completed with the later of 1) the date the vehicle was added to the policy or 2) the date the RTA is stamped.

L. Seller Information

L1. Sold to: Name (Print)

L2. Address Apt. # City State Zip Code

M. Certification and Signature of Applicants

All owners are required to sign and date this application.