REGISTRY OF MOTOR VEHICLES

# Request for License Plate Reassignment

Registry of Motor Vehicles · EVR Program
P.O. Box 55889 · Boston, MA 02205-5897

## Requirements

A license plate reassignment is done when a customer leases a vehicle and wishes to retain possession of his or her current plate. In this case, the plate would be reassigned to the leasing company. A plate can also be reassigned from a leasing company to an individual, or from one leasing company to another. A reassignment can only be done for a newly purchased or leased vehicle, and a Registration and Title Application must be used. **Through EVR a plate can only be reassigned when a lease is involved.**

**Please see reverse side for instructions.**

## EVR End User Dealership Information

Dealer name

| Name of contact person | Email Address | Phone Number | Ext. |
|---|---|---|---|
| | | | |

## Registration Information

Plate Type

Plate Number

The following plates that can be reassigned:

- All the PAS plate prefixes: BB, BV, BR, LG, IC, CI, CA, CS, CL, CC, BC, EV, FH, FF, AG, FW, MM, SL, MV, NI, NE, OS, PM, PL, PS, JF, RS, RT, RW*, SN, TC, UM, US, WS
- Other Plate Types: PAN, PAR**, PAV, CON, COR, COV

* Except for plates with 5 straight numbers

** Eligible PAR Plates are four or more characters (must be a combination of letters and numbers) and/or five non-sequential numbers.

## Transferer / Old information

Owner / Plate Transferred From:

| Name | FID or License Number |
|---|---|
| | |

Mailing Address Street City State Zip Code

| Current Owner Signature | Date |
|---|---|
| | |

## Transferee / New information

Owner / Plate Transferred To:

| Owner Name | FID or License Number |
|---|---|
| | |

Mailing Address Street City State Zip Code

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## Instructions for Completing Reassignment of Plates Form

1. EVR End User Dealership Information section.

2. Registration Information section.

3. Transferor/Old Information section. This includes the information on the current owner and must include the owner's signature and the date of the transfer.

4. Transferee/New Information section. This is where information about the individual or company that is about to take possession of the plate must be recorded.

5. Select the Reassignment option to complete this type of transaction. You **do not** need to add the plate to the EVR plate inventory. If you have questions on how to select this transaction, contact your service provider helpline.

6. Proceed with the transaction, there is no need to fax this form. The reassignment transaction will cancel the plate and reassign.

7. Make a copy of this form and file it in the customer folder.

8. Attach the original reassignment form to the original Registration and Title Application and submit it to the RMV.

**Note: There is no need to fax this form to the RMV,** however keep this document in your records as the EVR Field staff will monitor and audit reassignment transactions.