



Motor Vehicle Administration  
6501 Ritchie Highway, N.E.  
Glen Burnie, MD 21062

# 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 SOUNDEX/MARYLAND DRIVER LICENSE NO.						DATE OF BIRTH			CO-APPLICANT'S SOUNDEX/MARYLAND DRIVER LICENSE NO./FEIN #						DATE OF BIRTH		
						MONTH   DAY   YEAR									MONTH   DAY   YEAR		
APPLICANT'S STREET ADDRESS						CITY OR TOWN			COUNTY			STATE			ZIP CODE		

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

## VEHICLE DESCRIPTION

<input type="checkbox"/> NEW VEHICLE	MODEL YEAR	MAKE OF VEHICLE	MODEL NO.	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	BODY STYLE	TYPE OF FUEL	# OF CYLINDERS	MOTOR CARRIER #	UNIT #
<input type="checkbox"/> TRUCK G.V.W.	<input type="checkbox"/> TRUCK TRACTOR G.C.W.	<input type="checkbox"/> BUS SEATS	<input type="checkbox"/> MOTORCYCLE ENGINE NO.	ENGINE SIZE (C.C.)		<input type="checkbox"/> TRAILER (SPECIFY LENGTH) G.V.W.   TYPE OF TRAILER	
AXLES 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 WORD "NONE" BELOW.							

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

## PURCHASE INFORMATION FOR TAX PURPOSES – SEE INFORMATION ON REVERSE SIDE

IF VEHICLE RECENTLY PURCHASED	MARYLAND DEALER'S CERTIFICATION	MARYLAND DEALERS ONLY
MD. EXCISE	I hereby certify, under penalty of perjury, that the purchase price represents the full amount paid for this vehicle. Date of Delivery _____ DEALER'S NUMBER N U _____ NAME OF DEALERSHIP _____ SIGNATURE OF DEALER _____ DATE _____	SELLING PRICE
TAX 5% OF \$ _____ FULL PURCHASE PRICE		GROSS TAX COLLECTED
ATTACH A NOTARIZED BILL OF SALE SIGNED BY SELLER(S) AND PURCHASER(S)		COLL. FEE .6% OF GROSS
		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 titled/registered this vehicle in \_\_\_\_\_ and paid \_\_\_\_\_ % tax (if no tax paid write "NONE")  
 STATE

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

I/we do hereby make application for:  New Registration Plates  Transfer of Registration Plates. Is your motor vehicle now suspended or revoked in this or any other State?  Yes  No

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

TAG NO. \_\_\_\_\_ and STICKER NO. \_\_\_\_\_ The vehicle to which these plates were affixed has been sold, traded or otherwise transferred to: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name of Insurance Co. \_\_\_\_\_ Policy or Binder No. \_\_\_\_\_  
 Agent or broker \_\_\_\_\_ Class of Tags desired \_\_\_\_\_

Federal and State law require that you state the mileage in connection with this vehicle. Failure to complete or giving 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.**

I/we certify that I/we have compared the manufacturer's vehicle identification number on 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 \_\_\_\_\_

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

**NEW VEHICLES**

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

1. A Manufacturer's Certificate of Origin or other ownership document(s) required by law and original Dealer's Bill of Sale must accompany this application.

**NEW VEHICLES PURCHASED IN MARYLAND**

1. A Manufacturer's Certificate of Origin for the vehicle must accompany this application.
2. Separate MVA Notarized Bill of Sale required if Maryland Dealer's Certification on the front of this application is not completed.

**USED VEHICLES**

**USED VEHICLES FROM A TITLE STATE**

1. An out-of-state Certificate of Title, either in the applicant's name or properly assigned to the applicant must accompany this application.
2. Notarized Bill of Sale – Signed by Buyer(s) and Seller(s).

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

1. A notarized Bill of Sale from the seller(s) must accompany this application.
2. The Registration Certification from the non-title state must accompany this application. (If Registration Certification is not available, a verification of registration from the Motor Vehicle Department of the non-title state is acceptable.)

**ODOMETER MILEAGE STATEMENT**

(Federal regulations require the Seller or Transferor to state the odometer mileage upon Transfer of ownership. An inaccurate statement may make seller liable for damages to the Transferee, pursuant to section 409 of the Motor Vehicle Information and Cost Savings Act of 1972, Public Law 92-513.)

**INSURANCE REQUIREMENTS**

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 AMOUNT OF \$20,000/\$40,000/\$15,000, AS REQUIRED BY LAW. COMPANY VAN POOL VEHICLES MUST HAVE 5 TIMES THIS AMOUNT.

**MOTOR VEHICLE INSPECTION REQUIREMENTS**

USED CLASS "A" PASSENGER VEHICLES, CLASS "B" VEHICLES FOR HIRE, CLASS "D" MOTORCYCLES, CLASS "E" TRUCKS INCLUDING FARM, CLASS "F" TRACTORS, CLASS "G" TRAILERS INCLUDING FARM, CLASS "J" VAN POOL AND CLASS "M" MULTI-PURPOSE PASSENGER VEHICLES BEING TITLED AND REGISTERED IN MARYLAND MUST BE INSPECTED AT AN AUTHORIZED MARYLAND INSPECTION STATION. **THE CERTIFICATE OF INSPECTION MUST ACCOMPANY THIS APPLICATION.**

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 preventive maintenance program approved by the Motor Vehicle Administration and Maryland State Police Automotive Safety Enforcement Division.

**TITLE FEE**

The fee for title will be \$23.00.

**SECURITY INTEREST FILING FEE**

Fee for each filing is \$20.00.

**FEE FOR TRANSFER OF REGISTRATION PLATES**

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 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 remaining before your registration expires, the registration will be renewed for an additional year.

**JOINT TENANTS**

JOINT TENANTS – means that although inheritance tax is due, the vehicle can be transferred directly to the survivor without any liability for any outstanding bills in the Estate of the deceased. Upon transfer to the survivor, the application must be accompanied by the Death Certificate. For Tenants by Entireties application for transfer must be accompanied by Death Certificate.

**MARYLAND EXCISE TAX**

If the vehicle has been recently purchased and not titled or registered in the applicant's name in any jurisdiction, Maryland Excise Titling Tax is 5% of the greater of the total purchase price or \$640, if verified by an MVA Notarized Bill of Sale signed by buyer(s) and seller(s). Without an MVA Notarized Bill of Sale, Maryland Excise tax will be determined, as required by law from the valuation shown in the National Automobile Dealers Association Used Car Guide adopted for use by the Administration.

If vehicle is titled or registered in the name of the applicant at the time of making this application, Maryland Excise Titling Tax is 5% of the Retail Value of the vehicle as shown in the National Automobile Dealers Association Used Car Guide.

On passenger cars, station wagons, 1/2 and 3/4 ton pickup trucks, this value is computed by the addition or subtraction for high or low mileage according to the tables included in the National Automobile Dealers Association Used Car Guide.

An Excise Titling Tax Credit is applied if applicant has not been a Maryland resident for more than 60 days and has paid a Sales or Excise Tax in another State. The Excise Tax imposed shall apply, but at a rate measured by the difference.

Minimum Excise Tax imposed shall be \$100.00.

**REGISTRATION PLATES FEES (Find your fee under the proper classification)**

PRIVATELY OWNED VEHICLES –	Classes identified below will be registered for 2 years at the time they are titled or when their registration is renewed. The 2 year registration does not apply to Class E, truck vehicles in excess of 7,000 pounds.
COMPANY OWNED VEHICLES –	Registration issued annually at the 1 year fee. 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.
SURCHARGE –	To insure stable funding for Maryland's world-renowned emergency medical services (EMS) system, including med-evac helicopters, ambulances, fire equipment, rescue squads and trauma units, a "surcharge" of \$13.50 per year will be collected with the registration fee. The following fees include the surcharge where applicable.
PAYMENT –	Check or money order payable to MVA. The check must include (1) Imprinted Name and Address, (2) Drivers License Number (Soundex Number), (3) Home or Work Telephone Number.

	2 YRS.		1 YR.		CLASS E – Truck Fee Schedule for a vehicle with manufacturer's rated capacity of 3/4 ton or less, the gross vehicle weight is 7,000 pounds or less. GROSS WEIGHT CATEGORIES (in pounds)	CLASS E – FARM TRUCKS MAXIMUM GROSS WEIGHT LIMITS (in pounds)	FEE (per 1,000 pounds) OR FRACTION THEREOF
	FEE	FEE	FEE	FEE			
CLASS A – Passenger Cars and Station Wagons OR					FEE – 2 YRS. – \$94.50 1 YR. – \$47.25		
CLASS M – Multi-Purpose Vehicles							
Shipping weight up to 3700 lbs.	\$ 81.00		\$ 40.50		(MIN) 10,000 - 18,000	\$ 2.75	
Shipping weight over 3700 lbs.	\$108.00		\$ 54.00		18,001 - 26,000	\$ 3.00	
CLASS B – Passenger Vehicles operated for Hire	\$189.00		\$ 94.50		26,001 - 40,000		If you intend to operate your farm truck in combination with a trailer, that is in excess of 20,000 pounds gross weight, you must select the gross combination weight in increments of 1,000 pounds, as shown above. When operating as a single unit farm truck you are limited to the gross vehicle weight. When operating in combination, you are limited to the gross combined weight as selected by you and indicated on your registration.
CLASS C – Funeral Vehicles and Ambulances	\$135.00		\$ 67.50		40,001 - 60,000		
CLASS D – Motorcycles	\$ 64.00		\$ 32.00		60,001 - 80,000 (MAX)	\$11.75	
CLASS L – Historic Vehicles	\$ 27.00		\$ 13.50				
CLASS N – Street Rod Vehicles	\$ 27.00		\$ 13.50				

This fee schedule is to be used to calculate fees for both the GVW or GCW, whichever is applicable. The maximum weight practical for a GVW registration is 55,000 pounds.