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 transaction to be performed. Provide the plate number below if applicable.

<table>
<thead>
<tr>
<th>Plate Type</th>
<th>Plate Number</th>
</tr>
</thead>
</table>

I Want To:

- 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
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Select the information to be amended. Enter new information in the section indicated.

- Registration Type (B 3.)
- Address (D, E or F)
- Color (B 4.)
- Lessee (E)
- Fuel Type (B 8.)
- Garaging Address (G)
- Total Gross Weight (B 12.)
- Insurance (K)
- Other:
- Name (D or F)
- VIN (B 1.) For vehicles with no MA Title

B. Vehicle Information

<table>
<thead>
<tr>
<th>B1. Vehicle Identification Number (VIN)</th>
</tr>
</thead>
</table>

B3. Registration Type: Passenger Commercial Bus Livery Camper Taxi Motorcycle Semi-Trailer Other

B4. Color(s): Black White Brown Blue Yellow Gray Purple Green Orange Red Silver Gold

B5. Year: Make Model Model Year Trim


B7. Number of: Cylinders Passengers Doors

B8. Fuel Type: Gas Electric Propane Diesel Hybrid Other

B9. Odometer (Miles)


B11. If carrying passengers for hire, enter max seating capacity

B12. Total Gross Weight (Laden) Cannot exceed GVWR

C. Title Information

<table>
<thead>
<tr>
<th>C1. Vehicle Condition: New Used</th>
</tr>
</thead>
</table>

C2. Previous Title Issue Date (MM/DD/YYYY)

C3. Previous Title Number

C4. Title Type: Clear Salvage Reconstructed Theft Prior Owner Retained Owner Retained Repairable Parts Only

C5. Primary Salvage Title Brand

C6. Secondary Salvage Brand(s)

C7. Previous Title State

C8. Previous Title Country

D. Owner 1 Information

<table>
<thead>
<tr>
<th>D1. Select Owner(s) Identification Requirement being provided for registration purposes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>D2. 1st Owner’s Name (Last, First, Middle)</th>
</tr>
</thead>
</table>

D3. Date of Birth (MM/DD/YYYY)

D4. License#: ID# SSN

D5. Residential Address Apt. # City State Zip Code

D6. State/Country of License/ID

D7. Mailing Address Same as Residential Apt. # City State Zip Code

D8. Exp. Date of License/ID Lawful Presence

D9. Email: Cell Home Work Phone

E. Lessee Information / In Custody of

<table>
<thead>
<tr>
<th>E1. 1st License #: ID #: SSN #: FID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E2. 1st Lessee or Corp/Co/Organizations Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E3. 1st Lessee Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E4. 2nd License #: ID #: SSN #: FID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E5. 2nd Lessee or Corp/Co/Organizations Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E6. 2nd Lessee Address</th>
</tr>
</thead>
</table>

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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.
1. **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.

2. **B. Vehicle Information cont.**
   - 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.

3. **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.

4. **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) or Out-of-Country (OOC) 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/country and expiration date of the identification document that is selected in D1.

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

5. **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 lessees, 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**

Complete this section for vehicles owned by a business entity or leasing company. Proof of FID is required if the business entity is not on record. Proof of FID includes 147C, CP575, or Form 2180, all issued by the Internal Revenue Service (IRS).

- **F1** – Enter business email address (optional).
- **F2** – Email ID:
- **F3** – Company/Organization/Lessor Name:
- **F4** – USDOT#:
- **F5** – TIN:
- **F6** – DBA (Doing Business As):
- **F7** – SSN if Sole Proprietor:
- **F8** – Physical Address:
- **F9** – Mailing Address:

**G. Garaging Address**

Address where vehicle is primarily garaged.

- **G1** – Address:
- **G2** – Apt.:
- **G3** – City:
- **G4** – State:
- **G5** – Zip Code:

**H. Lienholder Information**

The bank, financial institution, or private party that financed your vehicle loan.

- **H1** – Name:
- **H2** – Address:

**I. Sales or Use Tax Schedule**

- **I1** – Yes No
- **I2** – Yes No
- **I3** – Yes No
- **I4** – Yes No

**J. Purchase Information**

- **J1** – Yes No
- **J2** – Yes No
- **J3** – Yes No
- **J4** – Yes No

**K. Insurance Information**

- **K1** – Insurance Company:
- **K2** – Insurance Code:
- **K3** – Effective Date of Insurance:
- **K4** – Self Insured:
- **K5** – Policy Change Date:

**L. Seller Information**

- **L1** – Seller Name (Please Print):
- **L2** – Address:
- **L3** – Apt.:
- **L4** – City:
- **L5** – State:
- **L6** – Zip Code:

**M. Certification and Signature of Applicant(s)**

Application not complete without all required signatures.

The company signature below hereby certifies that it has or will issue or guarantee performance for the applicant here below named with respect to the motor vehicle involved. This applicant has provided the required insurance at the time of application. No insurance exists in favor of the responsible party and vehicle, and the applicant is not financially responsible for the motor vehicle. No insurance exists in favor of the responsible party and vehicle involved in the transaction, and the applicant is not financially responsible for the motor vehicle. The insurance policy issued is in the name of the applicant as recorded herein, and the policy is in effect from the date of the endorsement attached thereto. The insurance policy is in the amount of the required minimum.