NEW Registration and Title Application Instruction Guide

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.
A. Service Type

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

- Reinstate a registration – Select this to pay an outstanding reinstatement fee. This transaction may require an Insurance Stamp.
- Transfer plate to a new vehicle* - Select this to apply for new plates and title a newly obtained vehicle.
- Register and title a vehicle* - Register previously titled vehicle
- Transfer vehicle to surviving spouse*
- Amend a registration* - Amend a registration
- Transfer vehicle to a new owner – 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.

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

B. Vehicle Information

- Registration Type
- Year Make Model
- Model# Trim
- Color(s)
- Residual Address
- Number of: Cylinders / Passengers / Doors
- Number of: Cylinders / Passenger(s) / Doork

C. Title Information

- Title Type
- Title Type:
- Total Gross Weight
- Total Gross Weight (Laden)
- Fuel Type

D. Owner 1 Information

- First License #/ ID #/ SSN/ FID
- Out-of-State License Out-of-Country License Social Security Number Lawful Presence
- MA License/ID
- Out-of-State License Out-of-Country License Social Security Number Lawful Presence
- MA License/ID

E. Lessee Information / In Custody of

- Lessee (E)
- Address (D, E or F)
- State/Country of License/ID
- Exp. Date of License/ ID/ Lawful Presence

Follow through instructions to all sections chronologically to complete the application.

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.
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

- **Fields C1 – C4**: Required for all vehicles that require a title.
- **C5**: Primary Salary Title 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 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).

- **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.

**OVER**
6. 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, 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
• Designed to transport more than 15 passengers, including the driver, used in intrastate commerce in Massachusetts.

To obtain a USDOT# visit www.fmcsa.dot.gov

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.

7. G. Garaging Address

Address where vehicle is principally garaged.

8. H. Lienholder Information

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

9. I. Sales or Use Tax Schedule

Numbers I-1 or I-2 must be completed by a licensed dealer. Number I-3 must be completed for all cash/purchase sales. Number I-4 is completed for sales tax exemptions by the RMV.

I1. Sale by Licensed Motor Dealer: Dealer EIN/FID #
Authorized Dealer’s Signature: ____________________________

I2. Sale by Auction
Sale Price including Buyer’s Premium:

I3. Sale by Other Than Motor Vehicle Dealer or Auction House (Consignment)
Gross Price (Proof Required):

I4. Proof of Tax or Letter of Delivery provided:

I5. Claim Exemption Code:

10. J. Purchase Information

J1. Purchase Date:

J2. Is this vehicle being converted from another state with the same owner?

J3. Was Mass Sales Tax Previously Paid?

J4. Yes No

J5. Proof of Tax or Letter of Delivery provided?

Yes No

11. 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.

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.

12. L. Seller Information

L1. Seller Name (Please Print)

L2. Address 1

Apt. #

City

State

Zip Code

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

Application not complete without all required signatures.

All owners are required to sign and date this application.