

The MVA should contact me at: \_\_\_\_\_ or \_\_\_\_\_ for any questions regarding this application.  
(Email address) (Phone)

**APPLICATION FOR CERTIFICATE OF TITLE**

READ INSTRUCTIONS ON REVERSE SIDE

APPLICANT'S FIRST NAME			MIDDLE			LAST			CO-APPLICANT'S FIRST NAME			MIDDLE			LAST		
APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO.						DATE OF BIRTH			CO-APPLICANT'S SOUNDINDEX/MARYLAND DRIVER'S LICENSE NO.						DATE OF BIRTH		
						MONTH   DAY   YEAR									MONTH   DAY   YEAR		
APPLICANT'S STREET ADDRESS									CO-APPLICANT'S STREET ADDRESS								
CITY OR TOWN						CITY OR TOWN						CITY OR TOWN					
COUNTY	STATE	ZIP CODE	EMAIL ADDRESS			COUNTY	STATE	ZIP CODE	EMAIL ADDRESS			COUNTY	STATE	ZIP CODE	EMAIL ADDRESS		

IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES?  JOINT TENANTS  TENANTS BY ENTIRETIES

If the name entered above is a business or trust, enter the FEIN here \_\_\_\_\_. Check the type of business entity below:  Trust  Professional Association  
 Sole Proprietorship  Corporation  Limited Liability Company  Limited Liability Partnership  Partnership  Joint Venture  Other, (please specify) \_\_\_\_\_

Please attach a copy of the BUSINESS LICENSE or see reverse of this application for proof acceptable to this Administration.

**VEHICLE DESCRIPTION**

<input type="checkbox"/> NEW VEHICLE	MODEL YEAR	MAKE OF VEHICLE	MODEL NO.	BODY STYLE	VEHICLE IDENTIFICATION NUMBER		
<input type="checkbox"/> USED VEHICLE							
<input type="checkbox"/> TWO STAGE VEHICLE COMPLETE MAKE & YEAR FOR EACH VEHICLE	MODEL YEAR	MAKE OF VEHICLE	TYPE OF FUEL	# OF CYLINDERS	MOTOR CARRIER #	UNIT #	
<input type="checkbox"/> TRUCK	<input type="checkbox"/> TRUCK TRACTOR	<input type="checkbox"/> BUS	<input type="checkbox"/> MOTORCYCLE	<input type="checkbox"/> TRAILER (SPECIFY LENGTH)			
G.V.W.	G.C.W.	AXLES	SEATS	ENGINE NO.	ENGINE SIZE (C.C.)	G.V.W.	TYPE OF TRAILER

If this vehicle is subject to any liens or encumbrances, complete the following section(s). Attach form VR-217 for additional Lien Filings. LIEN FILING FEE \$20.00 for each Lien filed. IF NOT SUBJECT TO A LIEN, WRITE THE WORD "NONE" BELOW.

NAME OF SECURED PARTY	STREET ADDRESS OF SECURED PARTY	KIND OF LIEN (DESCRIBE)	DATE OF LIEN
CITY OR TOWN	STATE	ZIP CODE	AMOUNT OF LIEN

**PURCHASE INFORMATION FOR TAX PURPOSES - SEE INFORMATION ON REVERSE SIDE**

IF VEHICLE RECENTLY PURCHASED	MARYLAND DEALER'S CERTIFICATION	DEALERS ONLY
MD. EXCISE	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle.	CERTIFIED SELLING PRICE
TAX 6% OF \$ _____ FULL PURCHASE PRICE	Date of Delivery _____	TRADE-IN ALLOWANCE
ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)	DEALER'S NUMBER N U	TAXABLE PRICE
	NAME OF DEALERSHIP	GROSS TAX COLLECTED
	SIGNATURE OF DEALER _____ DATE _____	COLL. FEE .6% OF GROSS OR \$12 MAX. FEE ALLOW.
VIN OF TRADE-IN _____ STATE _____		NET TAX REMITTED

Complete this section in its entirety if you qualify for an Excise Tax Credit in this State. I/we have been resident(s) in Maryland for approximately \_\_\_\_\_. I/we last registered this vehicle in \_\_\_\_\_ and paid \_\_\_\_\_ % tax (if no tax paid, write "NONE")  Check here if active duty military.

Federal and State law requires that you state the mileage in connection with this vehicle. Failure to complete or providing a false statement may result in fines and/or imprisonment. I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING \_\_\_\_\_ (NO TENTHS)  1. The mileage stated is in excess of its mechanical limits.  
 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.

**APPLICATION FOR NEW REGISTRATION PLATES OR TRANSFER OF REGISTRATION PLATES**

I/we do hereby make application for:  New Tags  Transfer of Tags  30 Day Inspection Plate  Title Only Class of Tags desired \_\_\_\_\_

Is this vehicle to be operated for short term rental?  Yes  No If transferring plates, complete below:

TAG NO. \_\_\_\_\_ and STICKER NO. \_\_\_\_\_

Name of Insurance Co. \_\_\_\_\_ Policy or Binder No. \_\_\_\_\_ Agent or broker \_\_\_\_\_

I/we certify that I/we have compared the manufacturer's vehicle identification number on this application with the number on the vehicle and they agree and that this vehicle is subject to the liens or encumbrances indicated herein and none other. For vehicles registered over 10,000 lbs. by signing this application, I/we certify knowledge of the Federal and State Motor Carrier Safety Laws and certify this vehicle is maintained in compliance with the Maryland Preventive Maintenance Program. If making application for new plates or transfer of registration plates I/we certify under Penalty of Law that the vehicle is covered by at least the minimum amounts of insurance required by the Maryland Motor Vehicle Laws, and further certify that this vehicle will be continuously insured throughout its registration period. I/We further certify under Penalty of Perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature of Applicant \_\_\_\_\_ Printed Name of Applicant \_\_\_\_\_

Signature of Co-Applicant \_\_\_\_\_ Printed Name of Co-Applicant \_\_\_\_\_

Witness my/our Hand(s) and Seal(s) this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

Signature of Co-Signer \_\_\_\_\_ Relationship \_\_\_\_\_

Soundex \_\_\_\_\_ Date of Birth \_\_\_\_\_

FOR ASSISTANCE – PLEASE CALL 410-768-7000, TTY FOR THE HEARING IMPAIRED 1-800-492-4575

**DOCUMENTS REQUIRED FOR OBTAINING A MARYLAND CERTIFICATE OF TITLE**

**NEW VEHICLES**

**USED VEHICLES**

**NEW VEHICLES PURCHASED OUT-OF-STATE**

1. A Manufacturer's Certificate of Origin or other ownership document(s) required by law and;
2. Original Dealer's Bill of Sale

**NEW VEHICLES PURCHASED IN MARYLAND**

1. A Manufacturer's Certificate of Origin and;
2. Maryland dealers complete the Maryland Dealer's Certification located on the front of this application or submit the original Dealer's Bill of Sale.

Note: Customers purchasing new and used vehicles from licensed dealers need to submit the original bill of sale to ensure proper deduction for trade-in-allowance, unless Maryland Dealer Tax Certification is completed providing trade-in information.

**USED VEHICLES FROM A TITLE STATE**

1. An out of state Certificate of Title in the applicant's name or;
2. A properly assigned title is required. If the vehicle is less than 7 years old, a notarized bill of sale signed by all buyers and sellers should accompany the title.

**USED VEHICLES FROM A NON-TITLE STATE OR FOREIGN COUNTRY**

1. The registration from the non-title state is required. If the registration is not available, a verification of the registration from the non-title state is acceptable if the owner shown is the seller or applicant.
2. A bill of sale needs to accompany this application. If the vehicle is less than 7 years old, the bill of sale should be notarized.

**BUSINESS ENTITY PROOF OF LEGAL EXISTENCE**

- Articles of incorporation for Stock, Non-Stock, Closed, Religious, or Tax Exempt Non-Stock Corporation
- Partnership Agreement or Certificate of Limited Liability Partnership
- Sole Proprietorship - Copy of Business License, Registration, and/or Trade Name Application from SDAT, or Application for Sole Proprietorship and/or General Partnership filed with the Business Personal Property Unit
- Articles of Organization for Limited Liability Company
- Articles of Merger or Reorganization
- Trust Agreement (Only the part naming the trust and identifying the trustees need to be submitted along with the signature and seal)

**ODOMETER MILEAGE STATEMENT**

**INSURANCE REQUIREMENTS**

Federal and State law requires that you indicate the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

All motor vehicles registered in Maryland must be insured by a company licensed in Maryland and must have personal injury and property damage liability insurance at least in the minimum amounts required by Maryland law. Van pool vehicles must have 5 times this amount.

**MOTOR VEHICLE SAFETY INSPECTION REQUIREMENTS**

Used vehicles titled as CLASS A passenger, CLASS B for hire, CLASS D motorcycle, CLASS E truck, CLASS EFT farm truck, CLASS F tractor, CLASS FF farm tractor, CLASS G trailer, CLASS GF farm trailer, CLASS J van pool, and CLASS M multi-purpose passenger vehicles being titled and registered in Maryland must be inspected at an authorized Maryland Safety Inspection Station. The certificate of inspection must accompany this application unless a Temporary Inspection Plate is requested. CLASS J van pool and CLASS M multi-purpose passenger buses must be Maryland safety inspected each year before the registration may be renewed.

The Motor Carrier Safety Act requires the owner of every vehicle with a registered or operating gross vehicle weight greater than 10,000 pounds to have each vehicle inspected, maintained, and repaired at least every 25,000 miles or 12 months, whichever occurs first, and to provide written certification that the vehicle(s) is/are maintained under a preventative maintenance program approved by the Motor Vehicle Administration and the Maryland State Police Automotive Safety Enforcement Division.

**SECURITY INTEREST FILING FEE**

**TITLE FEE**

\$20.00 For Each Lien Recorded

Title Fee \$100.00, except short term rentals \$50.00, mopeds and motor scooters \$20.00 and off-road vehicles \$35.00.

**TRANSFER OF REGISTRATION PLATES**

**JOINT TENANTS/TENANTS BY ENTIRETY**

If the annual registration fee is the same or less than the previously owned vehicle, the transfer fee is \$10.00. If the annual registration fee is more than that of the previously owned vehicle, the transfer fee is \$10.00 plus any difference in the two registration fees. If you are transferring plates with less than 12 months before the registration expiration, the registration will be renewed for an additional year. NOTE: Vehicle class and ownership restrictions apply.

Joint tenants and tenants by entirety are forms of ownership with rights of survivorship. Ownership by joint tenancy may be selected by any two or more persons. Only joint ownership between spouses may select tenants by entireties. Upon transfer to the survivor, the application must be accompanied by a certified copy of the death certificate. Please note: Effective July 1, 2013, transfer of a vehicle jointly titled to spouses, will be exempt from the title fee, if one of the owner's is deceased and the vehicle is transferred to the surviving spouse.

**MARYLAND EXCISE TAX**

If the vehicle is purchased from a licensed dealer, the excise tax is 6% of the full purchase, less trade-in allowance.

Transactions for vehicles less than 7 years old, purchased from someone other than a dealer, accompanied by a notarized bill of sale, the tax is 6% of the greater of the purchase price on the notarized bill of sale or \$640 (\$320 for trailers). When a notarized bill of sale does not accompany the title, the tax is based on the greater of the purchase price or the clean retail value shown in the National Automobile Dealers Association Used Car Guide (NADA) adopted for use by the Administration. On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage.

Vehicles 7 years old or older, purchased from someone other than a dealer, if the purchase price is more than \$640 (\$320 for trailers), the excise tax will be 6% of the purchase price; if the purchase price is \$640 (\$320 for trailers) or less the tax will be the minimum excise tax \$38.40 (\$19.20 for trailers).

**New Residents**

If the vehicle is titled or registered in the name of the applicant in another state at the time of making this application, Maryland Excise Tax is 6% of the "clean retail value" of the vehicle as shown in the NADA Used Car Guide. Vehicles "7 years old and older" currently owned by the applicant in another state will be charged the minimum excise tax of \$38.40 (\$19.20 for trailers).

On passenger cars, multi-purpose vehicles, 1/2 and 3/4-ton trucks, the value is computed by the addition or subtraction for high or low mileage. An excise tax credit is applied if the applicant has not been a Maryland resident for more than 60 days and has paid a state sales or excise tax in another state (excluding county or local tax). The excise tax shall apply, but at a rate measured by the difference in Maryland's tax rate and the other state's tax rate. The minimum excise tax imposed shall be \$100. New residents leasing vehicles need to provide a copy of the lease contract or a letter from the leasing company indicating taxes paid (if any) to the previous state to ensure that an excise tax credit may be applied. Active duty military living in Maryland and stationed in Maryland, an adjoining state, or DC; and returning Maryland residents in the military, are entitled to receive an excise tax credit for up to 1 year. Please note that out of state military who are stationed in Maryland, have the option of titling and registering their vehicles in Maryland or in the state that is their home of record.

**REGISTRATION PLATES AND FEES**

**Multiyear registration** – All classes of vehicles will be issued a 2-year registration except for trucks (1 ton and larger), and tractors.

**Surcharge** – To insure stable funding for Maryland's world-renowned emergency medical services (EMS) system, a "surcharge" of \$17.00 per registration year, will be collected with the registration fee. The EMS system includes med-evac helicopters, ambulances, fire equipment, rescue squads, and trauma units. Surcharge does not apply for Class L Historic, Class N Street Rod, Class G Trailers, Interchangeable and Gratis registrations.

**Half-year rates** are effective on or after the first day of the seventh month of the registration year. Quarterly rates are in effect for trucks 27,000 lbs or more.

A Guide to Motor Vehicle fees in the State of Maryland can be found by accessing the MVA website at [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov). Click on FORMS, Vehicle Registration Forms, VR-316 Motor Vehicle Fees.

For further assistance, please contact the MVA customer service center at 410-768-7000.

PAYMENT: Please make checks or money orders payable to MVA. The check must include (1) imprinted name and address, (2) driver's license number (soundex number), (3) home or work telephone number. Company checks must have the Federal Employer Identification Number (FEIN). Visa, Master Card, American Express and cash are acceptable for payment in person.



Apply to register to vote with your driver's license transaction. For details ask your customer agent.