



Service Provider/Self Service Request Form

Instructions

The form needs to be completed for anyone that will be using web services and providing their own software for themselves or their clients or Secure File Transfer Process (SFTP) for batch processing services for themselves or on behalf of their clients. Upload completed document to the RMV's Community Portal.

Type of Request (Check All that Apply)

New Web Service New SFTP (batch) Service New File Exchange Add/Remove IP Addresses

Change Type of Access (What is being updated?): _____

Request is for (check all that apply) Production Test Environment

Type of Access (Check All that Apply)

- EVR Get Ready (formerly Pre-Stage): Ability to complete the RTA Form and submit to the RMV for customers
- EVR Traditional: Process Registration transactions, issue license plates for customers
- EVR Lite: Process Registrations with temporary License Plates for customers
- EVR Self Service Get Ready: Ability to complete the RTA Form and submit for their business only
- EVR Salvage Title only
- Excise: Ability to submit Excise Tax commitments
- IPM: Access to the Insurance Policy Management Program
- Non-Renewal: Ability to mark/clear/ inquire on parking, abandon, excise tickets from cities/towns
- SDIP: Access to the Safe Driver Insurance Plan
- Other: _____

Service Provider Only: Client's Type of Business (Check All that Apply)

- Cities/Towns Dealership (Class I) Dealership (Class II) Insurance Agency Insurance Company Government
- Out of State Fleet Salvage Yard Self Service Other: _____

Business Information

Legal Business Name		DBA Name		
FEIN				
Location Address	Street	City	State	Zip Code
Mailing Address	Street	City	State	Zip Code
Primary Technical Contact	Title	Email Address	Phone Number	

Web Services, File Exchange and/or SFTP (SFTP refer to the MOVEit™ Access Form)

Reason for access/what data is needed:

This a mandated by law data request

IP Address for Whitelisting (blocks of IPs will not be approved by MassDOT IT Security)

IP Address	Whitelist for Testing, Production or Both	IP Address	Whitelist for Testing, Production or Both

NOTE: Web Service Users must also provide a client certificate. This should be a public key of 2-year certificate signed by Certificate Authority.

Service Providers for Excise, IPM, SDIP, Non-Renewal Only

The RMV must receive an authorization letter from each community or insurance carrier authorizing your business to process on their behalf.

Processing for: List all CAR codes or communities you are authorized for:

_____, _____, _____, _____,
 _____, _____, _____, _____,
 _____, _____, _____, _____

Signature

I verify that all the information provided is accurate and I am an authorized signer for this business.

Business/Security Contact Name	Contact Signature	
Contact Phone Number	Contact Email Address	Date

The RMV reserves the exclusive right to alter or amend this document at any time. This document is a public record.