



430 E Patrick Street * Suite B * Frederick, MD 21701 * (301) 846-0900 Direct * (301) 846-0908 Fax

Our Customers Have Never Paid
An Additional MVA Connection Fee!

We Are Licensed, Bonded, Insured and Fully Trained
Private Agents of the Maryland MVA & PennDOT

DEALER TRANSACTION CHECKLIST; MD TRANSFER

TRANSACTION TYPE

- New Title and New License Plates
- New Title and Transfer of License Plates
- New Title Only

SUPPORTING DOCUMENTATION [REQUIRED BY MVA]

- Clear Copy of Maryland Driver's License/ID
- Original Certificate of Title [Include All Dealer Re-Assignments]
- Loan Information [Loan Company Name, Address, Account # and Loan Amount]
- Completed MD MVA Form VR-005 Application for Certificate of Title
- Maryland "MVA Approved" Insurance Information [Full Insurer Name & Policy Number]
- Original Bill of Sale/Dealer Paperwork
- Original Maryland Safety Certificate **OR** Online Verification found at <https://egov.maryland.gov/msp/vsi/Lookup#/inspection>
- Signed MVA Approved Power of Attorney found at <http://tagandtitleservices.com/mva-forms/>
- IMPORTANT:** If titled as a business, please provide the business Z # and EIN.

LICENSE PLATE STYLE

- Maryland Proud Plates [Standard]
- Maryland Save-the-Bay Plates [*\$10 Extra Yearly*]
- Maryland Agricultural Plates [*\$10 Extra Yearly*]

