



Registration Drop Off Center Pre Drop Off Information Sheet

How Does 'Drop-Off' Registration and Title Service Work?

1. Customers in need of one of the services listed below should compile and complete all appropriate paperwork and any supporting documents. This includes contacting their insurance agent/company to obtain a completed *Registration and Title Application (RTA)*. Customers must drop-off the required paperwork within 30 days of obtaining their RTA. Drop-offs with an incomplete or inaccurate RTA will not be processed.
 - Register and title a vehicle
 - Transfer plate to a new vehicle
 - Reinstatement a registration
 - Apply for a registration only
 - Transfer a plate between two vehicles
 - Register previously titled vehicle
 - Transfer vehicle to surviving spouse
 - Registration Amendments
 - Plate Cancellations
2. Customers can visit any Registration Drop Off Center between 9:00AM and 4:00PM to drop-off their transaction paperwork. The security guard will assist the customer with paperwork and the drop off process. Customers will not be allowed to wait for the transaction. They will receive an email within a few days when their transaction is completed.
3. Transactions will be processed in the order received. When the transaction is complete, customers will receive an email to make payment online. Refer to the *Registration Drop Off Center Post Drop-Off Information Sheet* for next steps after payment is made.

How Long is the 'Drop-Off' Turnaround Time?

Turnaround time for completion of drop-off transactions is within 4 business days. However, it could be done sooner, so customers should make sure to check their email.

There may be additional wait times if transaction paperwork is incomplete, inaccurate, or requires additional review.

Customers dropping-off or picking-up their paperwork will be served in the order of arrival and should anticipate a wait time for the intake and pick-up process.

Where is My Nearest Registration 'Drop-Off' Center and When Can I Visit?

Visit <https://www.mass.gov/registration-drop-off-centers> for a complete list of Registration Drop Off Center locations and business hours.

For additional information on RMV services during the COVID-19 pandemic, visit:
<https://www.mass.gov/info-details/rmv-covid-19-information>.