This guide was developed to assist customers and business partners with the transition from the current RMV-1 and RMV-3 forms to the new Registration and Title Application (RTA). The RTA combines and replaces the RMV-1 and RMV-3 forms and 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

**Transition Timeline**

**Tuesday, November 12th – Friday, December 13th – Acceptance of Current RMV-1 and RMV-3 form**

The RMV-1, RMV-3 and new Registration and Title Application (RTA) will be accepted, regardless of the Policy Effective Date or Policy Change Date listed.

**Monday, December 16, 2019 – New Registration and Title Application Required**

Beginning on Monday, December 16, 2019 the new Registration and Title Application (RTA) will be required. The RMV-1 and RMV-3 forms will no longer be accepted as of this date.

**New 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** - Effective September 1, 2018 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 RMV will now begin collecting the USDOT number (e.g. 123456) and associated Tax Identification Number (TIN). The 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.

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 plate to surviving spouse
- Change plate on existing vehicle with no amendments
- Renew a registration
- Amend a registration

Select the information to be amended. Enter new information in the section indicated. Transactions/Amendments in bold require an insurance stamp. Italicized transactions may require an insurance stamp.

Transactions with * require plate type and number above.

B. Vehicle Information

B1. Vehicle Identification Number (VIN)
B2. Body Style
B3. Registration Type: Passenger Commercial Bus Livvy Camper
Bus 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#: Trim
B6. Transmission Type: Automatic Manual Other:
B7. Number of Cylinders / Passengers / Doors
B8. Fuel Type: Gas Electric Propane Diesel Hybrid Other:
B9. Odometer (Miles)

School Pupil/Taxi School Pupil/Livvy
B11. If carrying passengers for hire, enter max seating capacity

B12. Total Gross Weight (Laden)

C. Title Information

C1. Vehicle Condition: New Used
C2. Previous Title Issue Date (MM/DD/YYYY)
C3. Previous Title Number
C4. Title Type: Clear Salvage Reconstructed
C5. Primary Salvage Title Brand:
C6. Secondary Salvage Brand(s):
C7. Previous Title State
C8. Previous Title Country
C9. Previous Title Issue Date
C10. Previous Title Wielder

D. Owner 1 Information

D1. Select Owner(s) Identification Requirement being provided for registration purposes
D2. 1st Owner's Name (Last, First, Middle)
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. Cell Home Work Phone#

Owner 2 Information

D10. Select Owner(s) Identification Requirement being provided for registration purposes
D11. 2nd Owner's Name (Last, First, Middle)
D12. Date of Birth (MM/DD/YYYY)
D13. License/ID: SSN
D15. State/Country of License/ID
D16. Mailing Address Same as Residential Apt. #: City State Zip Code
D17. Exp. Date of License/ID/ Lawful Presence
D18. Email

E. Lessee Information / In Custody of

E1. 1st License #: ID #: SSN/ FID
E2. 1st Lessee or Corp/Co/Organizations Name
E3. 1st Lessee Address
E4. 2nd License #: ID #: SSN/ FID
E5. 2nd Lessee or Corp/Co/Organizations Name
E6. 2nd Lessee Address

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 in the Plate Type and Plate Number fields.

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.
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

B. Vehicle Information cont.

B7 - 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. The fees are based on the total number of seats and will be used to calculate the registration fees.

B12- Total Gross Weight – Enter the total gross (full) weight of commercial vehicles or trailers. The total gross weight cannot exceed the Gross Vehicle Weight Rating (GVWR) set by the manufacturer.

C. Title Information

Fields C1 – C4 -Required for all vehicles that require a title.

C5 - Primary Salvage Title 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) 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 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. 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 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).
F4 and F5 USDOT# and TIN - Required for motor carriers operating commercial motor vehicles that are:
• Engaged in intrastate commerce (business conducted solely in Massachusetts) having a Gross Vehicle or Gross Combo Weight rating of over 10,000 pounds; or
• Used in the transportation of hazardous materials in quantity requiring placarding; or

F6 – DBA (Doing Business As)
– This field is for Section 5 applicants only. Enter the DBA name.
F7 – SSN if Sole Proprietor
– When registering vehicles as sole proprietor, proof of FID and the sole proprietor’s Social Security (SSN) Card are required.
F8 Physical Address – Enter the physical location of the business.
F9 Mailing Address – Enter the business mailing address.

G. Garaging Address
Address where vehicle is principally garaged.
G1, Address Apt. # City State Zip Code

H. Lienholder Information
The bank, financial institution, or private party that financed your vehicle loan.
1st Lien Code Name Address
2nd Lien Code Name Address
3rd Lien Code Name Address

I. Sales or Use Tax Schedule
Numbers H1 or H2 must be completed by a licensed dealer. Number H3 must be completed for all cash purchases. Number H4 is completed for sales tax exemptions by the RMV.

I1. Sale by Licensed Motor Dealer
Authorized Dealer’s Signature: ________________________________
Sale Price Including Buyer’s Premium: __________________________

I2. Sale By Auction
Sales Price (Proven): __________________________

I3. Sale By Other Than Motor Vehicle Dealer or Auction House
Cash Sale Price: __________________________

I4. Tax Exempt

I5. Claim Exemption Code: __________________________
Form Attached (If Required)

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 agent 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.

L. Seller Information
L1 and L2 This section must be completed with the Seller Name and Seller Address.

M. Certification and Signature of Applicants
Application not complete without all required signatures.

With the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant’s immediate family who is a member of the applicant’s household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. If your application is application registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c. 239, §24). The Register may also revoke any registration obtained by false statements or misrepresentations. This applies under the penalty of perjury that the representations are not false and if the false statements are made regarding the vehicle. The Register may also revoke the registration or any representations obtained by false statements or misrepresentations. This applies under the penalty of perjury that the representations are not false and if the false statements are made regarding the vehicle.