

EVR PAPERWORK SEPARATION

Send these documents to the RMV in your daily/weekly bundle

For New Registrations RT or RX (01 Type Transactions)

1. Laser Generated, Fee Noted, and Bar-coded RMV-1 form (after vehicle has been registered)
 - **Dealers - Print 3 Copies (1- RMV, 1-Onsite, 1- Insurance)**
 - **Agents - Print 2 Copies (1- RMV, 1-Onsite)**

Note: Due to the new scanning requirements, photocopies are not acceptable
2. Original RMV-1 form with signature(s)
3. Faxed insurance stamped RMV-1 (**dealers only**)
4. Certificate of Origin or Title
5. Letter of Correction (if required)
6. DRT-1 Form (if required)
7. Photocopy of Purchase and Sales Agreement (**dealers only**)
8. Photocopy of Driver's License (**dealers only**)
9. Proof of FID
 - **Screen print of the NOWN Table**
 - **For new business or changes refer to the FID fax coversheet**
10. Power of Attorney documentation (if required)
11. Proof of trade (if required) - such as copy of old Certificate of Registration, Title, or Vehicle Inquiry
12. Sales Tax Exemption form (if required) (Exempt Organization requires a copy of ST2 Form, MVU24/Gift Form (Agents only), MVU26/Family form, MVU27/Inheritance Form, MVU33/Disabled Form.)
13. Plate Inquiry (for transfer of plate)

For Registration Renewals (02 Type Transactions)

1. Original RMV-2 or RMV-3 form with signatures (**Agents stamp if required**)
2. Faxed insurance stamped RMV1, RMV2, RMV3 (dealers only)
3. Original Plate Inquiry
4. Laser Generated, Fee Noted RMV3

Note: 02 Batch Header and Transaction Reports must be attached to renewals and placed outside the Batch Folder.

For Registration Cancellations (03 Type Transactions)

DO NOT send Registration Cancellation paperwork or Batch/Transaction Reports to the RMV - **These MUST be kept onsite, at the end user's location.**

Retain these copies onsite for 90 days

For New Registrations

1. Yellow copy of RMV-1 (**Registrant RMV-1**)
2. Photocopy of new Registration Certificate
3. PRINTED Laser Generated, Fee Noted, Bar Coded RMV-1
4. Photocopy of Original RMV-1 with signature(s)
5. Photocopy of faxed insurance stamped RMV-1 (**dealers only**)
6. Photocopy of front and back of Certificate of Origin or Title
7. Photocopy of Letter of Correction (**if required**)
8. Photocopy of DRT-1 form (**if required**)
9. Photocopy of Purchase and Sales Agreement (**dealers only**)
- 10.** Photocopy of Driver's License (**dealers only**)
11. Photocopy of Proof of FID (**if required**)
12. Photocopy of Power of Attorney Documentation (**if required**)
13. Photocopy of Proof of trade (**if required**)
14. Photocopy of Sales tax Exemption (**if required**)
15. Photocopy of Plate Inquiry (**for transfer of plate**)

For Renewals

1. Photocopy of front and back of original RMV-2 or RMV-3
2. Photocopy of faxed RMV1, RMV2, RMV3 (dealers only)
3. Photocopy of Plate Inquiry
4. Photocopy of New Registration
5. Photocopy of Laser Generated Fee Noted RMV3

Registration Cancellations

Do not send Transaction Reports to RMV- Keep Onsite at your location.

1. Original Universal Registration form
2. Plate Inquiry
3. Photocopy of Registration Cancellation Receipt

Updated 12/2015