



Bureau of Motor Vehicles



**2023
Fall Workshop**

Welcome to the BMV's 2023 Fall Workshop



Tina Gowell
Municipal Coordinator



Wendy King
Municipal Coordinator



Trisha Leathers
Municipal Coordinator

This workshop is designed to update new and experienced staff on administrative, procedural, and legislative changes that have occurred throughout the year.

Limited New, New, and Truck training sessions are held regularly for municipalities and staff. We encourage staff to attend a refresher class at least every **2 years**, because laws and procedures frequently change and staff may not always know or understand our requirements.

Whenever you have questions, please feel free to contact us at:

Phone:(207)624-9000 Ext. 52163



Fax #: (207)624-9037



E-mail: Municipal.BMV@maine.gov





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 - Law Enforcement
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 - Registrations
 - Titles

TINA GOWELL **WENDY KING** **TRISHA LEATHERS**

You may contact the BMV Municipal & Agent Services Section at (207) 624-9000 ext. 52163 or by Email: municipal.bmv@maine.gov.

Municipal Agent Information
 Welcome to the Municipal & Agent Services Department! Consider us your go-to source for answering any questions you may have with the not-so-typical registration scenarios. We're here to provide the necessary training for municipalities to provide motor vehicle registrations and related credentials to their residents. Throughout the year we conduct refresher training programs, annual Fall workshops, and even will make on-site visits. Hope to see you soon!



Staff Training:
 Username: muniuser
 Password: Key2theCity



Training Schedule



September BMV Trainings

- Choose Classes
- Complete Page 3
- Submit!

Location: New Richmond Community Center
 120 Memorial Highway
 New Richmond, ME 04859

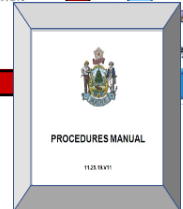
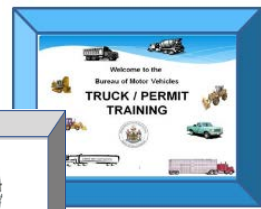
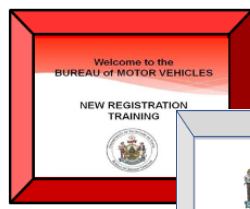
2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

MUNICIPAL REQUEST FOR SUPPLIES
 STATE OF MAINE
 Notice of Missing Documents or Unusual Situations

Monthly Headlights

- March - [Who Wants to Ride](#)
- April - [Excise Tax Reimbursement](#)
- May - [Special Mobile Equipment / Special Equipment Training](#)
- June - [Cash Reporting](#)



DONATE LIFE Sign Up Now!

Quick Tips



CONTACT INFORMATION



624-9000 X-52138

Fax 624-9254

titles.bmv@maine.gov

624-9030

Fax 624-9035

stockroom.bmv@maine.gov

624-9000 X-52135

Fax 624-9062

irp.bmv@maine.gov

624-9019

Fax 624-9025

accounting.bmv@maine.gov

624-9000 X-52149

Fax 624-9204

mtatoll.bmv@maine.gov
hvut.bmv@maine.gov



624-9349

Fax 624-9327

audit.bmv@maine.gov

Don't Forget



BMV may not officially give MSRP quotes. If a MSRP quote is needed, please contact:

Maine Revenue, Excise Tax section

624-9784

Open for business 9:00am-12:00pm

BMV can, however, provide an MSRP that was on a previous registration.

Consider contacting Maine Revenue directly for questions concerning Sales Tax:

Maine Revenue, Sales Tax Section

624-9693

Open for business 9:00am-12:00pm



Public Laws Affecting The Bureau of Motor Vehicles, Vehicle Services Division



Enacted by the 131st Legislature, First Special Session

Effective Date - Wednesday, October 25, 2023, unless otherwise noted

Chapter 85 (LD 128), “An Act to Remove the Limit on Sets of Special Veterans Registration Plates

This amends 29-A MRSA §523, sub-§3, and sub-§3-A, by removes the limit on the number of Special Veteran plates and motorcycle Special Veteran plates that may be issued to a veteran.

Qualifying veterans may be issued any number of Special Veteran plates (VT) and Special Veteran Motorcycle plates (VM).

Chapter 257 (LD 1072), “An Act Regarding the Bureau of Motor Vehicles”

This law makes several technical amendments to 29A MRSA as Secretary of State, Bureau of Motor Vehicles.

- Repeals 29-A MRSA §460-A which authorized honorary consul plates which was advised by the federal government.
- Amends 29-A MRSA §501, sub-§7, ¶A, to allow a temporary registration permit to be issued to occasionally move a Tiny Home.
- Amends 29-A MRSA §523, sub-§3 and sub-§3-A to include any person that has served a minimum of 20 years in the National Guard and has been honorably discharged to be eligible for Special Veteran registration plates (class code VT) and Special Veteran motorcycle plates (class code VM).

Public Laws Affecting The Bureau of Motor Vehicles, Vehicle Services Division Enacted by the 131st Legislature, First Special Session

Chapter 271 (LD 1822), “An Act to Amend the Specialty License Plate Laws and Extend the Moratorium on Approval of Specialty License Plates and Remove the Authority of Municipalities to Issue Driver’s Licenses”

Effective date: June 23, 2023, by emergency clause

This amends and enacts several sections to the statutes governing the specialty license plate program as follows:

- **Removes outdated language that anticipated that municipal offices would issue drivers licenses. Due to the complexities involved in driver license issuance, this is not feasible today.**
- **Increases the fee from an additional \$1.00 fee to an additional \$2.00 over the required fee when an applicant is requesting issuance of a set of specialty plates.**
- **Eliminates the issuance duplicate numbers on different classes of plates.**
- Requires plate sponsors to be affiliated with a department of the State of Maine and requires specialty plate sponsors to establish a public instrumentality fund.
- Increases the number of required prepaid plates, from \$2,000 to \$4,000 which equates to 100,000 to be paid the Secretary of State to establish the plate program and inventory.
- Requires the sponsor to inform each supporter that prepays for a plate, that the funds will be returned to them within 90 days if the collection of signatures and funds are not met within 1 year.
- Clarifies that the Secretary of State will provide a voucher directly to each of the 4,000 supporters that contributed \$25. and that the credit voucher may be used only to obtain one set of plates.
- Establishes a consistent formula for the distribution of specialty plate funds.
- Increases the minimum number of plates the Secretary of State shall manufacture from 2,000 to 4,000 license plates for each authorized plate.
- Requires plate numbers and plates with a number and letter combinations must not duplicate plates issued in any other plate class but grandfather’s anyone with a duplicate plate provided they maintain a registration with that plate.

Public Laws Affecting The Bureau of Motor Vehicles, Vehicle Services Division Enacted by the 131st Legislature, First Special Session

Chapter 271 (LD 1822), “An Act to Amend the Specialty License Plate Laws and Extend the Moratorium on Approval of Specialty License Plates and Remove the Authority of Municipalities to Issue Driver’s Licenses”

Effective date: June 23, 2023, by emergency clause

(Continued)

- Clarifies that sponsors cannot collect signatures and funds electronically.
- Establishes a mechanism for the Secretary of State to notify the sponsor and the legislative committee having jurisdiction over transportation matters when a plate falls below 4,500 active registrations.
- Establishes a mechanism for retiring a specialty or recognition plate if the number of valid registrations falls below 4,000 for 1 year or if the sponsor goes out of business.
- Establishes a maximum of 15 different approved specialty plates and 15 approved recognition plates and provides that the Secretary of State shall create a wait list of the received requests.
- Prohibits specialty plate in any class of plates; grandfathers commercial plates authorized for conservation plates and agriculture specialty plates.
- Requires a specialty plate sponsor to provide their affiliated state department an annual independent audit of the designated fund which will be provided to the Secretary of State. The Secretary of State will provide the report to the joint standing committee of the Legislature having jurisdiction over transportation matters.
- **It also extends the moratorium on any new specialty plate or recognition plates from July 14, 2023, until June 30, 2025.**

Public Laws Affecting The Bureau of Motor Vehicles, Vehicle Services Division Enacted by the 131st Legislature, First Special Session

Effective Date - Wednesday, October 25, 2023, unless otherwise noted

Chapter 364 (LD 575), “An Act Regarding a Seat Belt Exemption for Persons with a Medical Condition”

Effective date January 1, 2024.

Amends 29-A MRSA §2081, sub-§4, ¶A-1-1 by changing from 1 year to 6 years, the length of time a removable windshield placard is issued to a person with a medical exemption from wearing a seatbelt.

Seatbelt placards are only issued at the BMV Administrative Office. The BMV Administrative Office is currently working on computer programming changes and updating the Application for Seatbelt Exemption (PS-15).

Chapter 403 (LD 1463), “An Act to Amend the Definition of “Farming” Under the Motor Vehicle Laws to Include Equines Not Raised for Racing”

Enacts 29-A MRSA §101, sub-§17-A to define a commercial (race) track. "Commercial track" has the same meaning as in Title 8, section 275-A, subsection 1.

Enacts 29-A MRSA §101, sub-§23, to add to the definition of "Farming" to include the raising equines not raised for racing at a commercial track.

It also requires by November 6, 2024, the Secretary of State to provide a report to the Transportation Committee that describes the financial impact to the Bureau of Motor Vehicles from including "equines not raised for racing at a commercial track" in the definition of "farming". It also provides for the Transportation Committee to submit legislation relating to the report to the 132nd Legislature in 2025.

Public Laws Affecting The Bureau of Motor Vehicles, Vehicle Services Division Enacted by the 131st Legislature, First Special Session

Effective Date - Wednesday, October 25, 2023, unless otherwise noted

Chapter 421 (LD 1965), “An Act to Authorize the Secretary of State to Provide a New General Issue of License Plates”

Amends 29-A MRSA §451, sub-§1-A, to authorize the Secretary of State to provide for a new general issue of registration plates beginning no later than May 1, 2025, to be completed before July 31, 2026.

You will be receiving more information about the new plates in the upcoming months.



New Title Applications

Changes to form MVT-2

BMV has made the following changes to form MVT-2, in anticipation of launching the Electronic Lien Titling Program (ELT) on January 31, 2024.

- **New Carbon Copies** – The owner, lienholder, and dealer carbon copies are no longer color coded on form MVT-2. Instead, each page is printed on white carbon paper with bold, red ink indicating to whom you should distribute each copy. Please note that customers will start using white owner's copy instead of a blue one to register recently purchased vehicles.
- **New Blocks** – BMV has added blocks 21a and 24a to form MVT-2 to collect a Lienholder Identification Number. Customers and municipal staff may leave this block blank, unless they have paperwork from a lender indicating a Lienholder Identification Number.
- **How to get the new form** – You may continue using your existing stock until January 1, 2024. BMV will start fulfilling form requests with the new MVT-2 in September 2023. Please plan to order the new form accordingly.
- If you use software to print title or registration applications, BMV has informed your vendor about these changes. Please contact your vendor if you have questions about software updates.
- These new forms are **NOT** laser compatible.
- For more information: elt.bmv@maine.gov or www.maine.gov/sos/bmv/titles.elt

MVT-2 Title Application Changes

Copy not to scale

Forward the original Motor Vehicle copy plus supporting documents to the Bureau of Motor Vehicles

PLEASE TYPESET OR PRINT LEGIBLY. DISTRIBUTE COPIES AS INDICATED
IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
DIVISION OF TITLE SERVICES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
207-624-9000 EXT. 52138
TTY users call Maine relay 711

APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

Check if rush is requested - (Additional \$10.00 fee required)

CTA **BH Sample**

THIS IS NOT A CERTIFICATE OF TITLE

INSTRUCTIONS: Typeset or print legibly on hard surface. Distribute copies as indicated at bottom of form. If vehicle is new, attach a manufacturer's certificate of origin to original copy for used vehicle, attach last previous certificate of title.

CHECKS SHOULD BE MADE PAYABLE TO "SECRETARY OF STATE".

FEE \$33.00

OWNER INFORMATION	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted)		2. Date(s) of birth MM/DD/YYYY		3. Telephone
	a. _____ Joint ownership <input type="checkbox"/>		b. _____		
VEHICLE INFORMATION	4. Mailing address-No. & Street (P.O. Box, # 6, must be completed)				5. MSRP
	City	State	Zip Code	<input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required	
	6. Legal residence, if other than mailing address				MSRP Amount
	7. If a leased vehicle, name and address of lessor				
8. Year		9. Make	10. Model	11. Vehicle identification number	12. Body type
13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>		14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMV USE
18. Current odometer reading		19. Mileage stated is		20. If not actual	
DO NOT ESTIMATE - NO TENTHS <input type="checkbox"/>		<input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		<input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken MUST FILE MVT-32	
21. First lien holder's name if vehicle financed		21a. Lien holder ID#		22. Date of lien MM/DD/YYYY	
23. Address-No. & Street		City	State	Zip Code	
24. Second lien holder's name		24a. Lien holder ID#		25. Date of lien MM/DD/YYYY	
26. Address-No. & Street		City	State	Zip Code	
27. Name and address of seller		28. Plate #, if a Maine licensed dealer		BMV USE DO NOT WRITE IN THIS SPACE	
29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief.		Signature of seller's representative Official title Date			
30. The undersigned hereby certifies that all liens against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.		Signature of owner(s) Official title Date			
31. If owner is a company, authorized representative sign here		Signature of attorney Official title Date			
A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.					

MOTOR VEHICLE COPY

Distribution Instructions

MVT-2 (Rev. 3/23)

Copy not to scale

PLEASE TYPESET OR PRINT LEGIBLY. DISTRIBUTE COPIES AS INDICATED
IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
DIVISION OF TITLE SERVICES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
207-624-9000 EXT. 52138
TTY users call Maine relay 711

APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

Check if rush is requested - (Additional \$10.00 fee required)

CTA **BH Sample**

THIS IS NOT A CERTIFICATE OF TITLE

OWNER'S COPY

White carbon copy

Distribution Instructions

OWNER INFORMATION	1. Name(s): Last, First, Middle Initial (conjunctive "or" not permitted)		2. Date(s) of birth MM/DD/YYYY		3. Telephone
	a. _____ Joint ownership <input type="checkbox"/>		b. _____		
VEHICLE INFORMATION	4. Mailing address-No. & Street (P.O. Box, # 6, must be completed)				5. MSRP
	City	State	Zip Code	<input type="checkbox"/> New: Recorded on Monroney Label <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required	
	6. Legal residence, if other than mailing address				MSRP Amount
	7. If a leased vehicle, name and address of lessor				
8. Year		9. Make	10. Model	11. Vehicle identification number	12. Body type
13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>		14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMV USE
18. Current odometer reading		19. Mileage stated is		20. If not actual	
DO NOT ESTIMATE - NO TENTHS <input type="checkbox"/>		<input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		<input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken MUST FILE MVT-32	
21. First lien holder's name if vehicle financed		21a. Lien holder ID#		22. Date of lien MM/DD/YYYY	
23. Address-No. & Street		City	State	Zip Code	
24. Second lien holder's name		24a. Lien holder ID#		25. Date of lien MM/DD/YYYY	
26. Address-No. & Street		City	State	Zip Code	
27. Name and address of seller		28. Plate #, if a Maine licensed dealer		BMV USE DO NOT WRITE IN THIS SPACE	
29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief.		Signature of seller's representative Official title Date			
30. The undersigned hereby certifies that all liens against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.		Signature of owner(s) Official title Date			
31. If owner is a company, authorized representative sign here		Signature of attorney Official title Date			
A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.					

OWNER'S COPY

Distribution Instructions

MVT-2 (Rev. 3/23)

MVT-2 Title Application Changes

Copy not to scale **White carbon copy**

PLEASE TYPESET OR PRINT LIGHTLY. DISTRIBUTIVE COPIES AS INDICATED. IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
DIVISION OF TITLE SERVICES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
207-624-9000 EXT. 52138
TTY users call Maine relay 711

APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)
 Check if rush is requested - (Additional \$10.00 fee required)

CTA **BH** Sample

THIS IS NOT A CERTIFICATE OF TITLE

LIEN HOLDER'S COPY ← Distribution Instructions

OWNER INFORMATION	1. Name(s): Last, First, Middle initial (consonative "or" not permitted): a. _____ b. _____			2. Date(s) of birth MM/DD/YYYY a. _____ b. _____			3. Telephone a. _____ b. _____				
	4. Mailing address-No. & Street (P.O. Box, # if must be completed): City _____ State _____ Zip Code _____						5. MSRP <input type="checkbox"/> New: Recorded on Monroey Label if <input type="checkbox"/> Used: Recorded on prior title <input type="checkbox"/> Not required				
6. Legal residence, if other than mailing address						MSRP Amount _____			MSRP INSTRUCTIONS MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroey label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroey label to application.		
7. If a leased vehicle, name and address of lessee						MSRP Amount _____					
VEHICLE INFORMATION	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type		SENT TO SECRETARY OF STATE			
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>	14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMW USE		DATE _____ INITIAL _____				
	18. Current odometer reading		19. Mileage stated is <input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		20. If not actual <input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken MUST FILE MVT-3.3					MUNICIPAL AGENT VALIDATION	
	21. First lien holder's name if vehicle financed		22. Date of lien MM/DD/YYYY								
LIEN INFORMATION	23. Address-No. & Street City _____ State _____ Zip Code _____			24. Second lien holder's name			25. Date of lien MM/DD/YYYY		LIENHOLDER ID# _____		
	26. Address-No. & Street City _____ State _____ Zip Code _____			24. Lien holder ID#		25. Date of lien MM/DD/YYYY					
SELLER INFORMATION	27. Name and address of seller			28. State # if a Maine licensed dealer			BMV USE DO NOT WRITE IN THIS SPACE				
	29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief.						R _____				
SIGNATURE OF SELLER IF A DEALER	Signature of dealer's representative _____ Official title _____ Date _____						DATE _____				
	29. The undersigned hereby certifies that all items against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.										
SIGNATURE(S) OF OWNER(S)	Authorized person may sign for a company						DATE _____				
	Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign.										
READ PENALTY BEFORE SIGNING	If owner is a company, authorized representative sign here.						LRSD \$50 _____ UES _____				
	PENALTY A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.						Distribution Instructions				

MVT-2 (Rev. 3/23)

Copy not to scale **White carbon copy**

PLEASE TYPESET OR PRINT LIGHTLY. DISTRIBUTIVE COPIES AS INDICATED. IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
DIVISION OF TITLE SERVICES
29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
207-624-9000 EXT. 52138
TTY users call Maine relay 711

APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)
 Check if rush is requested - (Additional \$10.00 fee required)

CTA **BH** Sample

THIS IS NOT A CERTIFICATE OF TITLE

SELLER'S COPY ← Distribution Instructions

OWNER INFORMATION	1. Name(s): Last, First, Middle initial (consonative "or" not permitted): a. _____ b. _____			2. Date(s) of birth MM/DD/YYYY a. _____ b. _____			3. Telephone a. _____ b. _____				
	4. Mailing address-No. & Street (P.O. Box, # if must be completed): City _____ State _____ Zip Code _____						5. MSRP <input type="checkbox"/> New: Recorded on Monroey Label if <input type="checkbox"/> Used: recorded on prior title <input type="checkbox"/> Not required				
6. Legal residence, if other than mailing address						MSRP Amount _____			MSRP INSTRUCTIONS MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroey label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroey label to application.		
7. If a leased vehicle, name and address of lessee						MSRP Amount _____					
VEHICLE INFORMATION	8. Year	9. Make	10. Model	11. Vehicle identification number		12. Body type		SENT TO SECRETARY OF STATE			
	13. New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>	14. Purchase date Mo./Day/Year	15. Title number	16. State of origin	17. Other data BMW USE		DATE _____ INITIAL _____				
	18. Current odometer reading		19. Mileage stated is <input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		20. If not actual <input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken MUST FILE MVT-3.3					MUNICIPAL AGENT VALIDATION	
	21. First lien holder's name if vehicle financed		22. Date of lien MM/DD/YYYY								
LIEN INFORMATION	23. Address-No. & Street City _____ State _____ Zip Code _____			24. Second lien holder's name		25. Date of lien MM/DD/YYYY		LIENHOLDER ID# _____			
	26. Address-No. & Street City _____ State _____ Zip Code _____			24. Lien holder ID#		25. Date of lien MM/DD/YYYY					
SELLER INFORMATION	27. Name and address of seller			28. State # if a Maine licensed dealer			BMV USE DO NOT WRITE IN THIS SPACE				
	29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief.						R _____				
SIGNATURE OF SELLER IF A DEALER	Signature of dealer's representative _____ Official title _____ Date _____						DATE _____				
	29. The undersigned hereby certifies that all items against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.										
SIGNATURE(S) OF OWNER(S)	Authorized person may sign for a company						DATE _____				
	Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign.										
READ PENALTY BEFORE SIGNING	If owner is a company, authorized representative sign here.						LRSD \$50 _____ UES _____				
	PENALTY A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.						Distribution Instructions				

MVT-2 (Rev. 3/23)

MVT-2 Title Application Changes



Frequently Asked Questions



Will my printer work with the new form?

The new version of the form is printed on the same type of NCR paper as the old one. Both versions of the forms are 4 pages. ***You will need an impact printer to print the new version of the form.*** If your current printer can print the current version of the MVT-2, it is an impact printer and it will be able to print the new version.

Will my printer print information in the correct spaces on the new MVT-2?

We have reached out to TRIO, Munis, and Northern Data Systems about the new version of form MVT-2. They will update their software to print on the new form at their discretion. If you have questions about when these updates will become available, please contact your vendor.

May I accept the blue copy of the owner's copy to process registrations after February 1, 2024?

Yes, you may accept either version of the owner's copy after to process a vehicle registration. We expect both versions of the owner's copy to remain in circulation for the foreseeable future.

When will we receive the new "Dear lienholder letter" / MVT-30?

BMV is revising these documents and will let you know as soon as they are available.

TITLE REVIEW

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES

STATE OF MAINE
TRANSFER OF OWNERSHIP

THIS FORM NOT VALID FOR TRANSFER OF OWNERSHIP UNLESS ACCOMPANIED BY PRIOR TITLE

5550625

YEAR 2014	MAKE TOYT	MODEL TACOMA	VEHICLE IDENTIFICATION NUMBER 12345635871244444	BODY TYPE PK
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WARNING: Federal and Maine law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this form was transferred by (PRINT):

Name(s) **William T. Sherman & Lois A. Sherman** Date of Sale **05/15/2022**
 Address **21 Water Street, Waterville, Maine** Zip **04901**

ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads **8,932** (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked.

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (the odometer started at zero again.)

I certify that the odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Seller's signature *Larry Lobster* Hand printed name(s) **Larry Lobster** Date **05/15/2023**
 Seller's signature *Lucy Lobster* Hand printed name(s) **Lucy Lobster** Date **05/15/2023**
 Seller's address (PRINT) **PO Box 251 23 Webster Road, Augusta, Maine** Zip **04330**

LIEN HOLDER TO BE SHOWN ON NEW TITLE (if no lien, print NONE)

Lien holder's name _____ Date of Lien _____
 Lien holder's address _____ Zip _____

BUYER(S): DO NOT SIGN BELOW UNTIL ALL SECTIONS ABOVE HAVE BEEN COMPLETED AND SIGNED. SIGNING BELOW INDICATES THAT YOU ARE AWARE OF THE ODOMETER DISCLOSURE STATEMENT MADE BY THE SELLER(S).

Signature of buyer(s) *William T. Sherman* Hand printed name(s) **William T. Sherman** Date **05/15/2023**
 Signature of buyer(s) *Lois A. Sherman* Hand printed name(s) **Lois A. Sherman** Date **05/15/2023**

MVT-16 (7-01) ANY FALSE STATEMENT IS A CRIMINAL OFFENSE. ANY CHANGES OR ERASURES WILL VOID THIS FORM.



Example of the back of the title.

- Prior to processing a title application for your customer, review the back of the title. If there are 2 names on the front of the title, both are required to sign.
- Is there an assignment of ownership? If no assignment of ownership, an original and complete bill of sale is required to attach to the title application being processed, including year, make, VIN, buyers and sellers names and signatures.



TITLE REVIEW

MVT-2 Issues



- **Box 3:** Remember to capture a phone number. Contact information for a customer is valuable when trying to resolve title/registration issues.

Joint ownership <input type="checkbox"/>	2. Date(s) of birth (M/D/Y)	3. Telephone 207-231-1234
MSRP INSTRUCTIONS		

- **Box 5:** If an MSRP is listed on the prior title it **MUST** be carried over to the new owner. If no MSRP is listed on previous title, check off “Not required”.

STATE OF MAINE					
VEHICLE ID NUMBER 12345645871244444	YEAR 2014	MAKE TOYT	MODEL TACOMA	BODY PK	TITLE NUMBER 12918223
NEW/USED NEW	PURCHASE DATE 02/01/2014	ISSUE DATE 02/05/2014	PRIOR TITLE	ODOMETER 12 MI	ACQUIRED MILEAGE
				MSRP	\$29,411.00

5. MSRP

New: Recorded on Monroney Label

Used: Recorded on prior title

Not required

MSRP Amount
\$29,411

- **Box 17:** Enter the plate that was issued at time of registration. This allows for quick access to the registration if that transaction needs to be researched.

type	
17. Other data BMV USE 123ZZ(PC)	
20. If not actual <input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken	
MUST FILE MVT-32	

TITLE REVIEW

- **Box 21:** If there is no lienholder, indicate **'NONE'**. **Note:** A previous title **must** be included with the Title Application. This is not a 'Missing Documents' scenario.


LIEN INFORMATION The lien holder is the institution or person financing the vehicle. Title	21. First lien holder's name if vehicle financed. If	NONE
	23. Address-No. & Street	
	24. Second lien holder's name	

- Out of State titles: Unlike Maine, some states (like New York) issue titles to customer even if there is an outstanding lien. Carefully review the document. If there is an open lien it **must** be listed on the MVT-2 **unless** accompanied with a lien release.

- A customer registering for the first time in Maine may not have their title due to the lienholder possessing it.
- Complete the MVT-23B "Notice of Missing Documents and Unusual Circumstances" and attach to the MVT-2.

MVT-23B

LIEN INFORMATION The lien holder is the institution or person financing the vehicle. Title	21. First lien holder's name if vehicle financed. If no lien, state "none."	The Credit Company	
	23. Address-No. & Street	City	State
	24. Second lien holder's name	PO BOX 1 Moneytown, MD 21000	

 State of Maine Notice of Missing Documents or Unusual Situations	
To: BMV – Title Section	Date _____
From: <input type="checkbox"/> Branch Office <input type="checkbox"/> Municipality	
Re: CTA # _____	Owner _____
<input type="checkbox"/> Please return attached Original Bill of Sale to owner. <input type="checkbox"/> Last valid registration issued to this owner; verified by _____ and returned to owner. <small>(This is when additional proof is required by registrant whose title is with the lien holder. This is not in lieu of original registration document required for import vehicle or title-exempt state countries.)</small> <input type="checkbox"/> Manufacturer's Certificate of Origin (MCO) is missing. Reason _____ <input type="checkbox"/> Prior Title is missing. Reason w/ LIEN HOLDER	
The following documents were given to the registrant at the time of transaction: To be forwarded to the Title Section to be matched up to the CTA.	
<input type="checkbox"/> MVT-10 – VIN Inspection Form (This form has to be completed at time of registration, however, if this is an import, the vehicle may not be present and that requires a police officer's completion.) <input type="checkbox"/> MVT-30 – Letter to out of state Lien holder or Lessor <small>(The yellow copy of CTA should be included with this letter.)</small> <input type="checkbox"/> MVT-32 – Odometer Information Form <small>(only if odometer reading is unknown and the vehicle is not present at time of registration.)</small> <input type="checkbox"/> Signature Missing. Copy given to owner for additional signature. Reason _____	
Notes: _____	


Prior Title is missing.
Reason _____ w/ LIEN HOLDER

MVT-30 – Letter to out of state Lien holder or Lessor
(The yellow copy of CTA should be included with this letter.)

REGISTRATION PROCESSING

Electronic Towns:

- PC class code plate: Subclass to be used is P2 and **NOT** P1. P1 is a stock car and the fee for a Stock Car is \$7.00. Registration will say **“NOT TO BE DRIVEN ON HWY”**

State of Maine Vehicle Registration												
Eff. Date is Validation Date But Not Prior To: 04/20/2023						Expires: 04/30/2024		Insurance: WSK		CLASS	REGISTRATION NUMBER	
VIN: 1FALP528VHG174718						YEAR: 2017	MAKE: FORD	MODEL: FOCUS	COLOR: BL	STYLE: 4D	PC	PASSEN
REGISTRANT(s): STANLEY, JESSICA				DOB(YYMMDD): 10/27/1970		Base: 32,908		NOT TO BE DRIVEN ON HWY				
LESSOR:				UNIT #:		DOT #:		Mil. Rate: .0040				
MAILING ADDRESS: P O BOX 15 YOURTOWN ME 04123				Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 04/20-2023		ExTx Date: 04/20/2023		Local: 131.80				
LEGAL RESIDENCE: 18 FRONT ST YOURTOWN ME 04444				YOURTOWN ME 04444		Fees: 7.00		ExTx Bal: 131.80				
						Agent Fee: 6.00		Sales Tax: DLR				
						CTA#: AA12345		NP		STOCK CAR		
				PI ME 1485376		User Id: WSK		E-NEW REG				
Tax Receipt #: 1357924				Slicker # (M) 04D03944397 (V) 24D00475966								
MVR-3V's Rev. 01-2023 REGISTRATION										www.maine.gov/sos		

- Be careful when a customer moves to your municipality that you enter this subclass correctly prior to renewing the vehicle. If you use the incorrect subclass, your resident will receive a balance due letter in the mail and the registration must be corrected.



(DV)

100% DISABLED VETERAN



(XV)



(VX)

To Qualify:

- Letter from the VA or appropriate agency.
 - Permanent disability that is service-related.
 - Indicates Veteran is either 100% disabled or being compensated at 100%.
 - Veteran must be a titled owner or lessee.
- Entitles a qualified veteran to a **free registration AND excise exemption on One Vehicle Only.**
 - Excise tax receipt **must** be generated at the town office prior to sending the veteran to the branch office for the designated plates allowed for exemption.
 - Veteran is required to pay sales tax, per Maine Revenue Services.
 - Customer must present the qualifying paperwork when completing the registration.



TRANSFERS

Municipalities charging incorrect registration fees on transfers contributes to 40% of all BMV rebates in FY2023.

- Double check the fees! In most cases this will be \$8.
- Exceptions include additional registration fees due if the transfer involves a registered weight change.
- **Common error:** If the fees list as **\$43.00**, this often indicates the \$35 state registration fee was not populated on the record from which you are taking the credit (Ex: Excise-only, Rapid Renewal).
- Check your 'system update' to ensure that the state registration fee is present.
- Otherwise, the customer will overpay and will have to be refunded by BMV.



DO NOT REGISTER!



Mitsubishi Delica



**Japanese Kei-class
("Mini-trucks")**



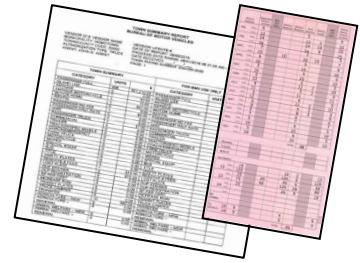
Military Vehicles

The National Highway Traffic Safety Administration (NHTSA) has ruled that these vehicles do not meet Federal Motor Vehicle Safety Standards.

- These vehicles are manufactured in Asia for use in third world countries and are not manufactured according to USA standards.
- They do not meet emission standards and may include right-hand steering.
- Not designed for normal highway use.
- These vehicles (along with most imports) are not registered for on-road use.
- When in doubt, please contact a Municipal Coordinator.



CASH REPORTING



ENVELOPE SAMPLE:

The following example shows the correct procedure to follow when validating the outside of your envelope with your municipal validation stamp.

Town of Yourtown
PO Box 555
Yourtown, ME 99999

Attn: Accounting Unit
Bureau of Motor Vehicles
101 Hospital St
29 State House Station
Augusta, ME 04333-0029

Sample
Date: 09/01 -
09/08

NOTE:

Municipalities processing electronically should also indicate "Electronic" below the municipal validation stamp.

- **Always** stamp the outside of the report envelope with the validation stamp including the date range of the report.
- Separate transfers, duplicates, and corrections from registrations. **NOTE:** *Manual towns processing duplicates will retain the white copy of the MVR3 and will only send in the MV-11 with your report.*
- All miscellaneous documents, ie: MV-9, MV-138, need to be bundled together and need to include the registration's MVR3 number on each document.

- Separate the no fee Use Tax forms from the fee Use Tax forms and staple each separate grouping together. Remember that every New registration, if private sale, homemade trailer or out-of-state sale, needs to have a Use Tax form processed, even if no fees are to be collected.
- Mail **FLAT** in an envelope large enough to support the complete report.
- **NEVER** staple anything to the white copy of the registration.



INVENTORY MANAGEMENT



It is important to maintain your inventory in sequential order. Not maintaining inventory makes it difficult to monitor cash reports and can lead to having “stray stickers” being listed in inventory.

- Ensure the validation number on the registration matches the MVR3 number on the form.

P O BOX 15		Registration Void Unless Validated	
YOURTOWN	ME	04123	VALIDATED REGISTRATION
LEGAL RESIDENCE		LEGAL RESIDENCE CODE	YOURTOWN
18 FRONT ST			04444 01/21/2019
YOURTOWN	ME	04444	\$47.32
			1357924
Tax Receipt # 1357924		PT	
MVR-3YS Rev. 01-01-16 REGISTRATION		Sticker# (M)	(Y)

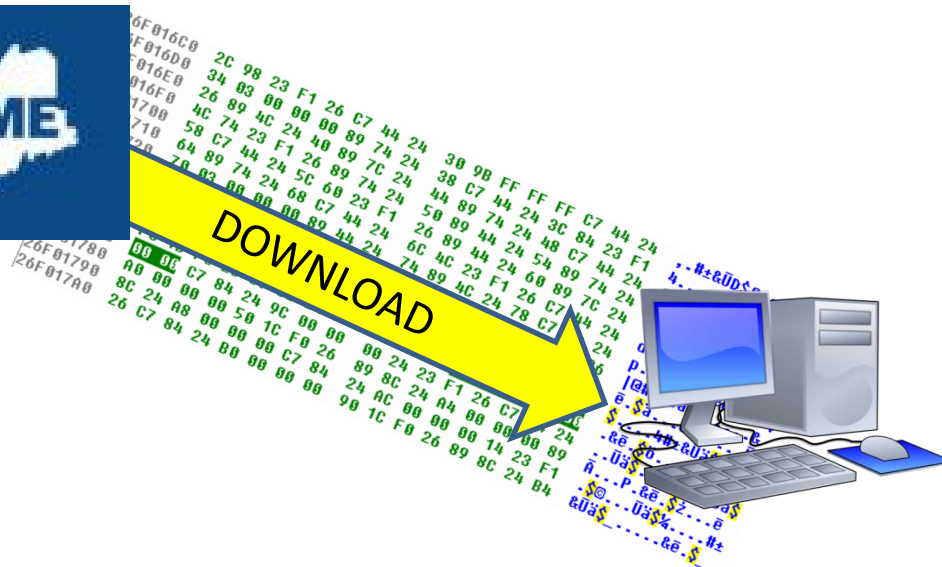
- **ALWAYS CHECK THAT PRINTING WAS DONE CORRECTLY BEFORE SAVING YOUR WORK.** If needed, you may be able to reprint the registration.
- If the registration does not print and it has been saved in the system, you will have 2 options:
 - VOID the MVR3 and start over, which is the preferred option.
 - Process a correction. With this option, the original MVR3 that was printed incorrectly, or not printed at all, will need to be sent in with the correction. This original MVR3 is the registration that is attached to the money that was collected. If the MVR3 is blank, it **CAN NOT** be put back into inventory for use with another customer.

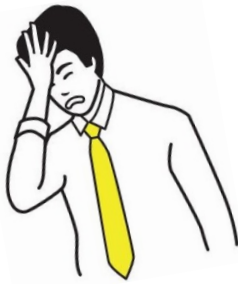


DATA INTEGRITY



- **Electronic Processing Municipalities:** Monthly **Delta Files** are available to be downloaded from the InforMe website within the **first 5 days of each month**.
- These files contain up-to-date BMV data that are crucial to ensure you are operating with accurate registration data. It is **IMPERATIVE** that this be done in a timely manner and done correctly. Saving these files to your computer is not enough. The files need to be saved to the proper location.
- Contact your electronic vendor for specific instructions. **Failure to follow these procedures leads to many registration errors!**





CORRECTIONS



HAVE A CONVERSATION WITH YOUR CUSTOMER

- Take a moment to have your customer review the plate, their name, and vehicle information prior to leaving. Avoid a correction by thoroughly reviewing paperwork prior to the customer leaving the office.
- Occasionally, it will be necessary to correct or change information on an existing registration. Examples: incorrect vehicle identification number (VIN), color change, address change, name addition/deletion, and plate change, etc.
- If a correction is being asked of you by the Bureau of Motor Vehicles Municipal & Agent Services Section, please **DO NOT** just update your system with what we are asking you to correct. You will need to process an actual correction and send your customer the corrected yellow copy. That correction will be your customer's new legal registration.



ENTITY INFORMATION



- Please inform us if your office needs to unexpectedly close due to medical leave, vacation time, etc.
 - **REMINDER: Excise tax can only be collected by another town if there is a written agreement between towns, and BMV has a copy of that agreement on file.**
- **Be proactive!** Consider creating an excise agreement with a neighboring town in case a closure occurs. This can avoid a major inconvenience for your residents. BMV cannot collect excise tax!
- It is important for BMV to maintain an accurate database of municipal information, which includes a list of employees who are authorized to process registrations.
- When you hire a new employee or an employee leaves, please let us know so we can update our system. This will allow us to inform you on what training classes, if any, that employee needs to take.
- Let us know if there are any changes in office hours or email addresses as that information needs to be updated as well.



REMINDERS

- Upon renewal, if your customer's plate is more than 5 years expired call **Numerics (624-9052)** for verification.
- Please submit the **MV-51** via email when ordering supplies. This form is located on our municipal website <http://www.maine.gov/sos/bmv/municipal/index.html> and is more reliable than fax submittals. The email address for the stockroom is STOCKROOM.BMV@MAINE.GOV.
- Leased vehicles: Always attach a copy of the lease agreement to the title application.
- **ALL** renewals and new registrations **MUST** have questions 1 and 2 answered on the back of the registration as well as mileage. For 'CO' and 'FM' plate vehicles, questions 1, 2, 4, and 5 need to be answered, and for 'TT' plate vehicles, questions 1, 2, 4, 5, and 6.
 - **IF QUESTION 6 ON A 'TT' CLASS PLATE REGISTRATION IS NOT ANSWERED YES THE REGISTRATION SECTION WILL BALANCE DUE THE CUSTOMER \$40.00.**
- According to MRS, Title 36 Sec 17-65, a registered car dealer can put **"NA"** for the sales tax. Typically, this mean the customer's trade-in value is more than the price of the new vehicle.

FORMS

Completed MV-553 RETURNED PLATE CARD

- Call a Municipal Coordinator if registrant information is unknown.
- Send the MV-553 in with your report. Never attach this form or registration to the actual plates.
- Validation stamp needs to be on all miscellaneous documents.

STATE OF MAINE BUREAU OF MOTOR VEHICLES Returned Plate Card			
Registrant Name 1 Mickey Mouse		BMV ENTERED	
Registrant Name 2 5 Mouse Ln		Class Code PC	Plate # Returned 1234AB
Address Mouseville		# of Plates Returned 1 <u>2</u>	
City ME	Zip Code 04444	Expiration Month 01	Expiration Year 2023
State		New Class Code	New Plate #
Reasons for return (check all that apply):			
<input type="checkbox"/> Defective Plate <input checked="" type="checkbox"/> Lost / Found <input type="checkbox"/> Mutilated <input type="checkbox"/> Recovered / removed by law enforcement <input type="checkbox"/> Requested new style / class plate (s)		<input type="checkbox"/> Requested vanity plate (s) <input type="checkbox"/> Suspension <input type="checkbox"/> Vehicle Sold <input type="checkbox"/> Will no longer register a vehicle in Maine <input type="checkbox"/> Other _____	
BMV Branch Office	Clerk's Initials	Date Returned	
Municipal Office OurTown	Clerk's Initials Tmg	Date Returned 05/10/2023	
Non-Government Agent	Clerk's Initials	Date Returned	
MV-553-T Rev 05/2017 BMV COPY			

STATE OF MAINE
BUREAU OF MOTOR VEHICLES
29 State House Station
Augusta, Maine 04333-0029



Note:

Registration plates issued by the Secretary of State continue to be the property of the State. When a registration certificate is suspended, revoked, canceled or has expired and the owner has no intention to renew or transfer within 6 months, the owner shall remove the registration plates and forward them, along with the registration certificate, to the Secretary of State.

FORMS

NOTICE OF LOSS OF NUMBER PLATES AND REQUEST FOR NEW PLATES
(FEE: Each plate \$5.00—With validation stickers—\$5.50)

NO FEE - Plate Peeling

Class CR (Type of Plate) Plate Number 999W Plate(s) Needed: 1 or 2

Name: William Elliott Date of Birth: 05/06/1965

Address: 29 State Street, Cozy Harbor, ME

Zip 04000

Daytime Telephone: (207) 555-5555 Signature William Elliott

PERMANENT ADDRESS CHANGE: Please check this box for address to be changed on your registration.

Please attach a copy of your current registration.

To be completed by BMV representative or Municipal Agent

Were new plates issued? Yes No (check one)

If Yes: New Plate Number: 737X Class CR

Were validation stickers issued? Yes No (check one)

If Yes: Month Sticker #: 017654 Year Sticker #: 147845

Month / s: 04D Year / s: 24D

LP Clerk issued Sticker (s) Mo April Yr 2024

Bureau of Motor Vehicles, Attn: Lost Plate Clerk, 29 State House Station, Augusta, ME 04333-0029 Tel: (207) 624-9000 ext. 52149


Stickers Needed:
 Yes No
(check one)

Exp. Month _____

Plate was:
 Lost
 Mutilated
 Stolen
 Removed by Law Enforcement

Fee Collected: \$0

Validation Stamp



MV-9 Rev. (8-2012) BMV COPY

Completed MV-9

- A registration **MUST** be issued indicating the replacement plate!
- Validation stamp needs to be on all miscellaneous documents.




PLATE CHANGES




In the event a customer would like to transfer credit from one vehicle to another, or upon renewal decides to get a new plate, refer to the following when deciding whether or not to charge the customer an \$11.00 replacement plates and stickers fee along with their registration fees:

1. PC (regular) to PC (regular) – **Yes**, the customer would be charged a replacement plates and stickers fee of \$11.00 to replace their existing plates.
2. PC (regular) to BC (specialty) – **No**, the customer would be charged a fee of \$20.00 (specialty plate fee) but not the replacement plates and stickers fee of \$11.00.
3. PC (vanity) to PC (regular) – **No**, the customer would not pay the replacement plates and stickers fee of \$11.00.
4. SW (specialty) to CR (specialty) – **No**, the customer would be charged the \$20.00 (specialty plate fee) but not the replacement plates and stickers fee of \$11.00.
5. SW (specialty) to SW (specialty) – **Yes**, the customer would be charged the replacement plates and stickers fee of \$11.00 to replace their existing plates.

FORMS

 Department of the Secretary of State
Maine Bureau of Motor Vehicles



**REQUEST FOR REPLACEMENT
OF VALIDATION STICKER**

1 Single Sticker \$.25 1 Set of Double Stickers \$.50
 2 Single Stickers \$.50 2 Sets of Double Stickers \$ 1.00

Name: Peter Lovell Date of Birth: 05/06/1965
Mailing Address: 16 Main St
City/Town: Yourtown State: ME Zip: 04000

Sticker (s) Issued:
Month: 07S Control Number: 0425619
Year: _____ Control Number: _____
For use with Plate Number: 1160CK Class Code: PC

If no fee, please explain: Sticker did not stick

Date: 04/11/2023 Clerk: Wsk

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
Phone: (207) 624-9000 Ext. 52149 TTY users call Maine relay 711

MV-14 (Rev 5/19)

Completed MV-14

- If your customer has lost one sticker, **DO NOT** issue a set of stickers. Issue a single sticker from your singles inventory.
- Remember to provide an explanation for a “no fee” replacement.
- Validation stamp needs to be placed on all miscellaneous documents.

Thank you for participating in the 2023 Fall Workshop!



Please do not hesitate to call the Municipal Coordinators should you have any questions that you cannot find answers to in the Vehicle Services Procedures Manual.

(207) 624-9000 Ext. 52163