

Welcome to the
BUREAU of MOTOR VEHICLES

LIMITED NEW REGISTRATION TRAINING



MUNICIPAL STAFF

Our 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 do change frequently. Staying current with Bureau of Motor Vehicle laws, policies and procedures will ensure a more positive experience with the patrons of your municipality.

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



**Tina Gowell
Municipal Coordinator**



**Wendy King
Municipal Coordinator**



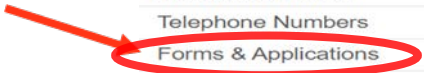
**Trisha Leathers
Municipal Coordinator**

The Limited New Workbook is a tool to assist the Limited New Agent and staff with processing registrations. The information in this workbook has been taken from the Bureau of Motor Vehicles Procedures Manual, located in its entirety, on the Municipal & Agent Services website.

<http://www.maine.gov/sos/bmv/municipal/index.html>



Print out fillable forms & applications



Municipal & Agent Services Team

		
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

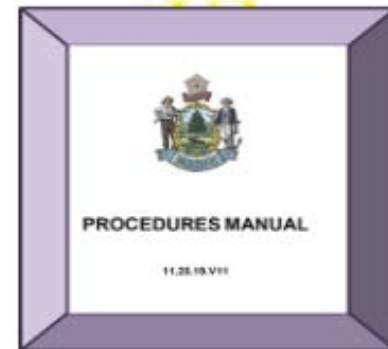
Welcome to the Municipal & Agent Services Department! Consider us your go-to source for answering any questions you may have with the not-so-typical registration scenarios. We're here to provide the necessary training for municipalities to provide motor vehicle registrations and related credentials to 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**

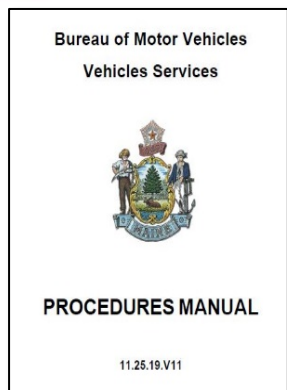


TRAINING SCHEDULE



Download the Procedures Manual to your Desktop

USE OF A REGISTRATION PROCEDURES MANUAL



**STATE OF MAINE
BUREAU OF MOTOR VEHICLES
PLATE CHART**

**DISABLED VETERAN PLATES:
100% SERVICE CONNECTED**

REFERENCE:
Title 29-A, Section 523, subsection 2, Disabled Veterans; Special Free License Plates
<http://www.mainelegislature.org/mes/legis/statutes/29-A/29-Asec523.html>

DEFINITION:
The Secretary of State, on application and evidence of payment of the excise tax required by Title 36, Section 1482, shall issue a registration certificate and a set of special designating plates to any 100% disabled veteran when that application is accompanied by certification from the Veterans Administration as to the veteran's disability and receipt of 100% service connected benefits. The special registration plate for Disabled Veterans may be used for only one motor vehicle with a registered weight of up to 26,000 lbs. r.v.w.

SPECIAL REQUIREMENTS:
The veteran must be permanently disabled, receiving 100% compensation and must file or have on file in the BMV Main Office a letter from the Veterans Administration stating that they are permanently disabled receiving 100% service connected benefits.

These veterans must pay excise tax but are exempt from registration and title fees. All other registration fees must be paid, such as vanity plate fees and specialty plate fees.

VEHICLE STYLE CODES
The following style codes are to be used for automobiles, motorcycles, special equipment, special mobile equipment and trailers.

Style Code	Body Type
2D	2 Door Sedan/Coupe
3D	3 Door Sedan
4D	4 Door Sedan
2W	2 Wheel Motorcycle
3W	3 Wheel or Tricycle
5W	5 Wheel Travel Trailer
AC	Auto Carrier
AD	Alphabet Distributor
AE	Aerial Platform
AF	Air Compressor
AM	Amulance
AR	Armored Truck
BA	Bulk Agriculture
BC	Brush Chipper
BD	Bulldozer
BU	Bus, Concrete
BH	Backhoe
BK	Backhoe Loader
BR	Recreational Ruck
BT	Boat Trailer
BU	Bus
BZ	Biohazard
CB	Chassis and Cab (Utility Truck)
CE	Unpublished Construction Equip.
CS	Carvelet gear Trailer
CH	Coach
CI	Com Packer
CO	Cotton Picker
CM	Concrete or Transit Mixer
CP	Self-propelled combine
COE	Crane
CS	Culvert Steamer
CT	Campers or Travel Trailer
CV	Convertible
CZ	Cotton Stripper

This Procedures Manual should be kept close at hand and referred to whenever questions about registrations come up.

Please do not hesitate to contact BMV with your questions.



(207) 624-9000 x-52163



(207) 624-9037



municipal.bmv@maine.gov




BUREAU OF MOTOR VEHICLES BRANCH OFFICES



- ★ Augusta
- ★ Bangor
- ★ Calais
- ★ Caribou
- ★ Ellsworth
- ★ Kennebunk
- ★ Lewiston
- ★ Rumford
- ★ Portland
- ★ Rockland
- ★ Scarborough
- ★ Springvale
- ★ Topsham

APPOINTMENT OR CHANGE OF TAX COLLECTOR / AGENT

- The **BMV** must be notified whenever there is a change in the **Tax Collector** and/or **Municipal Agent**.
- With the change of Agent, an internal inventory audit must be done by the outgoing and incoming agent.
- Fax or email completed form and inventory audit to **Municipal & Agents Services** at 207-624-9037 or municipal.bmv@maine.gov.


Matthew Durlap
Secretary of State

Department of the Secretary of State
Bureau of Motor Vehicles
Municipal/Agent Services

Patty A. Morrissall
Deputy Secretary of State

Garry Hinkley
Director of Vehicle Services

MUNICIPAL BMV AGENT APPOINTMENT LETTER

The Municipality of Litchfield wishes to appoint CINDY BEAR _____
(Enter name of new agent) (DOB) _____
as the Agent or Agent & Tax Collector (Please check one)
in the New Registration Level program as a Motor Vehicle Municipal Agent.

The current agent, CINDY BEAR will be ending that position on _____/_____/_____
and the new agent will begin on _____/_____/_____

New Agent E-mail Address: _____

Has the New Agent completed training classes in the New Registration Level Program? YES NO

Interim contact name, if any: _____

Please verify the following information. If incorrect, please draw a line through the incorrect information and provide us with the correct information. Please provide missing or omitted information in the space(s) provided.


Municipality Mailing Address 102 YELLOWSTONE PARKWAY YELLOWSTONE, ME 04000	Municipality/Physical Address 102 YELLOWSTONE PARKWAY YELLOWSTONE, ME 04000
Municipality Inventory Shipping Address 102 YELLOWSTONE PARKWAY YELLOWSTONE, ME 04000	Municipality Hours of Operation M 8:30-7; T,W,TH 8:30-8
Municipality Telephone# 207-804-4287	Municipality Fax# 207-804-4286
Municipality Email Address _____ (Please Print)	

In order to be authorized as the Motor Vehicle Municipal Agent, we understand that under Title 29-A, this individual must be the municipal tax collector, or designated to collect excise taxes on vehicles for our municipality and must successfully complete the training program provided by the Bureau of Motor Vehicles.

New Municipal Agent _____ Date _____
(Signature required)

Municipal Official _____ Date _____
(Signature required)

Municipal Official _____ Date _____
(Signature required)



101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
Phone: (207) 624-9000 Ext. 5165 Fax: (207) 624-9300 TTY Users call Maine relay 711 Email: MUNICIPAL.BMV@MAINE.GOV



LIMITED NEW AUTHORITY



- New registration with old plate (NROP) – **Maine Dealer Only** up to 26,000 lbs.
- New registration transfer – **Maine Dealer Only** up to 26,000 lbs.
- Re-registration transfer – up to 26,000 lbs.
- Re-registration with weight changes up to 26,000 lbs.
- Re-registration without weight changes up to 100,000 lbs.
- Name Addition/Deletion (MV-138)
- Duplicate registrations (MV-11)
- Duplicate stickers (MV-14)
- Special Registration Permits (MVR-10)
- Excise Tax Reimbursement for vehicles registered for over 26,000 lbs.
- Transit plates with or without Permit to move to an inspection station
- MUNICIPAL AGENTS MAY ISSUE THIS PERMIT ONLY IN CONJUNCTION WITH THE ISSUANCE OF A TRANSIT PLATE.

This level MAY NOT collect Sales Tax fees or Title fees

MUNICIPAL FEES

\$6

• New Reg

+

\$1

- Additional fee for completing registration from another town

\$5

• Re-Reg

- These fees are retained by the municipality and are indicated on the registration. Do not include these fees in the Cash Report.

\$3

• Transfer

- Maine Revenue Service designates which towns will handle registrations for residents of specific unorganized territories. Please call a Municipal Coordinator for more info.

\$1

- Duplicates
- Transit Plates
- Special Reg Permits

INSURANCE REQUIREMENTS

- Insurance **MUST** be shown prior to a registration being processed.
 - Verify Coverage Dates
 - Verify Year, Make, Model, Vin #
 - Insurance card may be in a name other than the registrants, provided there is no transfer of ownership.
 - If required to file an SR-22 (Proof of Financial Responsibility) **call: (207) 624-9000 ext.52109** for authorization to complete.
 - Call a Municipal Coordinator if unsure.

Additionally:

Customer displays an SR-22 Authorization Letter from the BMV Branch Office. The form must identify the specific vehicle being registered and must be collected once processed. Customer has 30 days to process once issued.

***Proof of insurance can be shown electronically**

Department of the Secretary of State
Bureau of Motor Vehicles

Matthew Dunlap
Secretary of State

Patty A. Morneau
Deputy Secretary of State

Jennifer Pease
Director of Public Services

3/28/2019

This letter authorizes the municipality of **Yourtown** to process this particular registration for plate number **000JIV** under the name of **Yogi Bane** who is required to file an SR-22 certificate of insurance with the Bureau of Motor Vehicles. This insurance filing has been verified by the motor vehicle branch office in **Augusta**.

A copy of this letter is to be retained in the municipality files and a copy must be sent along with the registration for verification of authorization to process.

If there are any questions please contact your Municipal Coordinator at 624-9000 X52163.

Sincerely,
Branch Official



Customer Representative Associate II

REGISTRATION PROCESSING

DEFINITIONS

- **Re-registration:** A registration of the same vehicle in the same name in this state.
- **Re-registration Transfer:** A registration using valid excise tax credit and registration credit from a vehicle no longer in use toward the re-registration of a vehicle on which the registration has expired.
- **New Registration/Old Plates:** A vehicle being registered in this state by the registrant for the first time using a set of plates previously registered to the registrant. Use of the old plates should be verified by a prior registration or by calling the BMV Main Office. If the prior registration is still valid, it should be turned in so that the customer will not have two registrations showing the same plate number.
- **New Registration Transfer:** A new registration that uses plates, excise tax credit and registration credit from a vehicle no longer in use by the registrant toward the registration of a new vehicle by that same registrant. Please make sure that the expiration date of the replaced (old) vehicle is still valid prior to giving excise tax credit.

THE “MANUAL PREPRINT”

- Review for accuracy.
- If accurate, use Excel spreadsheet to complete. 
- If information is incorrect or missing, type out the registration using the Adobe template. 
- Information **SHOULD NOT** be handwritten!

Insurance: WSK		CLASS	REGISTRATION NUMBER
STYLE	TIRES	AXLES	WEIGHT
PK00	4	2	10,000
REGISTERED WEIGHT		FUEL	
10,000		D	



on Mileage 52123	CLASS	REGISTRATION NUMBER			
Insurance: WSK	CO	1A-1111			
STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
00	4	2		10,000	D

**CORRECTED STYLE,
TIRES, AXLES, REG. WGT**

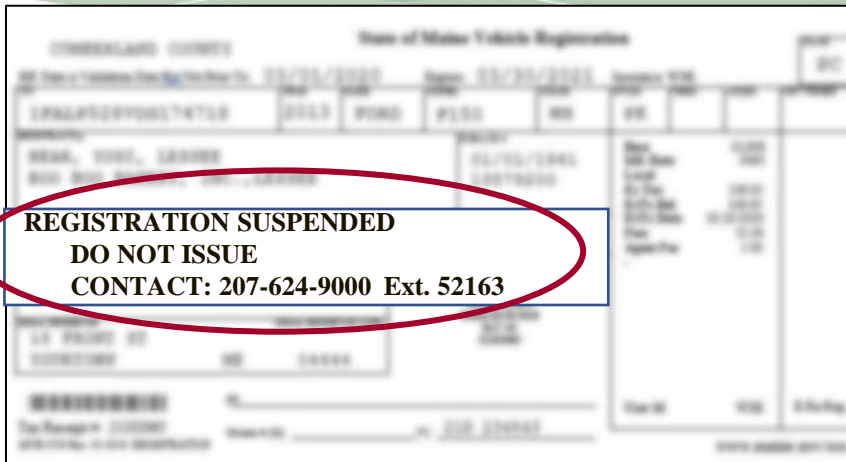
Reg Type RE-REG

www.maine.gov/sos



REGISTRATION SUSPENDED DO NOT ISSUE

A pre-print displaying this message in the address section:
**REGISTRATION SUSPENDED
 DO NOT ISSUE
 CONTACT: 207-624-9000
 Ext. 52163**



Call your Municipal Coordinator to verify status.

1. You may collect the **Excise Tax Only** and refer the registrant to the BMV if suspension remains.
2. If no longer suspended, a new MVR would need to be produced replacing “DO NOT ISSUE” with the customer’s address.

CUMBERLAND COUNTY										State of Maine Vehicle Registration				CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 03/01/2021										Expires: 03/30/2022				Insurance: WSK	PC	1234GH
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	SEATS	AXLES	INT WEIGHT	REGISTERED WEIGHT	PUBL						
1FALP528VDG174718	2013	FORD	F150	WH	PK					G						
REGISTRANT(S) BEAR, YOGI, LESSEE BOO BOO BAKERY, INC., LESSEE						DOB(ID) # 01/01/1941 13579200				Base 32.908 Mtl Rate 0065 Local Ex Tax 106.95 ExTx Bal 106.95 ExTx Date 03/20/2021 Fees 35.00 Agent Fee 5.00						
LESSEE CARTOON LEASE FINANCING						LISEE # 2				Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 03/20/2021 \$146.95 21102065						
MAILING ADDRESS PO BOX 15 YOURTOWN ME 04123						LEGAL RESIDENCE CODE 04444										
LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444																
Tax Receipt #: 21102065										Sticker # (M) (N) 22D 234543				User Id	WSK	E-Re-Reg.
MVR-1VS Rev. 05-2016 REGISTRATION														www.maine.gov/sos		

REGISTRATION

VIN YEAR MAKE MODEL COLOR STYLE FUEL

State of Maine Vehicle Registration

Eff. Date is Validation Date But Not Prior To: 03/01/2023 Expires: 03/30/2024 Insurance: WJK

CLASS		REGISTRATION NUMBER	
PC		1234GH	

VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
1FALP528VDG174716	2013	FORD	F150	WH	PK					D

- Required information
 - VIN
 - Year
 - Make
 - Model
 - Color
 - Style
 - Fuel (for vehicles)

State of Maine Vehicle Registration

CLASS		REGISTRATION NUMBER	
PC		1234GH	

VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
1FALP528VDG174716	2013	FORD	F150	WH	PK					D

BEAR, YOGI, LESSEE		01/01/1941		Base		32.908	
BOO BAKERY, INC LESSEE		13579200		Mil. Rate		.0065	
				Local			
				Ex Tax		106.95	
				Ex Tax Bal		106.95	
				Ex Tax Date		06/20/2019	
				Fees		35.00	
				Agent Fee		6.00	

MAILING ADDRESS		Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 06/20/2019 \$251.90 1452578	
P O BOX 15 YOURTOWN ME 04123			
LEGAL RESIDENCE		LEGAL RESIDENCE CODE	
18 FRONT ST YOURTOWN ME 04444			

PT _____

Tax Receipt #: 7654321 Sticker # (A) _____ (Y) 24D 6543253

MVR-3VS Rev. 01-2016 REGISTRATION

www.maine.gov/sos

REGISTRATION

LEGAL NAME
(Individual & Business)

DOB (Individual)

EIN# (Business)

DOT#
(IF REQUIRED)

LESSOR

Unit #
(Optional)

REGISTRANT(s) BEAR, YOGI, LESSEE BOO BOO BAKERY, INC., LESSEE		DOB(s)/ID # 01/01/1941 13579200
LESSOR CARTOON LEASE FINANCING	UNIT # 2	DOT #

- Required information
 - VIN
 - Year
 - Make
 - Model
 - Color
 - Style
 - Fuel (for vehicles)

State of Maine Vehicle Registration

Eff. Date is Validation Date But Not Prior To: 03/01/2023 Expires: 03/30/2024 Insurance: WJK

CLASS	REGISTRATION NUMBER
PC	1234GH

VIN 1EALP528VVG174716	YEAR 2013	MAKE FORD	MODEL F150	COLOR WH	STYLE PK	TIRES	TAXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
REGISTRANT(s) BEAR, YOGI, LESSEE BOO BAKERY, INC LESSEE				DOB(s)/ID # 01/01/1941 13579200		Base Mil. Rate 32.908 Local Ex Tax .0065 ExTx Bal 106.95 ExTx Date 06/20/2019 Fees 35.00 Agent Fee 6.00				
CARTOON LEASE FINANCING										
MAILING ADDRESS P O BOX 15 YOURTOWN ME 04123				Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 06/20/2019 \$251.90 1452578						
LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444										

Re-Reg.

Tax Receipt #: 7654321 Sticker # (M) 24D 6543253 (Y)

MVR-3VS Rev. 01-2016 REGISTRATION

www.maine.gov/sos

REGISTRATION

Mailing Address

- Can be another state

Geo Code


- Must match town

- ## Legal Residence
- NOT a P.O. Box

MAILING ADDRESS		
PO BOX 15		
YOURTOWN	ME	04123
LEGAL RESIDENCE		
18 FRONT ST		
YOURTOWN	ME	04444

Required information

- VIN
- Year
- Make
- Model
- Color
- Style
- Fuel (for vehicles)

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff. Date is Validation Date But Not Prior To: 03/01/2023 Expires: 03/30/2024 Insurance: WJK										PC	1234GH	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
1FALP528VDG174716	2013	FORD	F150	WH	PK							D
REGISTRANT(S) BEAR, YOGI, LESSEE BOO BAKERY, INC LESSEE						DOB(S)/ID # 01/01/1941 13579200		Base Mil. Rate Local Ex Tax ExTx Bal ExTx Date Fees Agent Fee		32,908 .0065 106.95 106.95 06/20/2019 35.00 6.00		
LESSOR CARTOON LEASE FINANCING						UNIT # DOT #						
MAILING ADDRESS P O BOX 15 YOURTOWN ME 04123						LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444		Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 06/20/2019 \$251.90 1452578				
										Re-Reg.		
Tax Receipt #: 7654321 MVR-3VS										Sticker # (0) _____ (V) 24D 6543253		
www.maine.gov/sos												

REGISTRATION PROCESSING

Passenger Alpha Style Codes

Most commonly used style codes approved by the Bureau of Motor Vehicles:

<u>Style Code</u>	<u>Body-Type</u>
2D	2 Door Sedan/Coupe
4D	4 Door Sedan
2W or MC	Motorcycle
MP	Moped
PK	Pickup
UT	SUV or Crossover/Utility Trailer
SW	Station Wagon
VN	Van
BT	Boat Trailer
CT	Camping/Travel Trailer
5W	5 th Wheel Camper
SM	Snowmobile Trailer
EN	Enclosed/Box Trailer
MH	Motorhome

Vehicle style codes are listed in full in the Bureau of Motor Vehicles Manual located in the Appendix on the Maine Municipal Website.





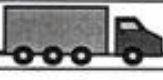






REGISTRATION PROCESSING

Commercial and Farm Numerical Style Codes

- A truck registered with commercial plates would use one of the following numerical style codes which is indicated in the “STYLE” box on the registration, and **MUST** include tires, axles and registered weight.
- All commercial style codes are determined by the type of vehicle, the tires, and the axles.
- **EXAMPLE:**



2-axle, 6-tire pickup= “20”

VEHICLE	STYLE CODE	DESCRIPTION
	00	Pickup Trucks or SUV's
	10	Other Trucks 2 Axle - 4 Tires
	20	2 Axle - 6 Tires
	30	3 Axle
	40	4 Axle
---	50	5 Axle
	Tractors	
	25	2 Axle Tractor
	35	3 Axle Tractor
	45	4 Axle Tractor
---	55	5 Axle Tractor
	Buses	
	26	School Type Buses
	27	Other 2 Axle Buses
	37	3 Axle Buses
---	47	All Other Buses

REGISTRATION FORM ERRORS

- If errors are made while typing a registration, please re-type a new registration. **Do Not Make Corrections On Original. Do Not Hand Write!**
- Errors which may cause a problem include:
 - Incorrect expiration date,
 - Vehicle codes (make, model, style, etc.) missing or incorrect,
 - Typographical errors within the registration,
 - Validation missing or unreadable,
 - Mileage, which is required on all vehicles,
 - Questions 1 and 2 on back of registration unanswered or marked “yes” and processed by the municipality, (if either question is answered “yes” the registration must be processed at a BMV Branch Office,
 - Incorrect or missing date of birth or Federal ID Number,
 - Signatures of parent or legal guardian missing on registration of a minor,
 - Information written near bar coded area.

NEW REGISTRATION: OLD PLATES/TRANSFERS

Maine Dealer Sale Only

- **NEW REGISTRATION/OLD PLATE (NROP):** A new registration using a set of plates previously issued to the registrant. A specialty plate gets treated as a new registration and charged an additional \$20 fee.
- **NEW REGISTRATION TRANSFER:** A new registration using valid excise tax and registration credit from a vehicle no longer in use.

If purchased private sale or from an out of state dealer, collect **EXCISE ONLY** and refer the customer to a BMV Motor Vehicle Branch office for processing.
DO NOT COLLECT SALES TAX AND/OR TITLE FEES.



State of Maine Vehicle Registration	Mileage: 145,450	VT YOGI 2
CUMBERLAND CITY	03/31/2018	
1FARP15J08W132010	F150	GR PF
YEAR: YOGI		
YELLOWSTONE PARK		
WINDHAM, ME 05250		
YELLOWSTONE PARK		
WINDHAM, ME 05250		

NEW REGISTRATION: OLD PLATES/TRANSFERS

Maine Dealer Sale Only

To process you will need to see the following:

Dealer's Bill of Sale



- ✓ Verify that sales tax was collected on purchase agreement or bill of sale.

Title Application (MVT-2) (Owner's Blue Copy)

A blue Maine MVT-2 Title Application form. The form includes fields for applicant information (Stanley, Jessica; Abbott, Francis), vehicle information (2013 Ford F150), VIN (1FALP528VDG174716), and dealer information (Big Bucks Auto Sales). It also shows a sales tax amount of \$2,908 and a date of 03/04/2014.

- ✓ Verify that the vehicle was purchased from a Maine Licensed Auto Dealership. The dealer's paperwork must be complete and accurate.

Proof of Insurance (Card or Electronically)

A white Maine Motor Vehicle Insurance Identification Card. It lists insured Stanley, Jessica, policy number 111-2345-F10-50, effective dates from Feb 20, 2018 to Aug 20, 2018, and agent Darlene McQuire. Coverage options A, C, D, G, H, and U are listed.

- ✓ Verify the coverage dates and compare VIN listed on the MVT-2.




- ✓ If processing New Registration/Old Plates (NROP) or New Registration/Transfer, verify that the set of plates being used are in the name of the registrant as well as the name of the purchaser.

NEW REGISTRATION: OLD PLATES/TRANSFERS

Maine Dealer Sale Only

Monroney Label/ Window Sticker Required For New Vehicles Only

MIC-003134 AZ 71V 484 7A X 1FADP3F24EL11685 FOCUS 1FADP3F24 EL11685 NA



Go Further
ford.com

VEHICLE DESCRIPTION
FOCUS
EL 11685

2014 4-DOOR SEDAN SE
5-PASSENGER
2.0L I4 GDI ENGINE
6-SPEED AUTOMATIC TRANSMISS

EXTERIOR
RUBY RED TINTED CLEARCOAT

INTERIOR
CHARCOAL BLACK LEATHER SEAT

EPA DOT Fuel Economy and Environment

Fuel Economy
30 MPG
26 city 37 highway 3.3 gallons per 100 miles

You save \$2,750
in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost \$1,750

Fuel Economy & Greenhouse Gas Rating 8 (Best)

Smog Rating 5 (Best)

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

<p>EXTERIOR</p> <ul style="list-style-type: none"> AUTO HALOGEN HEADLAMPS EASY FUEL CAPLESS FILLER MANUAL FOLD/POWER INTEGRATED SPOTTER MIRROR 	<p>INTERIOR</p> <ul style="list-style-type: none"> 2ND ROW FOLD FLAT SEATING AIR CONDITIONING CENTER CONSOLE W/ARMREST CRUISE CONTROL DUAL ILLUM VANITY MIRRORS FRONT FLOOR MATS ILLUMINATED ENTRY 1 TOUCH DOWN DRIVER WINDOW TILT/TELESCOPE STR COLUMN 	<p>FUNCTIONAL</p> <ul style="list-style-type: none"> AM/FM SINGLE CD/MP3, 6SPKR ADVANCE/CRAC W/ESC COMPASS/TEMP/TRIP COMPUTER INTERMITTENT SPEED WIPERS POWER WINDOWS & LOCKS 12V POWERPOINT REAR WINDOW DEFROSTER SYNC W/ MYFORD 	<p>SAFETY/SECURITY</p> <ul style="list-style-type: none"> AIRBAG - DRIVER KNEE AIRBAGS - DUAL STAGE FRONT AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT AIRBAGS - SIDE AIR CURTAIN LATCH CHILD SAFETY SYSTEM MYKEY REMOTE KEYLESS ENTRY SECURILOCK PASS ANTI THEFT TIRE PRESSURE MONITOR SYS
--	---	--	---

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST

INCLUDED ON THIS VEHICLE	(MSRP)	PRICE INFORMATION	(MSRP)
EQUIPMENT GROUP 201A	2640.00	BASE PRICE	\$18,515.00
*SE APPEARANCE PACKAGE		TOTAL OPTIONS	460.00
*AMBIENT INTERIOR LIGHTING		TOTAL VEHICLE & OPTION DESTINATION & DELIVERY	23145.00
*FOG LAMPS		TOTAL BEFORE DISCOUNTS	23940.00
*LEATHER STEERING WHEEL		SYNC & SOUND DISCOUNT	- 490.00
*LEATHER SHIFT KNOB		TOTAL SAVINGS	- 490.00
*PERIMETER ALARM			
*SIRIUS SATELLITE RADIO			
*REAR SPOILER			
OPTIONAL EQUIPMENT			
2014 MODEL YEAR			
RUBY RED TINTED CLEARCOAT	395.00		
17" DK STAINLESS PTD ALLOY WH SELECT SHIFT (SST)			
6-SPEED AUTOMATIC TRANSMISSION	1095.00		
REVERSE SENSING SYSTEM	235.00		
EXTERIOR PROTECTION PACKAGE	245.00		
GASOLINE FFV			

	RAM ONE				
	RA1P			TOTAL MSRP \$23,450.00	
	RAM TWO	FINAL ASSEMBLY PLANT		This label is affixed pursuant to the Federal Automobile Information Disclosure Act, Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.	
		MICHIGAN			
METHOD OF TRANSF.	ITEM #:	71-Z501 O/T 2			
RAIL					

1FADP3F24EL11685

Ford ESP is the only extended service plan honored at every Ford dealership in the U.S. and Canada. See your dealer for additional details or visit www.FordOwner.com for more information.

Choose the vehicle you want. Whether you decide to lease or finance, you'll find the choices that are right for you. See your Ford Dealer for details or visit www.FordCredit.com.

MONRONEY LABEL/WINDOW STICKER

Vehicle Description: 2014 4-Door Sedan SE, 2.0L I4 Gas Engine, 6-Speed Automatic Transmission, Exterior: Ruby Red Tinted Clearcoat, Interior: Charcoal Black Leather Seat.

Fuel Economy and Environment: EPA DOT Fuel Economy 30 MPG (City), 26 MPG (Highway), 33 MPG (Combined). Annual fuel cost \$1,750.

MSRP: \$23,450.00

Safety Ratings: NHTSA 5-Star Overall Vehicle Score, IIHS Top Safety Pick Award Winner.

BUMPER / BUMPER LOWER TRAIN		(MSRP)
DADSIDE ASSIST		\$1,851.00
		4630.00
		795.00

Manufacturer Suggested Retail Price (MSRP) is calculated by using the **TOTAL MSRP** minus the destination/delivery charge.

Total Vehicle Price \$23,450
 Less Destination - \$795
 Equals MSRP **\$22,655**


MSRP that appears on Registration

Note: Monroney Labels are required on all new vehicles sold with a G.V.W.R. of less than 8,500 lbs.

NEW REGISTRATION/OLD PLATES

Maine Dealer Sale Only

REVIEW

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 03/20/2021					Expires: 03/31/2022		Insurance: WSK			PC	1234AB	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
1GTEK14WXWZ536690	1998	GMC	SAVANA	WH	VN							G
REGISTRANT(S) BEAR, YOGI				DOB(S)/ID # 01/01/1941		Base Mil. Rate Local Ex Tax ExTx Bal ExTx Date Fees Sales Tax Title CTA# Agent Fee		24,827 .0040 99.31 99.31 03/20/2021 35.00 DLR DLR AB1234 6.00				
LESSOR		UNIT #		DOT #								
MAILING ADDRESS YELLOWSTONE NATIONAL PARK				Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 03/20/2021 \$140.31 7654321								
YOURTOWN ME 04123		LEGAL RESIDENCE CODE										
YELLOWSTONE NATIONAL YOURTOWN ME 04444												
		PT 123456 ME										
Tax Receipt #: 7654321		Sticker # (M) _____ (Y) 22D 6543253										
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos		
						User ID WSK				New-Reg.		

Summary:

- The vehicle must be purchased from a Maine Licensed Auto Dealership.
- The dealer's paperwork must be complete and accurate.
- The registrant must have the appropriate class of plates for the type of vehicle being registered.

NEW REGISTRATION/TRANSFER

Maine Dealer Sale Only

EXAMPLE

2008 Dodge



Effective Date Expiration Date
4/1/2023 -4/30/2024



2017 Ford



Effective Date Expiration Date
Current- **4/30/2024**



SAME EXPIRATION DATE →

SAME PLATE →

Excise Tax Due: \$131.80

Excise Tax Paid: \$99.31

CREDIT →

-\$ 99.31

Excise Tax Balance:

\$ 32.49

Transfer Charge

\$3.00

Registration Fee Due: \$ 35.00

Registration Fee Paid: \$35.00

CREDIT →

-\$ 35.00

Registration Fee Balance:

\$0.00

State Transfer Fee Due:

\$8.00

NEW REGISTRATION/TRANSFER


Maine Dealer Sale Only continued

Registration Credit from
Transfer Vehicle

Expiration from
Transfer Vehicle

Excise Tax Credit
from Transfer
Vehicle

Plate from
Transfer Vehicle

State of Maine Vehicle Registration										
Eff. Date is Validation Date But Not Prior To: 04/20/2023					Expires: 04/30/2024		Insurance: Wak		CLASS PC	REGISTRATION NUMBER PASSEN
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
1FALP528VHG174718	2017	FORD	FOCUS	BL	4D					G
REGISTRANT(s) STANLEY, JESSICA				DOB(s)/ID # 10/27/1970		Base 37.908 Mil. Rate 00.40 Local 131.80 ExTx 99.31 Excise Trans. Chg. 3.00 ExTx Bal 35.49 Credit No. 7654321 ExTx Date 04/20/2023 Rate 35.00 Credit 35.00 Fees 3.00 Agent Fee 6.00 Sales Tax DLR CTA# AA12345 TRANSFER 7654321				
LESSOR			UNIT #	DOT #						
MAILING ADDRESS P O BOX 15			Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 04/20-2023 \$49.49 1357924							
YOURTOWN		ME	04123							
LEGAL RESIDENCE 18 FRONT ST			LEGAL RESIDENCE CODE ME 04444							
YOURTOWN										
 PT ME 1485376										
Tax Receipt #: 1357924					Sticker # (M) _____ (V) _____					
MVR-3VS Rev. 01-2023 REGISTRATION					www.maine.gov/sos					

VOID

- If the customer insists on keeping the old yellow registration mark VOID across it.

NEW REGISTRATION PROCESSING SUMMARY

- **Determine the type of transaction the registration will be: NROP (New Registration/Old Plate), New Registration Transfer, or NRNP (New Registration New Plate) which would need processing at a branch or higher-level town.**
- **Verify insurance and that no SR-22 insurance is required.**
- **Record the previous title number and CTA number on the front side of the white registration form along with the correct month and year sticker control numbers.**
- **The customer must complete the reverse side of the registration (white copy) with the mileage, questions, and signature line.**
- **Collect all fees and validate the registration form (white and yellow copies) and give the customer the yellow copy. Retain the pink copy for your municipal records and send the white copy to the BMV Main Office with your cash report.**

RE-REGISTRATION/TRANSFER

- Valid excise tax and registration credit from a vehicle no longer in use may be used toward the re-registration of another vehicle on which the registration has expired.

- Registration expired March 31, 2022.

2017 Ford



- Re-Reg with new expiration date

2008 Ford



- Current registration expires 4/30/2024. Vehicle was sold and credit is available to use.

State of Maine Vehicle Registration

CLASS: PC REGISTRATION NUMBER: PASSEN

Eff. Date is Validation Date But Not Prior To: 04/20/2023 Expires: 04/30/2024 Insurance: wsk

VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
1FALP528VHG174718	2017	FORD	FOCUS	BL	4D					G	
REGISTRANT(S) STANLEY, JESSICA		DOB(S) ID # 10/27/1970		Base 32,908		Mil. Rate .0040		Local 131.50		Ex Tx 99.31	
LESSOR		UNIT #		DOT #		Ex Tx Bal 35.49		Credit No. 7654321		Ex Tx Date 04/20/2023	
MAILING ADDRESS P O BOX 15			Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 0444 04/20/2023			Rate 35.00		Credit 35.00		Fees 8.00	
LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444			S49.40 1357924			Sales Tax 5.00		CTA# AA12345		TRANSFER 7654321	
Tax Receipt #: 1357924				Sticker # (M) ME 1485376				E-Re-reg			
MVR-3VS Rev. 01-2023 REGISTRATION www.maine.gov/sos											

State of Maine Vehicle Registration

CLASS: PC REGISTRATION NUMBER: PASSEN

Eff. Date is Validation Date But Not Prior To: 04/01/2023 Expires: 04/30/2024 Insurance: wsk

VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL
1FALP868H840C5413	2008	FORD	F150	WH	PK					G
REGISTRANT(S) STANLEY, JESSICA		DOB(S) ID # 10/27/1970		Base 24,827		Mil. Rate .0040		Local 99.31		Ex Tx 35.00
LESSOR		UNIT #		DOT #		Ex Tx Date 04/20/2023		Fees 3.00		Agent Fee
MAILING ADDRESS P O BOX 15			Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 0444 04/20/2023			S47.32 1357924		User ID WSK		Re-Reg.
LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444			S47.32 1357924			Tax Receipt #: 1357924		Sticker # (M) 24D00034125		www.maine.gov/sos
MVR-3VS Rev. 01-2023 REGISTRATION www.maine.gov/sos										

SOLD

RE-REGISTRATION PROCESSING SUMMARY

- Manual municipalities will use preprint, if available, or type a new registration stating No Preprint in the space provided on the registration and highlight with yellow highlighter.
- Verify insurance, initial registration form and verify current information on the registration including plate number prior to renewing.
- Record the sticker control numbers in the space provided on the registration certificate.
- The customer **must** complete the reverse side of the registration (white copy) with the mileage and questions. Questions 1 & 2 must be answered on all registrations, including re-registrations and **trailers**.
- Collect all fees, validate the registration certificate (white and yellow copies) and give the customer the yellow copy with stickers attached. Retain the pink copy for your municipal records and send the white copy to the BMV Main Office with your cash report.

A signature is not required on a re-registration.

NEW OR RE-REGISTRATION

Completion of Back of Registration

- The current mileage must be entered in the box provided on all vehicles. The mileage reading should be as accurate as possible. The mileage will print on the front of the registration document for electronic towns.

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE 123,456

1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes ___ No X
2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No X

3. Is this vehicle for: livery or hire ___ ambulance ___ school bus ___ bus ___ rental ___ limousine ___
transportation of students to school under contract ___ If so, a JB filing is required.

4. Tractor or truck: Is this vehicle for farm use only? Yes ___ No ___

5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial ___

6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes ___ No ___

I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.

Yogi Bear

Registrant's Signature

Printed Name

If under 18, parent/legal guardian signature required

TO APPLICANT

Answer all the questions on this side of the form.

Take both copies to any Motor Vehicle Office or Mail fee to:

Secretary of State
Registration Section
29 State House Station
Augusta, ME 04333-0029

Make check payable to:
Secretary of State

- Required for all registrations – Electronic and Manual. If there are two or more names on the registration, the questions must be answered as if all registrants are responding.
- Questions 1 and 2 must be answered on all registrations by the registrant. If a “YES” answer is indicated on either Question 1 or 2, do not issue the registration at a town office. Collect Excise Tax only and send the customer to the BMV Branch Office for processing.

NEW OR RE-REGISTRATION

Completion of Back of Registration

- **Question #4:** Must be completed on all Commercial and Farm truck registrations.
- **Question #5:** The customer is required to initial the statement if the following applies:
 1. Is being registered with Commercial or Farm plates; or
 2. The vehicle is designed or used to transport 16 or more passengers (including driver); or
 3. The vehicle is carrying any amount of hazardous material.
- **Question #6:** Pertains to the \$40 commercial tractor credit. The customer **MUST** check “Yes” to apply the \$40 credit at this time, provided the r.v.w. is greater than 23,000 lbs. and is used in the tractor semi-trailer configuration only. Any vehicle receiving this credit must display a commercial tractor plate (800-000 series plate only).

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE 123,456

1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes ___ No X

2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No X

3. Is this vehicle for: livery or hire ___ ambulance ___ school bus ___ bus ___ rental ___ limousine ___
transportation of students to school under contract ___ If so, a JB filing is required.

4. Tractor or truck: Is this vehicle for farm use only? Yes ___ No X

5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial YB

6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes X No ___

I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.

Yogi Bear

Registrant's Signature

Printed Name

If under 18, parent/legal guardian signature required

TO APPLICANT

Answer all the questions on this side of the form.

Take both copies to any Motor Vehicle Office or Mail fee to:

Secretary of State
Registration Section
29 State House Station
Augusta, ME 04333-0029

Make check payable to:
Secretary of State

SIGNATURE REQUIREMENTS NEW REGISTRATIONS/TRANSFERS

Parent or Legal Guardian Signature for Minors under 18

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE 45,360

1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes ___ No **X**
2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No **X**
3. Is this vehicle for: livery or hire ___ ambulance ___ school bus ___ bus ___ rental ___ limousine ___
transportation of students to school under contract ___ If so, a JB filing is required.
4. Tractor or truck: Is this vehicle for farm use only? Yes ___ No ___
5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial ___
6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes ___ No ___

I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.

Jessica Stanley
Registrant's Signature

Jessica Stanley
Printed Name

Mary Stanley
If under 18, parent/legal guardian signature required

TO APPLICANT

Answer all the questions on this side of the form.

Take both copies to any Motor Vehicle Office or Mail fee to:

Secretary of State
Registration Section
29 State House Station
Augusta, ME 04333-0029

Make check payable to:
Secretary of State

A registration should NEVER be issued to anyone under 15 years of age.

SIGNATURE REQUIREMENTS NEW REGISTRATIONS/TRANSFERS

Bethany Young and Mary Allen
Two Or More Names ~ Only One Signature Required

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE		43,156
1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes ___ No X		TO APPLICANT Answer all the questions on this side of the form. Take both copies to any Motor Vehicle Office or Mail fee to: Secretary of State Registration Section 29 State House Station Augusta, ME 04333-0029 Make check payable to: Secretary of State
2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No X		
3. Is this vehicle for: livery or hire ___ ambulance ___ school bus ___ bus ___ rental ___ limousine ___ transportation of students to school under contract ___ If so, a JB filing is required.		
4. Tractor or truck: Is this vehicle for farm use only? Yes ___ No ___		
5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial ___		
6. This vehicle is eligible for \$40 commercial tractor credit (GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes ___ No ___		
I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.		
_____ Mary Allen Registrant's Signature		
_____ Mary Allen Printed Name		
_____ If under 18, parent/legal guardian signature required		

SIGNATURE REQUIREMENTS NEW REGISTRATIONS/TRANSFERS

Name of Company or Corporation
Name of Person and Title

PLEASE BE ACCURATE IN ENTERING CURRENT MILEAGE

123,696

1. Is/are the registrant(s) registration or privilege to register now under suspension? Yes ___ No
2. Is/are the registrant(s) required to file an SR22 certificate of insurance with the Bureau of Motor Vehicles? Yes ___ No
3. Is this vehicle for: livery or hire ___ ambulance ___ school bus ___ bus ___ rental ___ limousine ___
transportation of students to school under contract ___ If so, a JB filing is required.
4. Tractor or truck: Is this vehicle for farm use only? Yes ___ No ___
5. Commercial vehicles: I acknowledge that I am familiar with the Federal and State Motor Carrier Safety Regulations. Please initial ___
6. This vehicle is eligible for \$40 commercial tractor credit
(GVW greater than 23,000 pounds: tractor-semitrailer configuration only) Yes ___ No ___

I hereby certify that I am the registrant of this vehicle and the information on this form is accurate.

Richard Herbert, President

Registrant's Signature

Richard Herbert

Printed Name

If under 18, parent/legal guardian signature required

TO APPLICANT

Answer all the questions on this side of the form.

Take both copies to any Motor Vehicle Office or Mail fee to:

Secretary of State
Registration Section
29 State House Station
Augusta, ME 04333-0029

Make check payable to:
Secretary of State

REVIEW QUESTIONS

- What additional question should you always ask when requesting proof of insurance? _____
- What do you do if the re-registration is labeled **“Registration Suspended- Do Not Issue”** and the customer presents you with a receipt showing they paid the fine for the toll violation? _____
- What questions should you ask when a customer states, “I want to transfer my plates to this new vehicle?” _____
- If a transfer is processed, can the prior vehicle ever be put back on the road? _____
- Can a minor be the sole registrant? _____
- A customer comes in to do New Reg./Old Plate for a car purchased from a dealer in New Hampshire. How do you complete the process? _____
- Can you complete a new registration/transfer if the registrant has a set of plates from a vehicle they sold and they bought a vehicle from a private individual? _____


REGISTRATION PROCESSING

Duplicate Registration Certificate

- An application must be completed for a Request for Duplicate Motor Vehicle Registration Certificate (MV-11).
- \$5 fee
- A customer required to file an SR-22 must get the duplicate from a branch office.
- Create a new registration certificate, indicating “DUPLICATE” on the registration in the informational box.

Rate	35.00	
Credit		
Fees	6.00	
Agent Fee		
User ID	CH	Reg Type DUPLICATE

Secretary of State
Bureau of Motor Vehicles
29 State House Station
Augusta, Maine 04333
(207) 624-9000 Ext. 52149



REQUEST FOR A DUPLICATE
REGISTRATION CERTIFICATE

SAMPLE
00000
DATE 02/07/2023

Name CHARLES K JONES Vehicle Year 2000
Address 123 VEHICLE WAY Vehicle Make PONT
City/State/Zip ANYTOWN, MAINE 04444 Plate No. 3456GA

1. Is your registration or privilege to register now under suspension?
YES NO

2. Are you required to file an SR-22 certificate of insurance with the Bureau of Motor Vehicles?
YES NO

I hereby request a duplicate registration for the vehicle described above in the information provided is true.

Penny Jones (Aunt) 02/07/2023
Signature Date

MV-11 (1/2013)

- The MV-11 must be validated.

REGISTRATION PROCESSING

Excise Only-New Registration

- Collect the excise tax and leave the expiration and effective date on the registration form blank, unless processing as a transfer.
- Effective date will be when registration is completed at a branch office.
- Proof of insurance not required when processing “excise-only”.

CUMBERLAND COUNTY		State of Maine Vehicle Registration						CLASS		REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To:		Expires:		Insurance:		CO		1B2345			
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
2HSFMJJR1PC069517	1993	INTL	9200	WH	30	10	3		56,000	D	

Early Registration

- Re-registration of a vehicle before its normal expiration month.



CUMBERLAND COUNTY		State of Maine Vehicle Registration						CLASS		REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 04/01/2021		Expires: 04/30/2022		Insurance: wsk		PC		1234GH			
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
2CAVP529VBT173616	2013	FORD	F150	WH	PK					D	

- Evidence of insurance must be valid beyond the effective renewal date.
- Transfer credit not available until registration becomes active.
- Stickers cannot be put on plates until after the effective date.

REGISTRATION PROCESSING

Delayed Re-registration

- A registration that has been expired **MORE THAN A YEAR**.

State of Maine Vehicle Registration							Mileage
Eff. Date is Validation Date But Not Prior To:		07/01/2018		Expires:		07/30/2019	Insurance: TMG
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	
1FT24HTY69ID98786	2017	FORD	FOCUS	RD	4D		



- The effective date becomes the date the registration is completed.

State of Maine Vehicle Registration							
Eff. Date is Validation Date But Not Prior To:		04/20/2023		Expires:		04/30/2024	Insurance: WSK
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES
1FALP528VHG174718	2017	FORD	FOCUS	WH	4D		

- For manual towns indicate **“DELAYED RE-REGISTRATION”** in the space provided on the registration form.

- Issue new month/year stickers

PT		
Sticker # (00)	03D 123456	(Y) 22D 987564

Ex Tx Date	03/10/2021	DELAYED RE-REGISTRATION
Rate	35.00	
Credit		
Fees	35.00	
Agent Fee	5.00	

REGISTRATION PROCESSING

- Automobiles, trucks, truck tractors, motorcycles, mopeds, motor driven cycles, camper trailers and buses shall be charged one half the excise tax and one half the registration fee if registered during the last four (4) months of the registration year.
- Vehicles that have mandatory February expiration dates, the registration fee would be half rated as of November 1st.
- In the event of a late re-registration of a truck tractor, the \$40.00 credit allowed will be half rated, as well as the excise tax and registration fees.
- Excise tax and registration fees for a farm truck are half rated during the last six (6) months of the registration year.


HALF RATES

EXPIRATION DATE	HALF RATE TIME BEGINS
January 31	October 1
February 28 (29)	November 1
March 31	December 1
April 30	January 1
May 31	February 1
June 30	March 1
July 30	April 1
August 31	May 1
September 30	June 1
October 31	July 1
November 30	August 1
December 31	September 1

**NEVER HALF RATE
VANITY PLATE,
SPECIALTY PLATE
OR TRANSFER
FEES.**

HALF RATES

- Re-registration during the last four months of the registration year would entitle the registrant to half the rate on the registration fee as well as half the rate on the excise tax.

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff Date is Validation Date But Not Prior To: 03/01/2021 Expires: 03/31/2022 Insurance: <i>WSK</i>										SW	HELLO	
VIN	YEAR	MAKE	MODEL	COLOR	STYLE	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL		
1FT24HTY69ID98786	2017	FORD	FOCUS	RD	4D					G		
REGISTRANT(s) STANLEY, JESSICA FOWLER, RICHARD				DOB(s)/ID # 10/27/1970 11/04/1965		Base 42,238.00 Mil. Rate .0040 Local Ex Tax HR 84.47 ExTxBal HR 84.47 Ex Tx Date 11/25/2022 Rate HR 17.50 Agent Fee 5.00						
LESSOR		UNIT #		DOT #								
MAILING ADDRESS PO BOX 15 YOUTOWN ME 04123			Registration Void Unless Validated VALIDATED REGISTRATION YOUTOWN 04444 11/25/2022 \$169.47 21102065			SW - \$20 VANITY FEE \$25						
LEGAL RESIDENCE 18 FRONT ST YOUTOWN ME 04444		LEGAL RESIDENCE CODE		REREG.								
 PT _____ Tax Receipt #: 21102065 Sticker # (M) _____ (Y) _____ MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos		

Half Rate will be on Excise and Registration fee only.

NEVER HALF RATE THE VANITY, OR SPECIALTY PLATE FEE.

REVIEW QUESTIONS

- Which fees get half-rated on a registration? _____
- Can someone other than the registrant come in for a duplicate registration? _____
- What options are available rather than doing an early renewal? _____
- Can I change the expiration date if the registrant comes in 7 months late to register their vehicle? _____
- If my registration expires in October, in what month will the registration be half-rated? _____
- If processing a delayed registration what would the effective date be? _____
- If processing excise only, when is the only time you would put an expiration date on the registration? _____

NAME CHANGES

- **Court Ordered**: A name may be changed on a current registration at any time due to a divorce, marriage or court order. Review the proof of the name change document and submit a copy. If their license has been changed to reflect the new name, document copies will not be required.
- **Change From Individual to Corporate Name**: This change can be allowed anytime during the registration year, but only when the individual is the sole owner of the corporation.
- **Change from Corporate Name to Individual Name**: This change cannot be processed as a correction. It must be processed as a new registration with full payment of ALL fees.
- **When a Corporation is Changing their Name due to New Ownership**: The transaction is considered a New registration. This requires new plates to be issued, a new title application and sales tax form, with all fees collected. A private individual cannot register a vehicle as DBA if their company is incorporated or an LLC.

LEASED VEHICLES


LESSOR: The owner of a vehicle that is leased under an agreement to a Lessee.

LESSEE: Makes a one-time payment or periodic payments to the Lessor in return for the use of a vehicle.

- The customer needs to provide a copy of the lease agreement. It is the owner of the vehicle (lessor) who decides who is listed on the registration. The registration must match the lease agreement exactly.
- When transferring plates, a Name Addition/Deletion form (MV-138) may be required if the prior registration does not match the new lease agreement. If a name needs to be added to a leased vehicle registration, the customer needs to get an amended lease indicating the change.
- When a customer buys out a lease it is processed either as a New Registration or a New Registration Transfer.
- If purchased directly from the Lessor, process excise only and send customer to a Branch Office to account for Title and Sales Tax fees.

REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

MV-138


REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: _____ Class Code: _____
Year: _____ Make: _____ Vehicle Identification Number: _____
Current Registrant(s): _____ Date of Birth: _____
_____ Date of Birth: _____
Address: _____ City: _____ State: _____ Zip: _____

(Please check box) Add All parties to appear on registration must sign below
OR
 Delete Person being deleted must sign below

Validation Stamp

Registrant Signature: _____ Print Name: _____ Date: _____
Addee/Deletee Signature: _____ Print Name: _____ Date: _____
Addee/Deletee Date of Birth: _____

SIGNATURES MUST BE NOTARIZED WHEN THE MV-138 LEAVES THE MUNICIPAL OFFICE OR MOTOR VEHICLE BRANCH OFFICE AND SIGNED BY THE PERSON BEING ADDED OR DELETED

Knowingly making a false statement is a Class E crime pursuant to 29A MRSA §2103.
Below must be completed by a Notary Public or Attorney at Law:

STATE OF MAINE County of _____ personally appeared the
above named _____, and made oath that the statements contained in the
foregoing application are true.

Before me, _____
(Notary Public, Attorney)

BMV USE ONLY

BMV- Updated
 Town- Updated

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
207-624-9000 Ext 52149 TTY Users call Maine relay 711

MV-138 (Rev. 10.2013)

- **NAME ADDITION/DELETION: A name may be added or deleted on a current registration at anytime during the registration year.**
- **The Name Addition/Deletion Form (MV-138) is used.**
- **A signed, notarized statement is also acceptable.**
- **NAME ADDITION** requires signatures by all parties involved.
- **NAME DELETION** requires only the signature of name being deleted.
- **NAME ADDITION/DELETION** on a low digit plate requires written permission from Secretary of State's office

- **The sole titled owner of a vehicle cannot be deleted from a registration unless it is a court ordered suspension.**

NAME ADDITIONS/DELETIONS

- **Determine if the intent is to change ownership prior to processing the name addition/deletion request. If the intent is to change ownership, the transaction should be processed as a new registration and the title must be signed over to the new owner. Collect excise tax before sending the customer to the BMV Branch Office for processing.**

- **Only when the Name Addition/Deletion Form leaves your office does it need to be notarized when brought back in to either the BMV Branch or Municipal Office.**

NAME ADDITION/DELETIONS

- It may be necessary to use the MV-138 when doing a NROP or Transfer
- The names on each side have to “balance” like on a see-saw.

REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: _____ Class Code: _____

Year: _____ Make: _____ Vehicle Identification Number: _____

Current Registrant(s): _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

(Please check box) Add *All parties to appear on registration must sign below* Validation Stamp
 OR
 Delete *Person being deleted must sign below*

Registrant Signature: _____ Print Name: _____ Date: _____
Add/Delete Signature: _____ Print Name: _____ Date: _____
Add/Delete Date of Birth: _____

- DELETE Richard Fowler
- Reference Previous VIN #
- Names balance out
- Transfer can be completed

Credit
taken
from this
vehicle

Eff Date is Validation Date But Not Prior To: U

VIN
2CAVP529VBT173616


REGISTRANT(S)
STANLEY, JESSICA
FOWLER, RICHARD

Transfer
applied to
new
vehicle

CLASS	REGISTRATION NUMBER
PC	1234GH

NAME ADDITIONS/DELETIONS

- It may be necessary to use the MV-138 when doing a NROP or Transfer when there is one name on MVT-2 and customer wants two names on registration.


REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: _____ Class Code: _____
 Year: _____ Make: _____ Vehicle Identification Number: _____
 Current Registrant(s): _____ Date of Birth: _____
 _____ Date of Birth: _____
 Address: _____ City: _____ State: _____ Zip: _____

(Please check box) Add All parties to appear on registration must sign below
 OR
 Delete Person being deleted must sign below

Validation Stamp

Registrant Signature: _____ Print Name: _____ Date: _____
 Addres-Deletee Signature: _____ Print Name: _____ Date: _____
 Address-Deletee Date of Birth: _____

- Add Richard Fowler
- Acts as “consent” form
- Registration can be completed

MVT-2 in
Jessica's
name only



Eff Date is Validation Date But Not Prior To:

VIN
2CAVP529VBT173616

REGISTRANT(S)
STANLEY, JESSICA
FOWLER, RICHARD

Registration in
Jessica and
Richard's name

CLASS	REGISTRATION NUMBER
PC	1234GH

SURVIVING SPOUSE, HEIR OF THE DECEASED, OR PERSONAL REPRESENTATIVE

- **A surviving spouse is the surviving wife or husband only. It does not include any other relative.**
- **Verify registrant's death and the current registration certificate. If the registration is current, process a correction to remove the deceased and/or to add the surviving spouse.**
- **Disability Plates that were issued upon application to the deceased must be surrendered and replacement plates issued at no fee. This can only be done at a BMV Branch Office.**
- **When processing a re-registration, it is not mandatory that a new title application be completed at the time of renewal. Simply indicate "Surviving Spouse" on the registration and change/remove the name of the deceased. If an additional person is being added to the registration an MV-138 form will need to be filed with the registration.**

LIVING TRUST

- A Living Trust is a fund that is established to include an individual's assets.
- When an individual who has a current registration on a motor vehicle decides to put the vehicle into a living trust, that individual is no longer the owner of the vehicle.
- The customer must furnish a copy of the trust papers.
- This type of transaction must be processed as a new registration even if the person named in the trust was the previous owner of the vehicle. Verify the information on the trust and **DO EXCISE ONLY!**
- A “Revocable” (Temporary Living Trust) - Federal ID # is not required but must indicate Trustee(s) date(s) of birth.
- An “Irrevocable” (Permanent Living Trust) - Federal ID # is required.

AFFIDAVIT FOR REISSUANCE OF SUSPENDED REGISTRATION

- If a registration has a court ordered suspension, the Secretary of State may reissue that registration to a spouse, domestic partner, or family member. Completion of the Affidavit for Authorization for Issuance of Suspended Registration form (MV-83) would be necessary when the person under suspension is the sole titled owner. The Name Addition/Deletion form (MV-138) will always be necessary when adding or deleting a name from a registration.

REQUEST FOR NAME ADDITION/DELETION ON A REGISTRATION

Vehicle Information: Plate Number: _____ Class Code: _____
 Year: _____ Make: _____ Vehicle Identification Number: _____
 Current Registration #: _____ Date of Birth: _____
 Address: _____ City: _____ State: _____ Zip: _____

(Please check box) Add All parties to appear on registration must sign below
 Delete Person being deleted must sign below

Registered Signature: _____ Print Name: _____ Date: _____
 Address: _____ State: _____ Date: _____
 Date of Birth: _____

MV-138

AFFIDAVIT FOR AUTHORIZATION FOR REISSUANCE OF SUSPENDED REGISTRATION

I am an owner of the motor vehicle described below and hereby authorize my spouse _____ or _____ of _____ of _____ to register the motor vehicle in his/her name.

Vehicle Make: _____ Model Year: _____
 Vehicle Identification Number: _____
 Registration (Plate) Number: _____
 Owner's Name: _____ Date of Birth: _____
 Owner's Address: _____

Are the above listed plates and registration certificate in your possession at this time? Yes No If "No", explain: _____

(Signature of Owner) _____ (Date) _____

Personally appeared before me the above named _____ and made oath or affirmation that the foregoing statements are true.

MV-83

- **PROCESSING INFORMATION:** Due to the nature of a court ordered suspension, re-instatement must take place at a branch office.

REVIEW QUESTIONS

- **A customer comes in and states she has a new last name and would like to change it on her registration. What is considered acceptable proof?**

- **A customer requests to have her named added to her boyfriend's registration. She states he works during office hours and can't come in to sign anything. How do you proceed?** _____
- **A husband and wife come in to remove his name from a registration because he has to file an SR-22 and now his right to register is under suspension. How do you proceed?** _____
- **A husband and wife come in to have her name added to a leased vehicle registration. How do you proceed?** _____
- **A customer just purchased a new vehicle and wants to do a new registration/transfer. The previous registration was in his and his father's name. The new registration is to be in his name only. You inform him that Dad needs to sign the MV-138. He then states "go ahead and keep it in both names". How do you proceed?** _____

REGISTRATION OF INCORRECT VEHICLE

- If the wrong vehicle is registered there could be serious problems if the registrant is stopped by law enforcement. Use the following steps to correct the registration to reflect what was done incorrectly:
 1. Collect the incorrect yellow registration and stickers, if possible, from the customer.
 2. Pull the correct preprint or type a new form. (Manual towns)
 3. Indicate in the note field “CORRECTION – REGISTERED INCORRECT VEHICLE”.
 4. Collect any additional fees.
 5. Do Not charge a registration fee if they have already paid the correct amount. If an additional amount is collected, show this amount as “balance due” on your Cash Report.
 6. Validate all registration copies.
 7. Send incorrect yellow and corresponding stickers along with the new white copy to the BMV Main Office.
 8. Give the yellow corrected copy and stickers to the customer.
 9. Retain the new pink copy for your records.
 10. Do Not count this registration under “UNITS” in your Cash Report. This is only a correction.

VEHICLE IDENTIFICATION NUMBER ERRORS

- VIN corrections may be done by a Municipal Agent at any time during the registration year.
- The VIN can be verified by having law enforcement or an inspection station complete the MVT-10 form (Inspection of Vehicle Identification Number).
- Verification may also be done by selected employees and agents of the Bureau of Motor Vehicles.

PROCESSING INSTRUCTIONS:

1. Verify the VIN on the vehicle.
2. Manual towns should indicate “Corrected VIN” in space provided.
3. Retain the old yellow registration (if available).

MISCELLANEOUS FORMS

MV-9 ~ Notice of Loss of Number Plates and Request for New Plates


- If one plate is reported lost, a replacement plate with the same number can be ordered. The upper portion of the form must be completed. Indicate if stickers will be needed for their new plate(s).
- Fee - \$5.50 for one plate with stickers or \$11 for two plates with stickers.
- Limited New level would give this form to the customer to complete and send in with payment or take to a BMV Branch Office.

NOTICE OF LOSS OF NUMBER PLATES AND REQUEST FOR NEW PLATES (FEE: Each plate \$5.00—With validation stickers—\$5.50)	
Class _____ (Type of Plate) Plate Number _____ Plate(s) Needed: <input type="checkbox"/> 1 or <input type="checkbox"/> 2	Stickers Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No (check one) Exp. Month _____
Name: _____ Date of Birth: _____	Plate was: <input type="checkbox"/> Lost <input type="checkbox"/> Mutilated <input type="checkbox"/> Stolen <input type="checkbox"/> Removed by Law Enforcement
Address: _____	
_____ Zip _____ - _____	Fee Collected: Validation Stamp
Daytime Telephone: () _____ Signature _____	
<input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)	
If Yes: New Plate Number: _____ Class _____	
Were validation stickers issued? <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)	
If Yes: Month Sticker #: _____ Year Sticker #: _____	
Month D / S: _____ Year D / S: _____	
LP Clerk issued Sticker (s) Mo _____ Yr _____	
Bureau of Motor Vehicles, Attn: Lost Plate Clerk, 29 State House Station, Augusta, ME 04333-0029 Tel: (207) 624-9000 ext. 52149	
MV-9 Rev. (8-2012)	BMV COPY

MISCELLANEOUS FORMS

MV-553 ~ Returned Plate Card

- Registrants must be encouraged to return plates that are not in use so that their responsibility for these plates will end.
- Complete the Returned Plate card (MV-553) and send in with your Cash Report upon receiving returned plates.
- Any plates returned should be placed in a recycle bin to be returned to the BMV Main Office.
- Call a Municipal Coordinator if registrant information is unknown.

STATE OF MAINE BUREAU OF MOTOR VEHICLES Returned Plate Card		
Registrant Name 1 Daffy Duck	BMV ENTERED	
Registrant Name 2	Class Code PC	Plate # Returned DUCKY
Address 18 Front St	# of Plates Returned 1	2
City Yourtown ME 04123	Expiration Month March	Expiration Year 2023
State Zip Code	New Class Code	New Plate #
Reasons for return (check all that apply):		
Defective Plate	Requested vanity plate (s)	
Lost / Found	Suspension	
Mutilated	Vehicle Sold	
Recovered / removed by law enforcement	Will no longer register a vehicle in Maine	
Requested new style / class plate (s)	Other _____	
BMV Branch Office	Clerk's Initials	Date Returned
Municipal Office Yourtown	Clerk's Initials wsk	Date Returned 02/21/23
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.		

MISCELLANEOUS FORMS

MV-14 ~ Request for Replacement of Validation Stickers

- **There is a charge for lost stickers:**

1 - Single Sticker ~ \$.25

2 - Single Stickers ~ \$.50

1 - Double Sticker ~ \$.50


2 - Double Stickers ~ \$1.00

- The Request for Replacement Validation Sticker form (MV-14) must be completed whenever a customer requests a new sticker.
- Verify the registration to be current, not expired.
- Verify expiration of month and year.
- Indicate the control numbers of the replacement stickers on the MV-14 form.
- Stamp the MV-14 with your town validation stamp in the upper right hand box.
- Mail the original form along with the fee to the BMV Main Office with your next cash report. Retain a second copy with the Municipal Office records.


MISCELLANEOUS FORMS

MV-14 ~ Request for Replacement of Validation Sticker

- 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



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: Santa Claus Date of Birth: 12/25/1941
Mailing Address: Village Way
City/Town: Northpole State: ME Zip: 04444

Sticker (s) Issued:
Month: _____ Control Number: _____
Year: 2021 Control Number: 675498
For use with Plate Number: TOYS Class Code: PC

If no fee, please explain: Sticker didn't stick

Date: 03/15/2023 Clerk: _____

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)

MOTOR VEHICLE SUPPLIES (MV-51)

<https://www.maine.gov/sos/bmv/municipal/private/index.html>

Please Complete

Date:

Geo Code:

Town Name:

Name of Person

Submitting order

STOCKROOM:

Phone (207) 624-9030

Fax (207) 624-9035

Email stockroom.bmv@maine.gov

MUNICIPAL REQUEST FOR SUPPLIES		
Complete order form and mail or fax to 624-9035 Please retain a copy of this order form for your records		
Date:	03/15/2023	
Legal Residence Code:	44444	
Mail To (Town Name):	Yorctown	
Authorizing Signature: (Municipal Representative)	<i>April May</i>	
Please order forms in increments of 25 Plates and stickers should be ordered in increments of 5		
Form Name	Form #	Qty.
Lost Plate Application	MV-9	
Duplicate Registration Application	MV-11	
Duplicate Sticker Application	MV-14	
Authorization for Registration	MV-39	
Cash Report - Manual (25 per pad)	MV-300	
Application for Vanity Plates	MV-45	
Cert. of Taxes/Sewer Fees on Mobile	MV-47	
Requisition for Supplies	MV-51	
Fee Schedule for Truck & Class A Sp. Mob. Equip.	MV-80	
Antique Auto Affidavit	MV-85	
Affidavit to Reissue Suspended Registration	MV-83	
Name Addition/Deletion Form	MV-138	
Transfer Permit Application	MV-159	
Permit to Move Vehicle to Inspection Station	MVE-95	
Returned Plate Cards	MV-553	
Vehicle Registration Forms (packages of 100)	MVR-2M	
Vehicle Registration Forms (electronic - 2000)	MVR-3E	
Special Registration Permit Certificate	MVR-10	
Application for Disability Plates/Placards	PS-18	
Short Term Gross Weight Booster Permit	MV-534A	
Laws for the Operation of Commercial Vehicles	MV-173	
Red Dots (35 per sheet)	DOTS-100	
Mobile Unit/Branch Location Brochure	MV-165D	
Application for Certificate of Title	MVT-2	
Application for Duplicate Title	MVT-8	
Inspection of VIN	MVT-10	
Transfer of Ownership	MVT-16	
Affidavit of Surviving Spouse/Personal Rep	MVT-22	
Notice of Missing Document/Unusual Situation	MVT-23B	
Letter to Out of State Lienholder	MVT-30	
Odometer Information	MVT-32	
Application for Assignment of New VIN	MVT-5	
Disposition of Salvage Vehicle	MVT-103	
CBL Commercial Driver Manual	MV527	
Class C Driver Manual	MV528	
Motorcycle Rider Manual	MV529	
Driver Exam Application	MVE-54	
Commercial Driver Exam Application	MVE-54T	
Motorcycle License Application	MVE-54M	

Stickers	Doubles	Singles
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Year -		
Year -		
Year -		
Combo - Motorcycle Year -		
Combo - Motorcycle Year -		

REQUIRED: Please report on hand quantity when ordering specialty plates

Plate Type	Class	Ordered	On Hand

Registration forms, stickers, plates, and certain permits are pre-numbered and MUST NOT be swapped with another municipality!

Use Tax Forms are ordered from: MAINE REVENUE SERVICE # 24 STATE HOUSE STATION AUGUSTA ME 04333-0024 824-8888	NOTE: If item requested is not listed, please write in information. Please call the Stockroom at 624-9030 with questions.	To order MUNICIPAL VALIDATION STAMPS and INK: Please send written request to Audit Services. Please call Audit Services at 624-9349 for current pricing.
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MV-51 Rev. 3/2013

MOTOR VEHICLE SUPPLIES (MV-51)

- **Orders must be emailed or faxed to the Stockroom at: (207) 624-9035.**
- **When ordering by phone, give the BMV Stockroom the name of the municipality and a list of the items needed. Provide the form number, which is usually found in the bottom left-hand corner of the form. For example: MV-138, MVR-60, MVT-2, etc. This helps speed up the order, as it gives the Stockroom staff an exact description of the items needed.**
- **Most orders are currently shipped UPS ground and can take 1-5 days for delivery.**
- **The yellow or blue Use Tax Certificates are ordered directly from Maine Revenue Services at (207)624-9693.**

MOTOR VEHICLE SUPPLIES (MV-51)



- **A municipality may pick up their supplies directly from the BMV Stockroom. The BMV Stockroom requires proof of municipal employment before issuing supplies to walk-in customers. Provide stockroom staff with a copy of the MV-51 that has been validated with the municipal validation stamp or a statement on municipal letterhead. If this identification is not provided, supplies will not be issued.**
- **Verify sticker quantities each week and order appropriately so as not to run out, which will disservice the customer.**
- **Notify Municipal & Agent Services at (207) 624-9000 ext. 52163 immediately of any address changes or changes in the Tax Collector and/or Municipal Agent.**

NOTE:

- **It is never acceptable for municipalities to swap and/or loan stickers, plates or any numbered forms with any other municipality. This is tracked inventory and must remain consistent with your reports.**
- **It is never acceptable to misuse stickers issued by cutting double stickers to issue as single stickers, or by using two single stickers as a double.**

MOTOR VEHICLE SUPPLIES (MV-51)

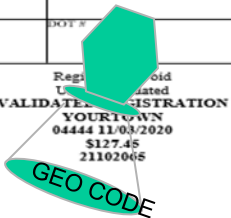

- The range of control numbers issued for plates, stickers, decals, registration forms and permits is captured on the Inventory Transmittal sheet (MV-154). Please verify that the information is correct. Sign the hard copy and either fax (207)624-9327 or mail to BMV Audit Services. A copy should be retained by the municipality.

		Department of the Secretary of State Bureau of Motor Vehicles		 2018-012480	
DATE:	August 24, 2018				
USER:					
SHIP TO LOCATION:	<input type="text"/>			TRANSMITTAL #:	2018-012480
ITEM	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	FROM SER #	TO SER #
<input type="checkbox"/> SYD19	2019 DOUBLE STICKER	500	EACH	776391	776890
<input type="checkbox"/> SYS20	2020 SINGLE STICKER	100	EACH	9629621	9629720
Recipient Signature: _____ Date: _____					
Upon receipt, please verify the physical inventory received to the inventory transmittal. Check the appropriate box, sign, date, and then fax (624-9327) or return the transmittal in your next cash report to BMV.					
<input type="checkbox"/> Inventory received with no exceptions.			<input type="checkbox"/> Inventory received with exceptions. Please notate and describe the exceptions.		
IN-RP-01		REV. 08/24/2016		Page 1 of 1	

SUPPLIES

Validation Stamps

- Contact Audit Services at **624-9349** to order a municipal validation stamp.
- Please **DO NOT** use the Supply Requisition form (MV-51) to order a replacement stamp.
- Cost of the Stamp and Ink shall be paid by the municipality upon receipt of the invoice from BMV Audit Services.
- Secure all validation stamps whenever the office is closed or unoccupied. The validation stamp should never be left on the counter at any time.

State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff. Date is Validation Date But Not Prior To: 11/01/2023 Expires: 11/30/2024 Insurance: WSK										PC	1234TH	
VIN 1GTHK576K9F178980	YEAR 2019	MAKE FORD	MODEL MUSTA	COLOR BL	STYLE 4D	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL G		
REGISTRANT(S) CANNON, EDITH				DOB(S)ID # 04/27/1983		Base Mil. Rate Local Ex Tax Ex Tx Bal Ex Tx Date Fees Agent Fee		38,995 .0175 682.42 682.42 11/03/2020 35.00 5.00				
LESSOR		UNIT #	DOT #									
MAILING ADDRESS PO BOX 15 YOURTOWN ME 04123			LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444									
										PT		
Tax Receipt #: 21102065										Sticker # (M) _____ (V) 24D 234543		
MVR-3VS Rev. 01-2016 REGISTRATION										www.maine.gov/sos		

- Use only the ink specifically designed for the self-inking stamps.

SUPPLIES

Validation Stickers

- A set of stickers corresponding to the year of expiration are issued during re-registration.
- If a new registration, a set of stickers corresponding to the month of expiration and a set of stickers corresponding to the year of expiration are issued, with the exception of transfers when stickers are not needed.

Double Month



Double Year



- Single stickers are issued for single plate registrations: Antique Motorcycles, Mopeds, Trailers, Special Mobil Equipment, etc.

Single Year



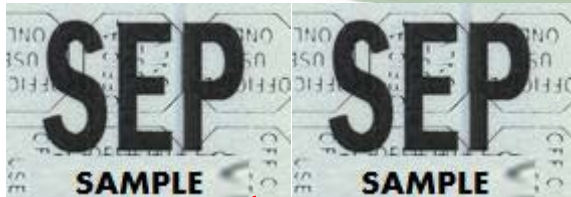
Single Month



Motorcycle
Combination Stickers



VALIDATION STICKERS



State of Maine Vehicle Registration										CLASS	REGISTRATION NUMBER	
Eff. Date is Validation Date But Not Prior To: 03/01/2023 Expires: 03/30/2024 Insurance: WSK										PC	1234TH	
VIN 1GTHK576K9F178980	YEAR 2019	MAKE FORD	MODEL MUSTA	COLOR BL	STYLE 4D	TIRES	TAXES	NET WEIGHT	REGISTERED WEIGHT	FUEL G		
REGISTRANT(S) CANNON, EDITH				DOB(S)/ID # 04/27/1983		Base 38,995						
LESSOR				UNIT #		Mil. Rate .0175						
MAILING ADDRESS PO BOX 15 YOURTOWN ME 04123				Registration Void Unless Validated VALIDATED REGISTRATION YOURTOWN 04444 11/03/2020 \$127.45 21102065		Local 682.42						
LEGAL RESIDENCE 18 FRONT ST YOURTOWN ME 04444						Ex Tax 682.42						
Tax Receipt #: 21102065				Sticker # (A) 09D45065 (Y) 24D 00200641		Ex Tax Bal 682.42						
MVR-3VS Rev. 01-2016 REGISTRATION						Ex Tax Date 11/03/2020						
						Fees 35.00						
						Agent Fee 5.00						
						User Id WSK		E-Re-Reg.				
										www.maine.gov/sos		

- Please indicate the sticker control numbers on the registration certificate in the lower left-hand corner. Your stickers will have actual numbers, not **SAMPLE**. When issuing the stickers indicate the month and year sticker issued as “S” for single, “D” for double or “C” for combination.

VALIDATION STICKERS

- **Count your stickers when each cash report is completed.**
- Short or over sticker amounts should be double checked for errors.
- Some errors may be as follows:
 1. Miscounted;
 2. Issued the wrong stickers;
 3. Forgot to issue a sticker;
 4. Made an error on your previous cash report;
 5. Incorrect sticker counts carry over from previous cash report.
- **Please do not adjust the sticker count without contacting BMV Audit Services at (207) 624-9349 first.**



PROTESTED CHECKS-MUNICIPAL OFFICES



**BMV will not attempt to collect on excise tax only.
We have no legal recourse as a result of
insufficient funds.**

BMV may be reached via telephone:

Court Records Department

(207) 624-9150 or fax (207) 624-9025.

Accounting.bmv@maine.gov



PROTESTED CHECKS-MUNICIPAL OFFICES



- **When accepting a personal check in payment for registration, please write the plate number on the check.**
- **If you should have a problem with a personal check, which includes state fees for a registration as a result of insufficient funds, closed account, no account or a similar reason, please proceed as follows:**
 - 1. Notify the individual in writing immediately explaining they have ten days to resolve the problem.**
 - 2. If the individual fails to respond to the letter, write to: Secretary of State, Bureau of Motor Vehicles, Attn: Court Records Section, 29 State House Station, Augusta, ME 04333 or fax copies of your correspondence, a copy of the check (with name, date of birth, plate number indicated) and a copy of the registration(s) to 207-624-9025. Make sure to include the individual's current address.**

FEES PAYABLE TO THE BMV

- There are different ways that a municipality may pay the Bureau of Motor Vehicles for the registrations that are processed by the municipality:
 1. Contact your local bank to establish deposits into the State account. Deposit slips must read as follows: Bureau of Motor Vehicle
Town of _____
 2. Municipal check made payable to Secretary of State.
 3. Money orders are accepted, but all checks must be made payable to the municipality first before obtaining a money order.

- State funds **MUST NOT**, under any circumstances, be intermingled with personal funds. Once the customer leaves the office, municipalities **MAY NOT** refund or rebate the state fees.

FINANCIAL REPORTING OF REGISTRATIONS & PERMITS

Electronic

Manual

**** TOWN SUMMARY ****
BUREAU OF MOTOR VEHICLES

Page 1

VENDOR ID#: TRIO VERSION UPDATER: 04.4.557
MUNICIPALITY: Yourtown DATE OF REPORT: 12/10/2020
TOWN/COUNTY CODE: PROCESS DATE RANGE: 12/03/2020-12/10/2020
AUTHORIZATION TYPE: NEW DATE RECEIVED: 12/21/20
AGENT Tina M Gowell TOWN PHONE NUMBER: (207) 624-9000

---- TOWN SUMMARY ---- ---- FOR BMV USE ONLY ----

Category	Units	Dollars	Category	Units	Dollars
PASSENGER FULL.....	4	140.00	PASSENGER FULL.....		
ISLAND USE.....		.00	ISLAND USE.....		
ANTIQUE.....	1	30.00	ANTIQUE.....		
ANTIQUE MOTORCYCLE.....		.00	ANTIQUE MOTORCYCLE.....		
AUTOCYCLE.....		.00	AUTOCYCLE.....		
MOTOR HOME.....		.00	MOTOR HOME.....		
RENTAL.....		.00	RENTAL.....		
PASSENGER NO FEE.....		.00	PASSENGER NO FEE.....		
PASSENGER HALF RATE.....		.00	PASSENGER HALF RATE.....		
HIRE.....		.00	HIRE.....		
PASSENGER TRUCK.....		.00	PASSENGER TRUCK.....		
COMMERCIAL.....	5	617.00	COMMERCIAL.....		
TRAILER.....	6	122.00	TRAILER.....		
TRACTOR/SPEC MOBILE.....		.00	TRACTOR/SPEC MOBILE.....		
COACH/EMERGENCY.....		.00	COACH/EMERGENCY.....		
FARM TRUCK.....		.00	FARM TRUCK.....		
MOTORCYCLE.....		.00	MOTORCYCLE.....		
MOPED.....		.00	MOPED.....		
SPECIAL EQUIPMENT.....		.00	SPECIAL EQUIPMENT.....		
BUS.....		.00	BUS.....		
TITLE.....		.00	TITLE.....		
VANITY PLATES.....	3	75.00	VANITY PLATES.....		
RESERVE NUMBER.....		.00	RESERVE NUMBER.....		
LOST PLATE.....		.00	LOST PLATE.....		
DUP STICKER.....		.00	DUP STICKER.....		
DUP REGISTRATION.....		.00	DUP REGISTRATION.....		
SPECIAL PERMIT CERT.....		.00	SPECIAL PERMIT CERT.....		
INCREASE GWV.....		.00	INCREASE GWV.....		
TRANSIT.....		.00	TRANSIT.....		
TRANSFER.....	1	8.00	TRANSFER.....		
AGRICULTURE-NEW.....		.00	AGRICULTURE-NEW.....		
AGRICULTURE-RENEWAL.....		.00	AGRICULTURE-RENEWAL.....		
ANIMAL WELFARE-NEW.....		.00	ANIMAL WELFARE-NEW.....		
ANIMAL WELFARE-RENEW.....		.00	ANIMAL WELFARE-RENEW.....		

MUNICIPALITY:		DATE OF REPORT:			
GEO CODE:		REGISTRATION PROCESSED FROM TO:			
AUTHORIZATION TYPE:		TELEPHONE:			
AGENT:		BMV USE ONLY DATE RECEIVED:			
"CREDIT MONEY DAILY" WORK ANALYSIS		BUREAU OF MOTOR VEHICLES REGISTRATION PROGRAM			
THIS FORM MUST BE COMPLETED WHEN SUBMITTING YOUR WORK TO BMV AS REQUIRED.					
		FOR BMV USE ONLY			
ITEM	UNITS	MONEY	ITEM	UNITS	MONEY
Passenger			Passenger		
Island Use			Island Use		
Antique			Antique		
Antique Motorcycle			Antique Motorcycle		
Motor Home			Motor Home		
Street Rod			Street Rod		
No Fee			No Fee		
Half Rate			Half Rate		
Hire/Rental			Hire/Rental		
Passenger Truck			Passenger Truck		
Commercial Trucks			Commercial Trucks		
Trailers			Trailers		
Tractor/Special Mobile			Tractor/Special Mobile		
Coach			Coach		
Farm Trucks			Farm Trucks		
Motorcycles			Motorcycles		
Mopeds			Mopeds		
Special Equipment			Special Equipment		
Bus			Bus		
Titles			Titles		
Title No Fee			Title No Fee		
Vanity Plates			Vanity Plates		
Res. # Fee			Res. # Fee		
Lost Plates			Lost Plates		
Duplicate Stickers			Duplicate Stickers		
Duplicate Registration			Duplicate Registration		
Special Permit			Special Permit		
I. G. W. / Boosters			I. G. W. / Boosters		

MV-301 REV 09/03

BMV COPY

Pg 1 of 2



FINANCIAL REPORTING OF REGISTRATIONS & PERMITS

- **Municipalities processing electronic registrations must submit cash reports once a week along with one check or deposit ticket covering the work for that period.**
- **If no registrations are processed within the reporting period, send a blank cash report indicating the name of the town stating no activity during this time period.**

If errors or omissions are realized after the cash report has been submitted to BMV, please call the Cash Office (207)624-9019 so they may inform you of the steps to follow at that time.

CASH REPORT ELECTRONIC REPORTING

Electronic towns need to notify vendor when there is an agent change.

**** TOWN SUMMARY ****
BUREAU OF MOTOR VEHICLES

Page 1

VENDOR ID#: TRIO VERSION UPDATE#: 04.4.657
MUNICIPALITY: DATE OF REPORT: 12/10/2020
TOWN/COUNTY CODE: PROCESS DATE RANGE: 12/03/2020-12/10/2020
AUTHORIZATION TYPE: NEW DATE RECEIVED: 12/21/20
AGENT TOWN PHONE NUMBER: (207)

--- TOWN SUMMARY ---			--- FOR BMV USE ONLY ---		
Category	Units	Dollars	Category	Units	Dollars
PASSENGER FULL.....	4	140.00	PASSENGER FULL.....		
ISLAND USE.....		.00	ISLAND USE.....		
ANTIQUE.....	1	30.00	ANTIQUE.....		
ANTIQUE MOTORCYCLE..		.00	ANTIQUE MOTORCYCLE..		
AUTOCYCLE.....		.00	AUTOCYCLE.....		
MOTOR HOME.....		.00	MOTOR HOME.....		
RENTAL.....		.00	RENTAL.....		
PASSENGER NO FEE....		.00	PASSENGER NO FEE....		
PASSENGER HALF RATE.		.00	PASSENGER HALF RATE.		
HIRE.....		.00	HIRE.....		
PASSENGER TRUCK.....		.00	PASSENGER TRUCK.....		
COMMERCIAL.....		.00	COMMERCIAL.....		
TRAILER.....		.00	TRAILER.....		
TRACTOR/SPEC MOBILE.		.00	TRACTOR/SPEC MOBILE.		
COACH/EMERGENCY....		.00	COACH/EMERGENCY....		
FARM TRUCK.....		.00	FARM TRUCK.....		
MOTORCYCLE.....		.00	MOTORCYCLE.....		
MOPED.....		.00	MOPED.....		
SPECIAL EQUIPMENT...		.00	SPECIAL EQUIPMENT...		
BUS.....		.00	BUS.....		
TITLE.....		.00	TITLE.....		
VANITY PLATES.....		.00	VANITY PLATES.....		
RESERVE NUMBER.....		.00	RESERVE NUMBER.....		
LOST PLATE.....		.00	LOST PLATE.....		
DUP STICKER.....		.00	DUP STICKER.....		
DUP REGISTRATION...		.00	DUP REGISTRATION...		
SPECIAL PERMIT CERT.		.00	SPECIAL PERMIT CERT.		
INCREASE GWV.....		.00	INCREASE GWV.....		
TRANSIT.....		.00	TRANSIT.....		
TRANSFER.....	1	8.00	TRANSFER.....		
AGRICULTURE-NEW....		.00	AGRICULTURE-NEW....		
AGRICULTURE-RENEWAL.		.00	AGRICULTURE-RENEWAL.		
ANIMAL WELFARE-NEW..		.00	ANIMAL WELFARE-NEW..		
ANIMAL WELFARE-RENEW		.00	ANIMAL WELFARE-RENEW		

Do not write in this area.

CASH REPORT ELECTRONIC REPORTING

**** TOWN SUMMARY **** Page 2
BUREAU OF MOTOR VEHICLES

VENDOR ID#: TRIO VERSION UPDATE#: 04.4.657
MUNICIPALITY: DATE OF REPORT: 12/10/2020
TOWN/COUNTY CODE: PROCESS DATE RANGE: 12/03/2020-12/10/2020
AUTHORIZATION TYPE: NEW DATE RECEIVED: / /
AGENT TOWN PHONE NUMBER: (207)

--- TOWN SUMMARY ---			--- FOR BMV USE ONLY ---		
Category	Units	Dollars	Category	Units	Dollars
BARBARA BUSH - NEW..		.00	BARBARA BUSH - NEW..		
BARBARA BUSH - RENEWAL	1	15.00	BARBARA BUSH - RENEWAL		
BRST CANCER-NEW....		.00	BRST CANCER-NEW....		
BRST CANCER-RENEWAL		.00	BRST CANCER-RENEWAL		
BLACK BEAR-NEW.....		.00	BLACK BEAR-NEW.....		
BLACK BEAR-RENEWAL..		.00	BLACK BEAR-RENEWAL..		
CONSERVATION-NEW....		.00	CONSERVATION-NEW....		
CONSERVATION-RENEWAL		.00	CONSERVATION-RENEWAL		
LOBSTER-NEW.....		.00	LOBSTER-NEW.....		
LOBSTER-RENEWAL....		.00	LOBSTER-RENEWAL....		
SPORTSMAN.....		.00	SPORTSMAN.....		
SUP YR TRPS-NEW....		.00	SUP YR TRPS-NEW....		
SUP YR TRPS-RENEWAL.		.00	SUP YR TRPS-RENEWAL.		
U OF M -NEW.....		.00	U OF M -NEW.....		
U OF M -RENEWAL....		.00	U OF M -RENEWAL....		
OTHER.....		.00	OTHER.....		
SALES TAX - PAID....	1	5.50	SALES TAX - PAID....		
SALES TAX - NO FEE..		.00	SALES TAX - NO FEE..		
EXCISE TAX TOTAL....	6	740.35	EXCISE TAX TOTAL....		
SUBTOTAL.....	7	183.50	SUBTOTAL.....		
OVER/SHORT.....		.00	OVER/SHORT.....		
ADJUSTED GRAND TOTAL	7	183.50	ADJUSTED GRAND TOTAL		

Report completed by Mary Smith

Mail one copy of all reports, data upload verification, and remittance to:

ATTN: ACCOUNTING UNIT
BUREAU OF MOTOR VEHICLES
101 HOSPITAL STREET
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029

TOTAL AMOUNT REMITTED TO BMV _____

() Bank Deposit
() Cash
() Checks/Money Order

PROCESSED BY BMV
INITIALS _____
DATE _____

**Do not write
in this area.**

**Signature
of
individual
processing
report.**

CASH REPORT ELECTRONIC REPORTING

**** TOWN SUMMARY ****
BUREAU OF MOTOR VEHICLES
Page 1

VENDOR ID#: TRIO VERSION UPDATE#: 04.4.657
MUNICIPALITY: DATE OF REPORT: 12/10/2020
TOWN/COUNTY CODE: PROCESS DATE RANGE: 12/03/2020-12/10/2020
AUTHORIZATION TYPE: NEW DATE RECEIVED: 12/10/20
AGENT TOWN PHONE NUMBER: (207)

--- TOWN SUMMARY ---		--- FOR BMV USE ONLY ---	
Category	Units	Dollars	Category
PASSENGER FULL.....	4	140.00	PASSENGER FULL.....
ISLAND USE.....		.00	ISLAND USE.....
ANTIQUE.....	1	30.00	ANTIQUE.....
ANTIQUE MOTORCYCLE.....		.00	ANTIQUE MOTORCYCLE.....
AUTOCYCLE.....		.00	AUTOCYCLE.....
MOTOR HOME.....		.00	MOTOR HOME.....
RENTAL.....		.00	RENTAL.....
PASSENGER NO FEE.....		.00	PASSENGER NO FEE.....
PASSENGER HALF RATE.....		.00	PASSENGER HALF RATE.....
HIRE.....		.00	HIRE.....
PASSENGER TRUCK.....		.00	PASSENGER TRUCK.....
COMMERCIAL.....		.00	COMMERCIAL.....
TRAILER.....		.00	TRAILER.....
TRACTOR/SPEC MOBILE.....		.00	TRACTOR/SPEC MOBILE.....
COACH/EMERGENCY.....		.00	COACH/EMERGENCY.....
FARM TRUCK.....		.00	FARM TRUCK.....
MOTORCYCLE.....		.00	MOTORCYCLE.....
MOPED.....		.00	MOPED.....
SPECIAL EQUIPMENT.....		.00	SPECIAL EQUIPMENT.....
BUS.....		.00	BUS.....
TITLE.....		.00	TITLE.....
VANITY PLATES.....	2	50.00	VANITY PLATES.....
RESERVE NUMBER.....		.00	RESERVE NUMBER.....
LOST PLATE.....		.00	LOST PLATE.....
DUP STICKER.....		.00	DUP STICKER.....
DUP REGISTRATION.....		.00	DUP REGISTRATION.....
SPECIAL PERMIT CERT.....		.00	SPECIAL PERMIT CERT.....
INCREASE GVW.....		.00	INCREASE GVW.....
TRANSIT.....		.00	TRANSIT.....
TRANSFER.....	1	6.00	TRANSFER.....
AGRICULTURE-NEW.....		.00	AGRICULTURE-NEW.....
AGRICULTURE-RENEWAL.....		.00	AGRICULTURE-RENEWAL.....
ANIMAL WELFARE-NEW.....		.00	ANIMAL WELFARE-NEW.....
ANIMAL WELFARE-RENEW.....		.00	ANIMAL WELFARE-RENEW.....

**** TOWN SUMMARY ****
BUREAU OF MOTOR VEHICLES
Page 2

VENDOR ID#: TRIO VERSION UPDATE#: 04.4.657
MUNICIPALITY: DATE OF REPORT: 12/10/2020
TOWN/COUNTY CODE: PROCESS DATE RANGE: 12/03/2020-12/10/2020
AUTHORIZATION TYPE: NEW DATE RECEIVED: 12/10/20
AGENT TOWN PHONE NUMBER: (207)

--- TOWN SUMMARY ---		--- FOR BMV USE ONLY ---	
Category	Units	Dollars	Category
BARBARA BUSH - NEW.....		.00	BARBARA BUSH - NEW.....
BARBARA BUSH - RENEWAL.....	1	15.00	BARBARA BUSH - RENEWAL.....
BRST CANCER-NEW.....		.00	BRST CANCER-NEW.....
BRST CANCER-RENEWAL.....		.00	BRST CANCER-RENEWAL.....
BLACK BEAR-NEW.....		.00	BLACK BEAR-NEW.....
BLACK BEAR-RENEWAL.....		.00	BLACK BEAR-RENEWAL.....
CONSERVATION-NEW.....		.00	CONSERVATION-NEW.....
CONSERVATION-RENEWAL.....		.00	CONSERVATION-RENEWAL.....
LOBSTER-NEW.....		.00	LOBSTER-NEW.....
LOBSTER-RENEWAL.....		.00	LOBSTER-RENEWAL.....
SPORTSMAN.....		.00	SPORTSMAN.....
SUP YR TRPS-NEW.....		.00	SUP YR TRPS-NEW.....
SUP YR TRPS-RENEWAL.....		.00	SUP YR TRPS-RENEWAL.....
U OF M -NEW.....		.00	U OF M -NEW.....
U OF M -RENEWAL.....		.00	U OF M -RENEWAL.....
OTHER.....		.00	OTHER.....
SALES TAX - PAID.....	1	5.50	SALES TAX - PAID.....
SALES TAX - NO FEE.....		.00	SALES TAX - NO FEE.....
EXCISE TAX TOTAL.....	6	740.35	EXCISE TAX TOTAL.....
SUBTOTAL.....	7	183.50	SUBTOTAL.....
OVER/SHORT.....		.00	OVER/SHORT.....
ADJUSTED GRAND TOTAL.....	7	183.50	ADJUSTED GRAND TOTAL.....

Report completed by _____

Mail one copy of all reports, data upload verification, and remittance to: TOTAL AMOUNT REMITTED TO BMV _____

ATTN: ACCOUNTING UNIT () Bank Deposit PROCESSED BY BMV
BUREAU OF MOTOR VEHICLES () Cash INITIALS
101 HOSPITAL STREET (X) Checks/Money Order DATE 12/10/2020
29 STATE HOUSE STATION
AUGUSTA, ME 04333-0029

Recording:
Passenger
Vanity
Specialty

Record
Under:
Passenger
Vanity
BH
Specialty

CUMBERLAND COUNTY State of Maine Vehicle Registration 187,444

Eff. Date is Validation Date But Not Prior To: 03/01/2023 Expires: 03/31/2024 Insurance: WSK

VIN	1FALP528VDG174716	YEAR	2013	MAKE	FORD	MODEL	F150	COLOR	RD	STYLE	PK	TIRES	AXLES	NET WEIGHT	REGISTERED WEIGHT	FUEL	
REGISTRANT(S)	STANLEY, JESSICA M		DOB(S)ID #		10/27/1970		Base		32,905		Vanity \$25.00						
LESSOR			UNIT #		DOT #		Mil. Rate		.0040		Local						
MAILING ADDRESS			LEGAL RESIDENCE			Registration Void Unless Validated			BH \$15.00			E-Re-Reg.					
FO BOX 15 YOUTOWN ME 04123			18 FRONT ST YOUTOWN ME 04444			VALIDATED REGISTRATION YOUTOWN ME 04444 03/20/2023 \$211.63 21102065			Ex Tax			131.63					
									ExTx Bal			03/20/2023					
									Fees			35.00					
									Agent Fee			5.00					

Tax Receipt #: 21102065 Sticker # (M) _____ (Y) 24D 234543

MVR-3VS Rev: 01-2016 REGISTRATION www.maine.gov/sos

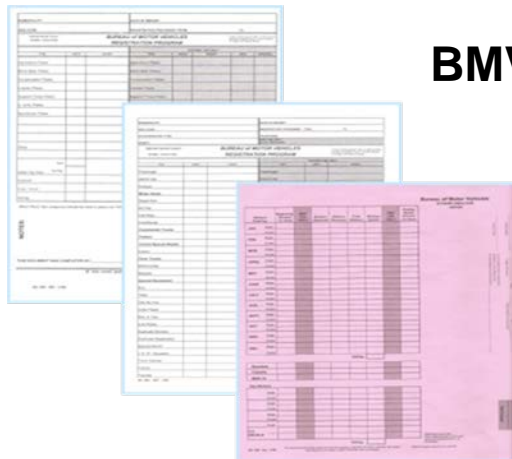
CASH REPORT ELECTRONIC

- **Print and submit the report in its entirety. Stack the pages in the order in which they are printed and staple in the upper left corner.**
- **Attach town check or deposit slip to the face of the white copy of the cash report.**
- **Stamp the outside of the envelope with your town validation stamp and enter the date range of the report prior to submitting to the Bureau of Motor Vehicles.**
- **Double check your figures and the math. It's extremely easy to transpose digits when calculating money amounts.**
- **Verify your check. If you pay with a Town check, verify the line amount with the written amount in the box and sign the check.**
- **Do Not** deposit monies for the Bureau of Motor Vehicles into any personal accounts.
- **Do Not** use personal checks to pay the Bureau of Motor Vehicles.

CASH REPORT MANUAL

- **The Cash Reporting document is six (6) pages:**
 - a) Two white pages of the work analysis are to be submitted to BMV Main Office, along with;**
 - b) One pink page of the sticker analysis.**
 - c) Please retain the two yellow work analysis copies and the green sticker analysis copy for the municipal files.**

BMV

The image shows three overlapping forms for BMV submission. The top form is white and contains a grid for work analysis. The middle form is also white and contains a grid for work analysis. The bottom form is pink and contains a grid for sticker analysis.

Municipality

The image shows three overlapping forms for Municipality retention. The top form is yellow and contains a grid for work analysis. The middle form is also yellow and contains a grid for work analysis. The bottom form is green and contains a grid for sticker analysis.

CASH REPORT MANUAL~(MV-300)

REMEMBER to complete the work analysis and sticker analysis sheets:

MUNICIPALITY: YOUR TOWN	DATE OF REPORT: 03/09/2023
GEO CODE: 12345	REGISTRATION PROCESSED FROM 03/03/2023 03/09/2023
AUTHORIZATION TYPE: Truck Level	TELEPHONE: (207) 555-1234
AGENT: Mary McPhee	<i>BMV USE ONLY</i> DATE RECEIVED:
<p>"DEPOSIT MONEY DAILY" BUREAU of MOTOR VEHICLES</p> <p>WORK ANALYSIS REGISTRATION PROGRAM</p> <p style="text-align: right; font-size: small;">THIS FORM MUST BE COMPLETED WHEN SUBMITTING YOUR WORK TO BMV AS REQUIRED.</p>	

- Name of the Municipality;
- Date of the Report;
- FROM and TO dates (the oldest piece of registration work to the most recent);
- Town Geo (Geographic) Code;
- Level of Authorization as determined by the Bureau of Motor Vehicles: Limited New Registration, New Registration, or Truck Registration level;
- Telephone Number; and
- Person completing the cash report **must** sign the report.

Your Town _____

Municipality **12345**

Town Code _____

Date of Report **03/03/2023** from **03/09/2023** to **03/09/2023**

Registration Processed _____

I have physically counted the stickers in my office prior to submitting this document. Mary McPhee

The gray shaded area is for the Bureau of Motor Vehicles use ONLY.

CASH REPORT WORK ANALYSIS

1. Under Passengers ~ all \$35.00 passenger vehicles are to be grouped together (passenger, handicap, firefighter, Pearl Harbor survivor, etc.).
2. Island Use, Antique, Motor Home, No fee, Half-Rate, Street Rod and Rentals should be recorded in the next areas.
3. List under TRUCKS all vehicles with commercial or passenger plates with a GVW of 10,000 lbs. or more: Break down vehicles by fee under the NOTES section on bottom of page two, if necessary.
4. Trailers, Farm, and Special Equipment: Break down vehicles by fee under the NOTES section on bottom of page two, if necessary.
5. Initial Plate-only \$25.00 Fee.
6. Res#-List any reserve plate or out of rotation fees (\$25).
7. List the Duplicate Registrations issued

Passenger	1	35	1225.00
Island Use			
Antique			
Antique Motorcycle		1	30.00
Motor Home			
Street Rod	2		
No Fee		1	0.00
Half Rate		1	17.50
Hire/Rental			
Passenger Truck		6	222.00
Commercial Trucks	3	8	612.00
Trailers		5	172.50
Tractor/Special Mobile			
Coach			
Farm Trucks	4	1	32.00
Motorcycles			
Mopeds			
Special Equipment			
Bus			
Titles			
Title No Fee			
Vanity Plates	5	1	25.00
Res. # Fee	6	1	25.00
Lost Plates			
Duplicate Stickers			
Duplicate Registration	7	1	5.00
Special Permit			
I. G. W. / Boosters			

CASH REPORT WORK ANALYSIS

8. Transfers ~ all transfers are listed in this category.

9. Specialty plates ~ AG, AW, BH, BC, BB, CR, LB, LH, SW, TS, and UM fees are \$20.00 for new or \$15.00 for renewal, with the exception of SW Plates which are \$20.00 for New and Renewals.

NOTES AREA: Be sure to separate new plates: AG, AW, BB, BC, BH, LB, LH, SW, TS and UM to your work when applicable.

ITEM	UNITS	MONEY
Transit		
Transfer 8	2	16.00
Agriculture Plates		
Animal Welfare Plates	1	15.00
Barbara Bush Plates		
Breast Cancer Plates		
Black Bear Plates		
Conservation Plates 9	2	30.00
Lobster Plates		
ME Lighthouse Plates	1	20.00
Sportsman Plates		
Support Troop Plates		
U. of M. Plates		
Other		
Refund		
	Paid	
	No Fee	
Sales Tax Paid		
Subtotal		
Over / Short		
TOTAL		

BOLD /ITALIC item categories indicate the need to please use 'NOTES'

NOTES: Specialty Plates
BB Renew 1@ 15.00
LB Renew 2@15.00
SW New 1@20.00

THIS DOCUMENT WAS COMPLETED BY: _____

CASH REPORT STICKER ANALYSIS

1. The beginning sticker count is taken from the ending sticker column on the prior cash report.
2. Any additional stickers received from BMV are to be added.
3. If any damaged or unused stickers are returned, indicate in the next column.
4. Any stickers used for this cash reporting period **must** be entered in the column "stickers issued".
5. Physical count of stickers on hand should be the same as Stickers Left column.
6. Record total amount of stickers used.
7. Boosters (MV534-A)
8. Transit Plates (MV-159)
9. Special Registration Permits (MVR-10)

Stickers Expiring:	Beginning Stickers on Hand	BMV USE ONLY	Stickers Received	Stickers Returned	Total Stickers	Stickers Issued	BMV USE ONLY	Ending Sticker Amount on Hand
JAN. Single	5				5			5
Double	12				12	2		10
FEB. Single	24				24	14		10
Double	34				34	9		25
MAR. Single	5				5			5
Double	10		10		20	13		7
APRIL Single	5				5			5
Double	10				10			10
MAY Single	5				5			5
Double	10				10			10
JUNE Single	5				5			5
Double	12				12	2		10
JULY Single	5				5	2		3
Double	11				11			11
AUG. Single	5				5			5
Double	12				12	2		10
SEPT. Single	5				5	2		3
Double	8				8	2		6
OCT. Single	5				5			5
Double	7				7			7
NOV. Single	5				5			5
Double	10				10			10
DEC. Single	5				5			5
Double	10				10			10
TOTAL						48		
Boosters								
Transits								
MVR-10								
Year Stickers								
12 Single	15				15	2		13
Double	135				135	6		129
13 Single	25		20		45	5		40
Double	75		50		125	26		99
14 Single	25				25	6		19
Double								
MC COMBO								
TC DECALS	13	5			5			5
	14	5			5		78	5
TOTAL						45		

Please record registration transactions in the appropriate designated areas. If you are unable to determine the correct category, please contact BMV Main Office, Municipal & Agent Services at:

1-207-624-9000

Ext. 52163

for further assistance.

CASH REPORTING

- The Cash Office has requested that the materials not be folded or rolled when submitting. **PLEASE MAIL FLAT.**
- Remember to use the town's validation stamp on the outer envelope near the return address and enter the date range of the report on the validation stamp.
- Cash reports need to be sent to: Secretary of State, Bureau of Motor Vehicles, **Accounting Unit**, 29 State House Station, Augusta, Maine 04333.
- **PREPRINT DATA:** In place of paper preprints, a delta file with updated registration information will be made available to electronic municipalities on the InforME website on a monthly basis. In order to ensure that municipal registration records are kept as up-to-date as possible (including any suspension information), this data must be loaded into the electronic system. Data not retrieved in a timely manner will be reported to the Bureau of Motor Vehicles, Audit Services by InforME.

CASH REPORTING

- **Insurance:** With the exception of the TL and SE class codes, all registrations should be initialed for proof of insurance at time of renewal.
- **Verify that all registrations for the reporting period listed are included within the report.**
- **Town Summary must be signed by the authorizing agent or staff member completing the report.**
- **Inventory: Manual counts of the inventory (stickers and forms) MUST still be performed in connection with each cash report. The verification process should include not only amounts, but also the ranges listed within the inventory as available.**

CASH REPORTING FINANCIAL SORT ORDER

- **Bundle the following information top to bottom:**
 1. **Requests for Duplicates (MV-11), Replacement Stickers (MV- 14), Lost Plate forms (MV-9).**
 2. **Returned Plate Cards, Name Addition/Deletion forms (MV-138).**
 3. **Problem registrations with explanation attached.**
 4. **Corrections.**
 5. **Any Registrations with attachments (example: Power of Attorney, emancipated minor).**
 6. **Transfers.**
 7. **All other registrations bundled by class code.**

REMEMBER: LIMITED NEW MUNICIPALITIES WILL NEVER HAVE USE TAX CERTIFICATES OR TITLE APPLICATIONS PROCESSED IN THEIR TOWN.

SECURITY AND STORAGE OF BMV SUPPLIES

























In the event that your town office is broken into or vandalized, the Bureau of Motor Vehicles, Audit Services must be notified IMMEDIATELY.

207-624-9349

Provide a written statement on municipal letterhead with information that pertains to the discovery of the break-in, the type of damage, verification of inventory, missing registration forms, stickers, license plates, monies, etc.























BUREAU OF MOTOR VEHICLES

Plate Chart

 <p>Agriculture Commercial AC</p>	 <p>Agriculture Farm AF</p>	 <p>Agriculture Specialty AG</p>	 <p>Antique Auto AQ</p>
 <p>Antique Motorcycle MQ</p>	 <p>Apportioned AP</p>	 <p>Autocycle AU</p>	 <p>Barbara Bush Children's Hospital BH</p>
 <p>Black Bears Specialty BB</p>	 <p>Breast Cancer Specialty BC</p>	 <p>Buses BU</p>	 <p>Combination CM</p>
 <p>Commercial CO</p>	 <p>Commercial Tractor TT</p>	 <p>Conservation CR</p>	 <p>Conservation Commercial CC</p>
 <p>Conservation Disability CD</p>	 <p>Conservation Motor Home RV</p>	 <p>Conservation Trailer CL</p>	 <p>County Sheriff CS</p>
 <p>Custom Vehicle CV</p>	 <p>Disability DX</p>	 <p>Disability Motor Home WX</p>	 <p>Disability Motorcycle MX</p>
























BUREAU OF MOTOR VEHICLES

Plate Chart

 Disability Special Veteran (old plate; being phased out) DS  Disability Special Veteran DS	 100% Disabled <u>OR</u> loss of, or loss of use of both legs. DV	 Disabled Veteran Motorcycle XV	 Disabled Veteran Parking VX
 Dune Buggy PC	 Emergency Vehicles Funeral Coach/Hearse/Ambulance AM	 Emergency Medical Services EM	 Farm Truck FM
 Firefighter FD	 Fish Truck CO	 Gold Star Family Recognition GS	 Hire Vehicles TX
 Honorary Consul Registration Plate (No Class Code)	 Horseless Carriage HC	 Initial Vanity	 Island Use Vehicles IU
 Legislative (Senate)  Legislative (House)	 Lobster Specialty LB	 Lobster Commercial Specialty LC	 Low-Speed Vehicle LS

BUREAU OF MOTOR VEHICLES

Plate Chart

 Municipal Motorcycle MM	 National Guard PC	 Passenger & Passenger Short Term Rental PC	 Pearl Harbor Survivor PS
 Prisoner of War PO	 Purple Heart PH	 Purple Heart Motorcycle PM	 Special Equipment SE
 Special Veteran (old plate; being phased out) VT	 Special Veteran Motorcycle VM	 Sportsman Specialty SW	 State ST
 Special Veteran VT			
 Stock Car PC	 Street Rod SR	 Support Animal Welfare Specialty AW	 Support Your Troops Specialty TS
 Temporary Dealer	 Tractor/ Special Mobile Equipment TR	 Trailers, Semi-Trailers, Camper Trailers, Mobile- Home, Boat Trailer, Horse/Livestock Trailer, True Trailer, Utility Trailer TL	 Trailer Transit
 University of Maine System Specialty UM	 Wabanaki Tribe WB		

ANTIQUÉ AUTO, CUSTOM VEHICLE, HORSELESS CARRIAGE, STREET ROD REGISTRATION



AFFIDAVIT

**ANTIQUÉ AUTO
CUSTOM VEHICLE
HORSELESS CARRIAGE
STREET ROD REGISTRATION**

BMV / MUNICIPAL USE ONLY

TAX RECEIPT #: _____

NAME: _____

DOB: _____

PLATE: _____ CLASS: _____

Application to register a Motor Vehicle as one of the following below: (Check one)

Antique Auto/MC
 Horseless Carriage
 Custom Vehicle
 Street Rod

I, _____ of _____

(Name) (City/Town)

make application to register a _____ / _____ / _____

(year)* (make)* (serial#/VIN)

and certify the vehicle and my intended use of the vehicle meets the definition below:

***For Custom Vehicles only, indicate the year and make of the body of the Custom Vehicle.**

Antique Auto: An automobile, motorcycle or truck, manufactured after 1915 and more than 25 years old; equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine; substantially maintained in original or restored condition, and used primarily for exhibitions, club activities, parades or events of public interest. An antique auto may not be used as the owner's primary mode of transportation of passengers or goods, and may not be a reconstructed vehicle or altered vehicle.
PRIMARY VEHICLE PLATE# _____

Custom Vehicle: A motor vehicle at least 25 years old and of a model year after 1948, or a motor vehicle that was manufactured to resemble a motor vehicle that is at least 25 years old and of a model year after 1948, which has been altered from the manufacturer's original design or has a body constructed from non-original material.

Horseless Carriage: An automobile manufactured before 1916, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine, and used primarily for exhibitions, club activities, parades and other events of public interest; and may not be used as the owner's primary mode of transportation of passengers and goods.

Street Rod: A replica of or a modified antique auto manufactured prior to 1949.

This affidavit must be completed when first registering a vehicle as an Antique Auto, Custom Vehicle, Horseless Carriage or a Street Rod. Completion is not necessary at time of re-registration.

I certify that this vehicle meets the above definition, and is garaged and maintained in the State of Maine:

 (Signature of Registrant) (Date Signed)

Knowingly making a false statement is a Class E crime pursuant to 29A MRSA §2903.

Before me personally appeared _____ who by me duly sworn upon oath, says that the statement set forth above is true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public for _____ County, State of _____.

 Signature of Notary or Attorney

MV-65 Rev. 2/2019

BMV COPY
 101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
 207-624-9000 ext. 52149 TTY Users Call Maine Relay 711

- The MV-65 must be completed on all **NEW** Antique Auto, Custom Vehicle, Horseless Carriage, and Street Rod registrations.

ANTIQUÉ AUTO, CUSTOM VEHICLE, HORSELESS CARRIAGE, STREET ROD REGISTRATION

Antique Vehicles-Special Circumstances

We have encountered a few instances where the registrant attempting to register an antique legitimately does not have a primary vehicle registered in Maine, and we can make exceptions under the following circumstances:

- 1. The registrant states that he or she relies primarily on public transportation as their primary mode of transportation.**
- 2. The registrant states that he or she lives in a household where there is a primary vehicle registered to another person in that household. Obtain that plate number and compare the addresses.**
- 3. The registrant is a seasonal resident and the primary vehicle is registered out-of-state. Obtain the out-of-state plate number.**



ANTIQUE

- Antique ~ Vehicles manufactured on or after 1916 with an engine manufactured at the same time as the vehicle or to the specifications of the original engine.

AFFIDAVIT ANTIQUE AUTO ANTIQUE MOTORCYCLE CUSTOM VEHICLE HORSELESS CARRIAGE STREET ROD

RMV / MUNICIPAL USE ONLY

TAX RECEIPT # 15246254

NAME: Princess Gowell

DOB: 12/24/1960

PLATE: 5987 CLASS AO

This affidavit must be completed when first registering a vehicle as an Antique Auto, Antique Motorcycle, Custom Vehicle, Horseless Carriage or a Street Rod. Completion is not necessary at time of re-registration. Please check one of the following below:

Antique Auto Antique Motorcycle Horseless Carriage Custom Vehicle Street Rod

Name of Registrant: PRINCESS GOWELL City/Town of Residence: AUGUSTA

*Year: 1980 *Make: MUSTANG VIN/Serial #: 1A3C9AB46A4659034

*For Custom Vehicles only, indicate the year and make of the body of the Custom Vehicle.

I certify the vehicle and my attached fee names the definition below. I further certify the vehicle is garaged and maintained in the State of Maine.

Princess Gowell (Signature of Registrant) 51180023 (Other Number)

Knowingly making a false statement is a Class E crime pursuant to 26A MRSA §28A.

Antique Auto: "Antique auto" means an automobile or truck manufactured in or after model year 1916 that is more than 25 years old, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine, substantially unaltered or restored condition primarily for use in exhibitions, club activities, parades or other functions of public interest. An antique auto may not be used as the owner's primary mode of transportation of passengers or goods and may not be a commercial vehicle or street vehicle. PRIMARY VEHICLE PLATE# 1150TCE

Antique Motorcycle: "Antique motorcycle" means a motorcycle or motor-driven cycle that is more than 25 years old, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine, substantially unaltered or restored condition primarily for use in exhibitions, club activities, parades or other functions of public interest. An antique motorcycle may not be used as the owner's primary mode of transportation of passengers or goods. PRIMARY VEHICLE PLATE# _____

Custom Vehicle: A motor vehicle at least 25 years old and of a model year after 1949, or a motor vehicle that was manufactured to resemble a motor vehicle that is at least 25 years old and of a model year after 1949, which has been altered from the manufacturer's original design or has a body constructed from non-original material.

Horseless Carriage: An automobile manufactured before 1916, equipped with an engine manufactured either at the same time as the vehicle or to the specifications of the original engine, and used primarily for exhibitions, club activities, parades and other events of public interest, and may not be used as the owner's primary mode of transportation of passengers and goods.

Street Rod: "Street Rod" means a replica of or a modified antique auto manufactured prior to 1949.

THIS FORM MUST BE NOTARIZED

Before me personally appeared _____ who by me duly sworn upon oath, says that the contents set forth above is true and correct. Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public for _____ County, State of _____

(Signature of Notary or Attorney)

MV-65 Rev. 6/2015 RMV COPY
100 Hospital Street, 20 South Street, Augusta, ME 04310-0029
207-624-8888 or 1-800-TTY Users Call Maine State Toll

- Custom Vehicle ~ Vehicles at least 25 years old and of a model year after 1948 which has been altered from the manufacturer's original design or has a body constructed from non-original materials.

- Horseless Carriage ~ Vehicles manufactured before 1916 and equipped with an engine manufactured to the specifications of the original engine.

- Street Rod ~ A replica of or a modified antique auto manufactured prior to 1949.

- All Antique Vehicles ~ Must complete an MV-65 Antique Auto Affidavit at first registration.



ANTIQUA AUTO, CUSTOM VEHICLE, HORSELESS CARRIAGE, STREET ROD REGISTRATION



All Antique Vehicles:

- Used primarily for exhibitions, club activities, parades or events of public interest. Not to be used as a primary vehicle.
- Residents and non-residents must garage and maintain the vehicle in the State of Maine.
- Registration fee is \$30 for AQ and SR
- Registration fee is \$15 for HC and MQ.
- Maximum registered weight is 10,000 lbs. r.v.w. for CV.
- Maine plates in the matching year of the vehicle may be displayed on the vehicle; however, current registration and plates issued at time of registration must be kept in the vehicle at all times.

BUS



BU

- Transportation of more than 15 passengers including the operator.
- Style Code 26, 27, 37, and 47 depending on the number of axles.
- JB Insurance Filing required for School Buses and Buses for hire.
- Registration \$35 or \$70 if used for compensation.
- Excise Tax, Registration, Title Fee required.
- Call BMV for JB Insurance approval to re-register school bus at \$35. (207)624-9000 ext. 52131



COMBINATION



- Issued to Passenger type autos, utility vehicles, trucks and vans.
- Used for commercial parking or loading; however, each municipality governs their parking ordinances.
- Issued for transporting students when under contract with the school district. JB Filing required on transportation of students and must be verified through Motor Carrier Services at BMV 624-9000 ext. 52131.
- Maximum registered weight is 10,000 lbs. r.v.w.

Advise registrant to check with specific municipalities for local zoning rules.



COMMERCIAL



CO

Motor Vehicles hauling camper trailers are exempt from gross vehicle weight restrictions with the exception of 5th wheel campers. The registered weight of the hauling vehicle must include the 5th wheel camper.

- Trucks exceeding 10,000 lbs. net weight (unloaded weight), Wreckers, Fish Trucks, and Truck-Tractors must register as a Commercial Vehicle.
- Truck needs to be registered for the weight of the truck and its load.
- Commercial vehicles over 26,000 lbs. r.v.w. are required to acquire a DOT number, Over 10,000 lbs. r.v.w. for out of State deliveries.
- Fish Trucks must be used primarily for aquacultural products.
- With partial inspection the Town's name must be indicated on the driver's door in 4" letters.
- Trucks registered for 55,000 lbs. r.v.w. or more require evidence of Heavy Vehicle Use Tax (HVUT).

COMMERCIAL



CO

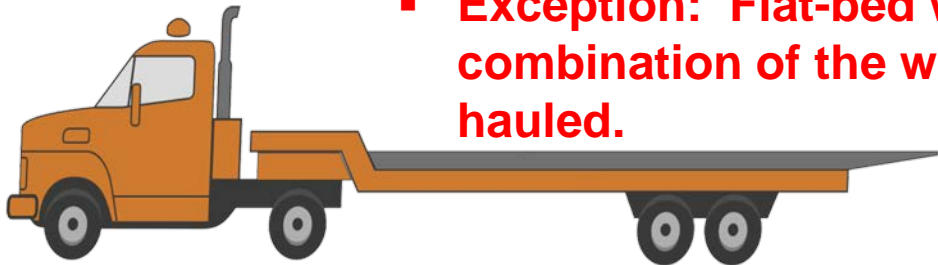


- **WRECKER** ~ Registration is based on the weight of the actual wrecker and the hoisting apparatus. Refer to the Truck Fees Schedule.

- The vehicle being towed must have one of the following:

1. Valid registration
2. Transit permit
3. Valid inspection;
4. Dealer plate; or
5. Special towing permit.

- **Exception: Flat-bed wreckers need to be registered for the combination of the weight of the wrecker and what's being hauled.**



COMMERCIAL FARM



FM



- The vehicle must be used primarily for the distribution of agricultural products in connection with the operation of a farm.
- The farm must be owned, operated or occupied by the registrant. Transportation of firewood must be incidental to farm operation.
- With partial inspection the vehicle may only travel within 20 miles of said farm and is required to put 4" lettering on driver's door indicating the name of the town where excise is paid.
- Farm vehicles over 26,000 lbs. r.v.w. are required to acquire a DOT number, over 10,000 lbs. r.v.w. for out of State deliveries. Maximum r.v.w. is 69,000 lbs.
- Question #4 must be answered YES for truck eligibility and Question #5 must be initialed for understanding of the Federal & State Motor Carrier Safety Regulations.

COMMERCIAL COM-TRACTOR



TT

- The vehicle must display one Commercial Tractor plate on the front and must meet \$40 credit requirements.



- Requirements include:
 1. Registered weight at 23,001 lbs. or more;
 2. Solely used in a truck-tractor, semi-trailer configuration for the full year;
 3. Question #6 on the reverse side of white registration must be checked YES to receive the \$40 credit.



- Style Codes: 25, 35, 45, or 55 depending on the axles.
- DOT numbers required for 26,000 lbs. and over.

COMMERCIAL INTERNATIONAL REGISTRATION PLAN (IRP)



- Carriers may participate in the IRP if leaving the State of Maine in commerce.
- IRP registrations are processed at the BMV Main Office in Augusta only.
- Excise tax receipt is required by municipality prior to registration.
 - IRP accounts are considered fleets even if there is only 1 truck.
 - Excise tax must be prorated to match the fleet expiration.
- All IRP questions should be directed to the IRP Unit (207)624-9000 ext. 52135.

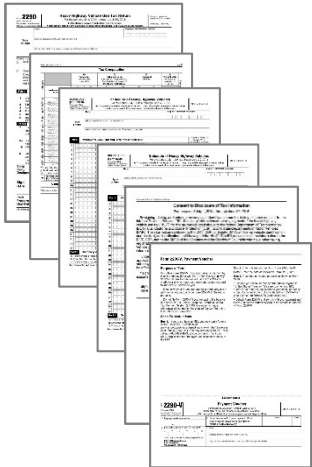


U.S. &
CANADA

HEAVY VEHICLE USE TAX (HVUT)

Also accepted, electronic filings or a letter from the IRS.

- It is your responsibility as agent to request proof of payment in the form of a receipted copy of Schedule 1 (Form 2290) when an applicant registers, re-registers, or boosts to a registered vehicle weight (r.v.w) of 55,000 lbs. or more, if boosted over 60 days. If customer has the Form 2290, please make a copy to send in with your cash report.



- Proof must be submitted to BMV Main Office within 60 days of the beginning of the registration period.

Form 2290
Heavy Highway Vehicle Use Tax Return
For the period July 1, 2014, through June 30, 2015
Department of the Treasury
Internal Revenue Service (99)

Keep a copy of this return for your records.
OMB No. 1545-0143

Name _____ Employer identification number _____
Address (number, street, and room or suite no.) _____
City or town, state or province, country, and ZIP or foreign postal code _____

Check if applicable:
 Address change
 Amended Return
Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Do not check this box for any other reason.
 VIN Correction
Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Do not check this box for any other reason.
 Final Return
Check this box if you no longer have taxable vehicles to report.

Part I Figuring the Tax

	Y	Y	Y	Y	M	M
1 Was the vehicle(s) reported on this return used on public highways during July 2014? If YES, enter 201407 in the boxes to the right. If NO, see the table on page 3 of the instructions						
2 Tax. Enter the Total from Form 2290, page 2, column (4)						
3 Additional tax from increase in taxable gross weight (see instructions)						
4 Total tax. Add lines 2 and 3						
5 Credits (see instructions)						
6 Balance due. Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/>						

Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)

7 I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply): 5,000 miles or less 7,500 miles or less for agricultural vehicles during the period July 1, 2014, through June 30, 2015, and are suspended from the tax. Complete and attach Schedule 1.

8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014, were not subject to the tax for that period except for any vehicles listed on line 8b. Check this box if applicable.

b Vehicle identification numbers _____

9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014. These vehicles were sold or transferred to _____ on _____.
At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

Third Party Designee Do you want to allow another person to discuss this return with the IRS (see instructions)? Yes. Complete the following. No

Designee's name _____ Phone no. _____ Personal identification number (PIN) _____

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature _____ Date _____
Type or print name below signature. Telephone number _____

Paid Preparer Use Only Preparer's name _____ Preparer's signature _____ Date _____ Check at self-employed. PIN _____
Firm's name _____ Firm's EIN _____
Firm's address _____ Phone no. _____

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Form 2290 (Rev. 7-2014)

Do not hold up a registration due to nonreceipt of Schedule 1 Form 2290.

REGISTRATION FEE SCHEDULE (MV-60)

State of Maine
Registration Fee Schedule (Effective 09/01/2008)
Trucks, Special Mobile Equipment, Trailers and Special Equipment

An annual registration fee graduated by gross weight must be paid for each truck or truck-tractor in accordance with the following fee schedules.

From	0 pounds gross weight to	6,000 pounds gross weight	\$35.00
From	6,001 pounds gross weight to	10,000 pounds gross weight	\$37.00
From	10,001 pounds gross weight to	12,000 pounds gross weight	\$48.00
From	12,001 pounds gross weight to	14,000 pounds gross weight	\$81.00
From	14,001 pounds gross weight to	16,000 pounds gross weight	\$105.00
From	16,001 pounds gross weight to	18,000 pounds gross weight	\$130.00
From	18,001 pounds gross weight to	20,000 pounds gross weight	\$161.00
From	20,001 pounds gross weight to	23,000 pounds gross weight	\$188.00
From	23,001 pounds gross weight to	26,000 pounds gross weight	\$220.00
From	26,001 pounds gross weight to	28,000 pounds gross weight	\$277.00
From	28,001 pounds gross weight to	32,000 pounds gross weight	\$308.00
From	32,001 pounds gross weight to	34,000 pounds gross weight	\$342.00
From	34,001 pounds gross weight to	38,000 pounds gross weight	\$379.00
From	38,001 pounds gross weight to	40,000 pounds gross weight	\$403.00
From	40,001 pounds gross weight to	42,000 pounds gross weight	\$426.00
From	42,001 pounds gross weight to	45,000 pounds gross weight	\$450.00
From	45,001 pounds gross weight to	48,000 pounds gross weight	\$497.00
From	48,001 pounds gross weight to	51,000 pounds gross weight	\$533.00
From	51,001 pounds gross weight to	54,000 pounds gross weight	\$568.00
From	54,001 pounds gross weight to	55,000 pounds gross weight	\$580.00
From	55,001 pounds gross weight to	60,000 pounds gross weight	\$640.00
From	60,001 pounds gross weight to	65,000 pounds gross weight	\$699.00
From	65,001 pounds gross weight to	69,000 pounds gross weight	\$762.00
From	69,001 pounds gross weight to	72,000 pounds gross weight	\$797.00
From	72,001 pounds gross weight to	75,000 pounds gross weight	\$821.00
From	75,001 pounds gross weight to	78,000 pounds gross weight	\$857.00
From	78,001 pounds gross weight to	80,000 pounds gross weight	\$877.00
From	80,001 pounds gross weight to	90,000 pounds gross weight	\$982.00
From	90,001 pounds gross weight to	94,000 pounds gross weight	\$1,026.00
From	94,001 pounds gross weight to	100,000 pounds gross weight	\$1,234.00

For Farm Trucks, Motor Homes and Special Mobile Equipment Class A (up to 54,000 pounds)

From	0 pounds gross weight to	6,000 pounds gross weight	\$21.00
From	6,001 pounds gross weight to	10,000 pounds gross weight	\$27.00
From	10,001 pounds gross weight to	12,000 pounds gross weight	\$32.00
From	12,001 pounds gross weight to	14,000 pounds gross weight	\$39.00
From	14,001 pounds gross weight to	16,000 pounds gross weight	\$50.00
From	16,001 pounds gross weight to	18,000 pounds gross weight	\$72.00
From	18,001 pounds gross weight to	20,000 pounds gross weight	\$84.00

MV-60 Revised 09/01/08

- **Commercial Truck and Truck-Tractor rates are located in the first chart of fees.**
 - **These weights range from zero to 100,000 lbs. gross vehicle weight (g.v.w. = loaded weight).**

- **Farm Trucks, Motor Homes and Special Mobile Equipment, Class A (up to 54,000 lbs.) are located in the second chart of fees.**
 - **These weights range from zero to 69,000 lbs. gross vehicle weight (g.v.w. = loaded weight).**

REGISTRATION FEE SCHEDULE (MV-60)

From 20,001 pounds gross weight to 23,000 pounds gross weight.....	\$101.00
From 23,001 pounds gross weight to 26,000 pounds gross weight.....	\$119.00
From 26,001 pounds gross weight to 28,000 pounds gross weight.....	\$137.00
From 28,001 pounds gross weight to 32,000 pounds gross weight.....	\$166.00
From 32,001 pounds gross weight to 34,000 pounds gross weight.....	\$217.00
From 34,001 pounds gross weight to 38,000 pounds gross weight.....	\$265.00
From 38,001 pounds gross weight to 40,000 pounds gross weight.....	\$276.00
From 40,001 pounds gross weight to 42,000 pounds gross weight.....	\$288.00
From 42,001 pounds gross weight to 45,000 pounds gross weight.....	\$305.00
From 45,001 pounds gross weight to 48,000 pounds gross weight.....	\$322.00
From 48,001 pounds gross weight to 51,000 pounds gross weight.....	\$340.00
From 51,001 pounds gross weight to 54,000 pounds gross weight.....	\$357.00
From 54,001 pounds gross weight to 55,000 pounds gross weight.....	\$365.00
From 55,001 pounds gross weight to 60,000 pounds gross weight.....	\$394.00
From 60,001 pounds gross weight to 65,000 pounds gross weight.....	\$441.00
From 65,001 pounds gross weight to 69,000 pounds gross weight.....	\$469.00

SPECIAL MOBILE EQUIPMENT, CLASS A

The fee to register special mobile equipment, Class A, is the farm truck rate up to 54,000 pounds. If the gross weight is in excess of 54,000 pounds, use the following schedule:

From 54,001 pounds gross weight to 60,000 pounds gross weight.....	\$387.00
From 60,001 pounds gross weight to 65,000 pounds gross weight.....	\$417.00
From 65,001 pounds gross weight to 70,000 pounds gross weight.....	\$447.00
From 70,001 pounds gross weight to 75,000 pounds gross weight.....	\$477.00
From 75,001 pounds gross weight to 80,000 pounds gross weight.....	\$507.00
From 80,001 pounds gross weight to 90,000 pounds gross weight.....	\$567.00
From 90,001 pounds gross weight to 94,000 pounds gross weight.....	\$592.00
From 94,001 pounds gross weight to 100,000 pounds gross weight.....	\$712.00

Class A, Special Mobile Equipment must be registered for its actual gross weight.

Trailer/Semitrailer

Up to 2,000 pounds GVW.....	\$10.50
Over 2,000 pounds GVW.....	\$20.00

Special Equipment

Up to 2,000 pounds.....	\$10.00
2,001 to 5,000 pounds.....	\$15.00
Over 5,000 pounds.....	\$20.00

- **Farm, Motor Home, and Special Mobile Equipment rates (continued).**

- **Special Mobile Equipment over 54,001**

- **Class A schedule pertains to special mobile equipment that weighs 54,001 to 100,000 lbs. gross vehicle weight.**


- **Trailer / Semi-trailer**

- **Special Equipment**

- **Trailers / Semi-trailers and Special Equipment have fees specific for those types.**

COMMERCIAL SPECIAL REGISTRATION PERMIT CERTIFICATE

MVR-10

MAINE BUREAU OF MOTOR VEHICLES Special Registration Permit Certificate				PERMIT NUMBER SAMPLE
Effective Date is Validation Date But Not Prior To: <u>02 / 15 / 2023</u>			EXPIRES: <u>MARCH 1, 2024</u>	
Vehicle Identification Number 2HSFBGBT6VC007315	Year 97	Make INTL	Color silver	
Name Jones, Jason Logging		FEE: \$27.00 Evidence of Insurance Shown YLB		
Mailing Address Hometown, ME 04444				
Hometown, ME	Zip Code 04444			
Validation Stamp  DAT 005/15/2021				
APPLICANT: Read instructions on the reverse side of this copy. This permit is valid only with machine validation or State Seal.				
RESTRICTION: This permit authorizes highway travel of trucks, truck tractors, truck or truck tractors, trailers or semitrailers, and Class B special mobile equipment that are otherwise used exclusively for off-highway purposes, to and from garages for the purpose of obtaining repairs or maintenance or travel from job site to another job site. Highway transportation of either property or passengers is prohibited.				
AGENT COPY				
MVR-10 (Revised 12-1-2013)				

- Authorizes highway travel of trucks, truck tractors, and Class B special mobile equipment that are otherwise used exclusively for off-highway purposes.
- Must pay a fee of \$27.00. Never half rate this fee.
- Insurance is required.
- First-time issue by agents at Limited New, New, and Truck level.
- Expires March 1st annually.
- MVR-10 must be signed by the owner and Tax Collector (reverse).

COMMERCIAL SPECIAL REGISTRATION PERMIT CERTIFICATE

MVR-10 Reverse Side

INSTRUCTIONS

1. Before the Maine Bureau of Motor Vehicles can issue this permit, you must first have the Tax Collector of the municipality from which the vehicle is principally garaged or maintained, sign this form stating that all personal property taxes on the vehicle identified on this application have been paid or that the vehicle is tax exempt.

TAX CERTIFICATION: I certify that all property taxes due on the vehicle described on the reverse side of this application have been paid or that none are due.

Municipality: Augusta

Tax Collector's Name: Susan Smith

Tax Collector's Signature: *Susan Smith, Tax Collector*

2. I hereby certify that I am the owner of the vehicle or equipment described on the reverse side of this application.

Owner's Signature: *Jason Jones*

3. Take all 3 copies of this form to any Bureau of Motor Vehicle Branch Office or Mail to: Bureau of Motor Vehicles, 29 State House Station, Augusta, Maine 04333-0029. Include a check for \$27, made payable to Secretary of State.

SPECIAL MOBILE EQUIPMENT

Class A

- Frequent use of public ways.
- Maximum registered weight for Class A is 100,000 lbs.
- Registered for actual weight of the vehicle.
- If weight exceeds the registered vehicle and axle weight limits, contact Motor Carrier Services for permits.



- Well Drillers and Self-propelled air compressors **must** be registered as Class A.
- Well Drillers are **not** subject to Heavy Vehicle Use Tax.



Class B

- Infrequent use of public ways.
 - Registration fee is \$20.00.
- If registered weight exceeds 20,000 lbs., an overlimit and/or oversized permit **must** be obtained.



NOT VALID OVER 10 TONS
WITHOUT PERMIT FROM
BMV

Reg Type _____ NROP
www.maine.gov/sos

- **Snowplow Use Only**
 - **Full inspection required**
 - Valid from first to last snowfall of season



SNOWPLOW USE ONLY

Reg Type _____ NROP
www.maine.gov/sos

▪ See MV-60 Fee Schedule



DISABILITY



DX

- Must have a permanent disability to be eligible.
- Must complete an Application for Disability (PS-18) with signature by physician or registered nurse every 6 years.

PS-18



WX

- Multiple sets of disability plates are allowed.
- Use registered vehicle weight and use the Farm Truck Fee Schedule.
- First time issuance at BMV Branch Office.
- Must qualify for disability plates and have a registered motorcycle.



MX

- First time issuance at BMV Branch.

APPLICATION FOR DISABILITY PLATES/PLACARD		<input type="checkbox"/> BMV ENTERED
<input type="checkbox"/> Disability Placard or <input type="checkbox"/> Disability Plate(s) <input type="checkbox"/> Permanent Re-issue <small>For Plates, please attach a copy of your current registration</small>		<input type="checkbox"/> BMV Use Only
Applicant Name: _____		Placard# _____
Mailing Address: _____		File # _____
DOB: _____		Issue Date: _____
Phone: _____		Exp. Date: _____
Contact Name: _____		Retained: _____
Applicant's Signature: _____		Replaced: _____
Date: _____		Issued by: _____
<small>Veterans, please visit the Bureau of Veterans' Services website at http://www.maine.gov/dps/bmv for information on state and federal benefits your military service may have earned you.</small>		
APPLICANT'S STATEMENT OF UNDERSTANDING <small>I may park in a disability parking space when the vehicle is occupied by the disabled person and the vehicle is properly displaying disability plates or a placard. I understand permanent disability applications are valid until my current driver's license or state ID card expires. If I want to continue my permanent disability parking credentials beyond that expiration, I must complete the top portion of an application, mark it as Permanent Re-issue and visit a BMV branch office or mailfax it to the BMV main office.</small>		
MEDICAL PROVIDER'S STATEMENT Condition is: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary for a period of _____ months (6 months maximum)		
Please check one of the following conditions: <input type="checkbox"/> Cannot walk two hundred feet without stopping to rest. <input type="checkbox"/> Cannot walk without the use of, or assistance from another person or the use of a brace, cane, crutch, prosthetic device, wheelchair, or other assistive device. <input type="checkbox"/> Is restricted by lung disease to such an extent that the person's forced expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mmHg on room air at rest. <input type="checkbox"/> Uses portable oxygen. <input type="checkbox"/> Has a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to the standards set by the American Heart Association. <input type="checkbox"/> Is severely limited in their ability to walk due to an arthritic, neurological, or orthopedic condition. <input type="checkbox"/> Recovering from childbirth: TEMPORARY PLACARD ONLY - check appropriate box below: <input type="checkbox"/> Cesarean delivery - valid for 1 week following receipt of application; <input type="checkbox"/> For the birth of a preterm infant, valid for _____ (specify length of time, not to exceed 6 months)		
Medical Provider: <input type="checkbox"/> Physician <input type="checkbox"/> Physician's Assistant <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Registered Nurse		
Printed Name: _____		Date: _____
Signature: _____		Medical Lic # _____
Address: _____		Phone: _____
		Fax #: _____
		21-Day Temp # Issued: _____
PS-18 (Rev 05-14)		

DISABILITY PLACARDS

- **Blue Placard:**
 - Issued every 6 years for permanent disability.
- **Red Placard:**
 - Maximum issuance of 6 months for temporary disability.
- **Green Placard:**
 - Issued every 4 years to organizations and Agencies transporting clients with disabilities.



**Disability placards entitle each person with a disability to park in spaces reserved for people with disabilities.*

SEATBELT EXEMPTION PLACARD

- Issued only by BMV Main Office

**All types of placards are limited to one per customer.*



EMERGENCY



AM



- A vehicle used for Emergency, Funeral Coach, Hearse, or Ambulance.
- JB insurance filing for ambulance with registration fee of \$70.
- An ambulance registered as non-profit (not incorporated) is exempt from JB insurance filing and pays \$35 fee.
- Registration at a BMV Branch Office unless the vehicle is a Hearse used to transport the deceased; or an unincorporated nonprofit organization.

EMERGENCY MEDICAL SERVICES - EMS



EM

- Registrant needs to submit a completed MVR-17 along with a copy of their current registration. Their EMS license number must be listed on the form.
- First time issuance at BMV Branch Office.
- Two names may appear on the registration provided one name is the EMS person. Plates cannot be transferred from one individual to another.
- No commercial plates will be issued.
- One-time fee of \$5.00 to be paid at the BMV Branch Office.
- Maximum registered weight is 10,000 lbs. r.v.w.

Department of the Secretary of State
Maine Bureau of Motor Vehicles

EMERGENCY MEDICAL SERVICES
PLATES APPLICATION

BMV Use Only
Enclose Tax Receipt # _____
Plate # _____
Date Issued: _____
Issued By: _____

I, _____ (NAME OF APPLICANT)
of _____ (STREET) _____ (TOWN) _____ (ZIP CODE)
herely make application for an Emergency Medical Services plate and enclosed is the one-time \$5.00 plate fee and a copy of my current registration to which the plate will be assigned.
EMS License Number: _____
EMS License Expiration Date: _____

Check here if a vanity plate is desired. The fee for a vanity plate is \$27.00; the fee for EMS plates is a one-time \$5.00 fee. Please submit this application along with a Vanity Plate Application (MV-90), a copy of your current registration, and the appropriate fee. Please make checks payable to Secretary of State.

I fully understand should I cease to be a licensed emergency medical services person, I shall immediately notify the Secretary of State and understand the plate must be returned to the Secretary of State. If I cease from Emergency Medical Services, I am able to retain the plate as a memento but cannot display the plate on my vehicle.

NOTE: The vehicle to which the EMS plate will be assigned must be registered in the name of the active EMS licensee. The special registration plate for EMS licensees may be used only on one motor vehicle. The registered vehicle weight of this vehicle may not exceed 10,000 pounds. (25-A M.R.S.A. §119-A)

(SIGNATURE OF APPLICANT) (Date)

Please submit the completed application, copy of your current registration, and payment to:
Specialty Plate Clerk
Bureau of Motor Vehicles
29 State House Station
Augusta, ME 04333-0029

101 Hospital Street, 29 State House Station, Augusta, ME 04333-0029
Phone: (207) 624-6000 Fax: (207) 624-1771 TTY: (207) 624-1771

MVB-17 Rev. 12/17

FIREFIGHTER



FD



- **Must have the active fire chief, assistant fire chief, or acting fire chief assign plate number and sign the firefighter's application.**
- **One-time fee of \$5.00 to be paid at the BMV Branch Office.**
- **Two names may appear on the registration, as long as one of those names is the firefighter.**
- **Maximum registered weight is 10,000 lbs. r.v.w.**
- **Only one set of firefighter plates may be issued per firefighter.**
- **Must surrender plate when terminating service from issuing department.**
- **Upon death of the firefighter, the family may retain the registration plates, but not use them on a vehicle.**

ISLAND VEHICLES



- **Registration Fee \$4 for vehicles that remain on the island.**
- **DOT designated islands only.**
- **No plates are issued.**
- **Issue double month and year stickers to be attached to the front and rear bumpers.**
- **Evidence of insurance is required.**
- **Not valid on the mainland without proper registration.**
- **Golf carts may only operate on roads posted at 35 mph or less.**
- **Vehicle operator must possess a valid driver's license.**

LOW SPEED VEHICLES



LS

- Low-speed vehicle means a 4-wheeled vehicle that can attain a speed of at least 20 mph but not more than 25 mph and is less than 3,000 lbs. in unloaded weight.
- Low-speed vehicle must be originally manufactured and maintained in accordance with the Federal Motor Vehicle Safety Standards as a low-speed vehicle pursuant to 49 code of Federal Regulations, Section 571.500 (1998).
- Insurance is required.
- No vanity, low digit, or out of rotation plates available for this Class Code.
- Golf carts, ATV's, lawn mowers, etc. **CANNOT** be registered as a Low-Speed vehicle.



MOTOR HOMES



MH

- Registration fee is based on the vehicle weight (r.v.w.). The fees will be taken from the Farm Truck fee schedule.
- Certificate of Origin will consist of information from both the chassis manufacturer and the body manufacturer. This will mean that there will be two Certificates of Origin.
- The VIN and Year to be used on the registration will be determined by the chassis manufacturer; ie, Dodge.
- The Make to be used on the registration will be determined by the body manufacturer; ie, Winnebago.



MOTORCYCLE / MOPED & AUTOCYCLES



MC

- Operator must possess a motorcycle license endorsement.
- Registration fee is \$21.
- March expiration for Class Codes: MC, MX, PM, VM & XV.
- Engine displacement more than more 50cc.
- Title is needed if engine is 300cc or more.



MP





- Operator must possess a valid license
- Staggered Registration/\$9 Registration Fee
- Engine displacement less that 50cc.



AU

- 3-wheeled motorcycle
- Steering wheel or handlebars
- Floor pedals for automotive-style control
- Non-straddle seat
- March expiration/\$21 Registration Fee
- Operator does not need a motorcycle endorsement

State of Maine Laws Pertaining To Off-Road Vehicles, Motorized Scooters, Mopeds, and Motorcycles

Off-Road Vehicle	Motorized Scooter	Moped	Motorcycle
			
Cannot be registered	Registration not required	Can be registered as a moped	Can be registered as a motorcycle
Cannot meet inspection standards due to vehicle design and configuration	Inspection not required	Inspection not required	Inspection required
Cannot be used on a public way	Can be used on a public way like a motorized bicycle or tricycle	Can be used on a public way if registered	Can be used on a public way if registered
Operator's license not applicable since vehicle cannot be used on public way	Any class of an operator's license, instruction permit, or endorsement required	Any class of an operator's license is required	Any class of operator's license with a motorcycle endorsement required
<p>Some common types of off-road vehicles include Pocket Bikes, Mules, Gators, Terminal Tractors and ATV's. An ATV can only be operated for farm purposes using an occasional crossing permit.</p> <p>A pocket Bike or similar vehicle that does not meet the definition of a motorized scooter, moped, or motorcycle is considered an Off-Road Vehicle.</p>	**Must meet all the following criteria for each vehicle category		
	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is less than 10" in diameter • Motor less than 25 cc's <li style="text-align: center;">or • Electric motor not exceeding 750 watts 	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is 10 inches or larger in diameter • Motor not exceeding 50cc's <li style="text-align: center;">or • Electric motor under 1,500 watts 	<ul style="list-style-type: none"> • 2 or 3 wheels • *Each wheel (not tire) is 10 inches or larger in diameter • Motor more than 50 cc's <li style="text-align: center;">or • Electric motor 1,500 or more watts

**STAGGERED
REGISTRATION**

**MANDATORY MARCH
REGISTRATION**

- * Wheel diameter is measured across the outer edge of the wheel rim.
- ** If all criteria are not met in any category the vehicle is considered an Off-Road Vehicle.

LAW ENFORCEMENT & LEGISLATIVE PLATES



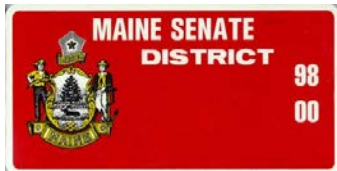
CS

- County Sheriff Plates are registered through BMV Main Office.



ST

- State Police Plates are issued and maintained by their own department.



House

- Legislative Plates are issued and renewed from BMV Main Office.



Senate

- A Legislator must register regular number plates in the normal manner, but will carry two valid registrations to display legislative plates.

MUNICIPAL PLATES & MUNICIPAL MOTORCYCLES



CI



MM



- All Municipal Plates are issued through BMV Branch Offices or BMV Main Office.
- Municipal Police renewals and transfers may be processed at local municipalities.
- Registration, Excise Tax, Sales Tax, and Title paperwork are processed, but fees are exempt.
- Vehicle owned or leased by municipalities are issued municipal plates.
- No Title required on vehicles loaned to secondary schools for driver's education use.
- No stickers are issued.

NATIONAL GUARD



PC



- **Class Code is PC, but the plate always ends with NG.**
- **NG is not a vanity plate.**
- **Vanity plate not available.**
- **Applicant must contact the Adjutant General's Office at Camp Keyes, (207) 626-4205 to request these plates.**
- **When two names appear on registration – DO NOT DELETE either name without calling BMV.**

PASSENGER



PC

- Designed for the conveyance of passengers with a seating capacity of not more than 15 persons, including the operator of the vehicle.
- Maximum allowed weight is 10,000 lbs. r.v.w.
- Insurance required for registration.













DUNE BUGGY & STOCK CARS



- Passenger Plate is used for Dune Buggy and Stock Cars for public way use only. Dune Buggy must pass full inspection to be registered for On-Road use.
- Registration Fee is \$25 for Dune Buggies.
- Registration Fee is \$8 for Stock Cars.
- Excise Tax and Sales Tax must be paid.
- Dune Buggy is registered as a Stock Car for Off-Road Use.
- Off-Road Use: Indicate “Not to be operated on highway under own power”.



SPECIALTY PLATES

<p>AGRICULTURE</p> 	<p>ANIMAL WELFARE</p> 	<p>BARBARA BUSH</p> 
<p>BREAST CANCER</p> 	<p>CONSERVATION</p> 	<p>LOBSTER</p> 
<p>MAINE BLACK BEAR</p> 	<p>MAINE LIGHTHOUSE TRUST</p> 	<p>SPORTSMAN</p> 
<p>SUPPORT TROOPS</p> 	<p>UNIVERSITY OF MAINE</p> 	<p>WABANAKI</p> 

* Phasing Out

AGRICULTURE PASSENGER, COMMERCIAL, and FARM (Specialty Plate)



AG



AF



AC

- \$20 First time fee and \$15 for renewals.
- AG maximum allowed weight is 10,000 lbs. r.v.w.
- AF maximum allowed weight is 69,000 lbs. r.v.w.
- AC maximum allowed weight is 100,000 lbs. r.v.w.
- MV-60 Truck Fee Schedule is used for Commercial and Farm calculations.
- First time issue of the Agriculture Commercial and Agriculture Farm is at BMV Branch Office.
- \$10 of the specialty plate fee will be credited to the Maine Agriculture in the Classroom Council.

*

* Phasing Out

CONSERVATION PASSENGER, COMMERCIAL, DISABLED, MOTOR HOME, and TRAILER (Specialty Plate)



CR



CD



RV



CC



CL

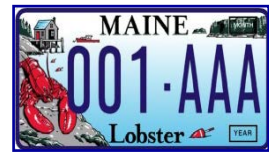
- \$20 First time fee and \$15 for renewals.
- CR and CD maximum allowed weight is 10,000 lbs. r.v.w.
- RV maximum allowed weight is 69,000 lbs. r.v.w.
- CC maximum allowed weight is 100,000 lbs. r.v.w.
- MV-60 Truck Fee Schedule is used for Commercial, Farm and Motor Home calculations. Trailers are calculated based upon the trailer r.v.w. chart.
- First time issuance at a BMV Branch Office for the Conservation Disability (CD).
- A \$14 Tax Deduction is allowed on your Income Tax Return.

* Phasing Out

Animal Welfare, Maine Black Bear, Breast Cancer, Barbara Bush, Lobster, Lobster Commercial, Maine Lighthouse Trust, Support Wildlife, Support Troops and University of Maine (Specialty Plates)



AW



LB



BB

*



LC



BC



LH



BH



SW



TS



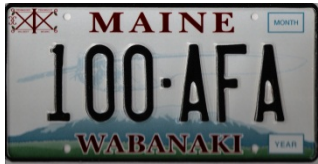
UM

- \$20 First time fee and \$15 for renewals, with the exception of the Support Wildlife Plate which is \$20 first time and at renewal time.
- Produced with a unique 3 number and 3 letter combination sequence.
- Vanity Plates available for \$25 first time ~ six character maximum and cannot duplicate vanity plates issued in another class of plates.
- Review the BMV Procedures Manual for money designation from these plates.
- University of Maine plates are available to any Maine resident and funds go to support the Maine System Scholarship Fund.

* Phasing Out

WABANAKI ~ Recognition Plate

(Specialty Plate)



WB

- Must be Federally recognized by a tribal official.
- Maximum allowed weight is 10,000 lbs. r.v.w.
- Produced with a unique 3 number - 3 letter combination sequence.
- MV-18 is a two-part form and must be completed and signed by tribal official. The white copy is for the registrant and yellow copy is retained by the tribal official.
- In lieu of the MV-18 to prove eligibility, an official Tribal Membership Card may be used. The card will contain a photo of the tribal member, their name, signature and a tribal official's signature.

A white form titled "Department of the Secretary of State, Bureau of Motor Vehicles, Certification of Membership, Wabanaki Confederacy". It contains fields for "I certify that", "Year Vehicle Registered", "Date of Sale", "Where address is", and "is a member of the following tribe: Penobscot, Passamaquoddy, Maliseet, Micmac Tribe". There are also lines for "Signature of Tribal Official" and "Collectibility Official". The form number "MV-18 (04/12/02)" is at the bottom left.

Note: The Wabanaki Veteran Decal **CANNOT** be attached to this plate.

OFF ROAD VEHICLE



- Off-Road vehicles cannot be registered.
- Off-Road Use may be indicated on the Manufacturer's Certificate of Origin.
- Off-Road vehicles, not a moped or motorcycle, do not meet inspection standards as listed in Title 29A, Section 101, Subsection 47-A.
- Examples of Off-Road Vehicles, but not limited to: Pocket Bikes, Mules, Gators, and Mini-Trucks.
- Utility-terrain vehicles or UTV is a small vehicle like an ATV, but with truck-like features for working rather than recreational use. These UTV vehicles cannot be registered for public road use.

TRACTORS



TR

Road Tractor:

- Designed and used primarily for drawing other vehicles, but not constructed to carry any load.
- Registration fee is \$20 for Road Tractors.
- Staggered registration 1 year from the month of issue.
- No Vanity Plate allowed.

Farm Tractors and Homemade Tractors:

- Used primarily as a farm implement for drawing plows and mowing machines.
- Registration fee is \$5 for Farm Tractors and Homemade Tractors.
- Indicate Farm Use Only on the top of the registration.
- Travel allowed within a 10 mile radius of the farm.
- Staggered registration 1 year from the month of issue.
- No Vanity Plate allowed.


Bureau of Motor Vehicles
25 State House Station
Augusta, ME 04333-0029
Tel: 207-624-9000

HOMEMADE FARM TRACTOR AFFIDAVIT

I hereby certify the vehicle described below for which I am requesting registration, under the provisions contained in Section 509 of Title 29-A, is a homemade farm tractor used for agricultural purposes with motor and chassis at least 10 years old that has a body capacity of not more than 1 1/2 cubic yards and that is used exclusively for agricultural purposes. Such a vehicle may not be operated on the highway more than 10 miles from the place where the vehicle is customarily kept.

Vehicle Description:
Year: _____ Make: _____ Model: _____
Serial or VIN: _____
Name of Owner: _____
Address: _____
Signature of Registered Owner: _____ Date: _____

STATE OF MAINE
County, ss. _____

Personally appeared of the above named _____ and made oath that the statements contained in the foregoing application are true.

Before Me,
Notary Public _____ PS-25 Revised 1-2013

SPECIAL EQUIPMENT



SE

- Equipment drawn by a motor vehicle. Example: wood splitters, pumps etc.
- Excise Tax Exempt.
- Registration based upon Net Weight:

1 to 2,000 lbs.	\$10
2,001 to 5,000 lbs.	\$15
5,001 lbs. +	\$20
- Mandatory February Expiration.
- Indicate “Exempt” on excise tax balance line.
- Net weight, tires and axles must be indicated on registration.
- No Vanity Plate allowed.

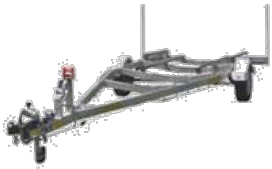


TRAILER REGISTRATIONS

TRAILERS ~ SMALL and LARGE



- Registration Fee \$10.50 annually for trailers (small) 2,000 lbs. or less and \$20.00 annually for trailers (large) over 2,000 lbs. r.v.w.
- 2-year registrations allowed on non-excised trailers, collecting twice the Registration Fee and Vanity (if applicable) Plate Fee. Type “Non-Excise” on tax line and “Exempt” on the Excise Tax line.
- 2,000 lbs. r.v.w. or less has staggered month expiration.
- Over 2,000 lbs. r.v.w. has mandatory February expiration for non-excised trailers.
- Trailers must be Titled when weight is 3,000 or more and 1995 or newer.
- Collect excise tax when trailer has living quarters. Camper trailers are only allowed a 1-year registration.



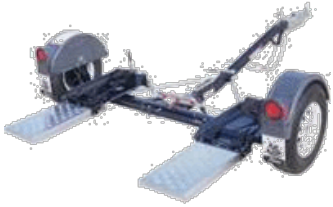
TRAILER REGISTRATIONS

WEIGHT	FEE	EXCISE	EXPIRATION DATE
2,000 lbs. or less Weight listed on registration.	\$10.50	NO	Staggered if a NEW registration to the registrant; or if registration expired over 1 year.
Over 2,000 lbs. Weight <u>NOT</u> listed on registration.	\$20.00	NO	ALWAYS mandatory <u>February</u> month expiration.
“Camper Trailer” 2,000 lbs. or less Weight listed on registration.	\$10.50	YES	ALWAYS in the staggered system (expires 1 year from month of issuance).
“Camper Trailer” Over 2,000 lbs. Weight <u>NOT</u> listed on registration.	\$20.00	YES	ALWAYS in the staggered system (expires 1 year from month of issuance).

- **Sales Tax is due on ALL casual sales of ALL trailers, campers, and livestock trailers.**
- **All trailers must complete a USE TAX Form even if Homemade.**
- **Excise Tax is due on a horse trailer with living quarters.**
- **REMEMBER: All trailers OVER 3,000 lbs. (net/ unladen weight) and 1995 or newer MUST be Titled.**

TRAILER REGISTRATIONS

TOW DOLLY



- Maine does not require registration.
- A registration may be requested when traveling through other states that may require a registration for a Tow Dolly.
- Cannot be registered for over 2,000 pounds.
- The vehicle in tow must be registered or display a transit plate.
- Registration fee: \$10.50 for 1 year, \$21 for 2 years.
- Staggered registration



TRUE TRAILER

- Must have a front and rear axle.
- Registration Fee based upon (top portion) MV-60 Truck Fee Schedule.
- Mandatory February expiration.
- May register for two (2) years.
- Single Plate.



TRAILER REGISTRATIONS

MOBILE HOMES ~ MODULAR


MAINE BUREAU OF MOTOR VEHICLES Transit Permit Application				
Valid From		Through		Plate Number
VIN	Year	Make	Model	One-Way <input type="checkbox"/> \$12.00
Point of Origin		Point of Destination		Rnd-Trip <input type="checkbox"/> \$25.00
Route to be Traveled				Validation Stamp
Name			DOB	
Mailing Address				
This permit is valid only with machine validation or State Seal.				AGENT FEE: \$1.00
Evidence of Insurance Shown:				
MV-159 (Rev. 09/07)				WHITE: BMV CANARY: Customer PINK: Agent

MV-159

OR



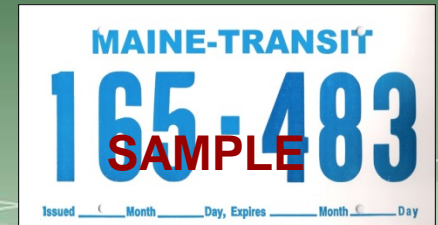
TL

STATE OF MAINE CERTIFICATE OF TAXES/SEWER FEES PAID ON MOBILE HOME	
Title 29-A, Sections 462-4, 1002-9, 2382-10	
Property tax, water/sewer release for the municipality of:	<u>YOURTOWN</u>
This is to certify that all property taxes and water, drain and sewer assessments have been paid on the mobile home described below, including taxes and assessments for the current tax year. Providing a signed and town-stamped copy of this form to the taxpayer is sufficient documentation that all obligations have been met. Municipal tax collectors should not sign this form until satisfied that all property tax, water and sewer charges are paid. If necessary, first refer the taxpayer to the appropriate local officials for their signature. A release also is required for intra-municipal moves.	
Mobile Home Information	
Make: <u>Oxford</u> Model: <u>Marlette</u> Year: <u>2004</u> Color: <u>Blue</u>	
Serial #: <u>1335354</u> Dimensions: <u>12' X 60'</u>	
Taxpayer: <u>John J. Smith</u> Mover: <u>Mobile Homes of Maine</u>	
Moved from: <u>YOURTOWN</u> Moved to: <u>HOMETOWN</u>	
I certify that all applicable property taxes have been paid on the above mobile home including for the current tax year.	
Date: <u>01/03/2014</u> Tax collector: <u>Donna Jameson, Tax Collector</u>	
Tax Collector Signature: <u>Donna Jameson</u>	DATE: <u>01/03/2014</u>
Water Fees	
I certify that all applicable water fees and assessments have been paid on the above mobile home.	
Date: <u>01/03/2014</u> Name and title: <u>Donna Jameson, Tax Collector</u>	
Signature: <u>Donna Jameson</u>	
Sewer Fees	
I certify that all applicable sewer fees and assessments have been paid on the above mobile home.	
Date: <u>01/03/2014</u> Name and title: <u>Donna Jameson, Tax Collector</u>	
Signature: <u>Donna Jameson</u>	
Return to: Overlimit Permit Unit, 29 State House Station, Augusta, ME 04330-0029 or any Motor Vehicle Branch office. This certificate is necessary to obtain a permit/registration to move the mobile home. OIL Unit phone: (207) 624-9000 X 52134; fax (207) 622-5332.	
MV-47 Rev. 02/07	

MV-47

- Transit Permit Application (MV-159) and a fee of \$12 along with a Certificate of Taxes Paid (MV-47), even if taxes have not been committed.
- Municipalities may collect a \$1.00 service fee over and above the transit plate fee.
- Travel on a Transit Plate must be completed within 10 days.
- Over-limit Permit needed from BMV for homes over 45 feet long or combination hauler and home over 65 feet long.

TRANSIT PLATE



- Transit Permit Application (MV-159). Fee is \$12 for one-way and \$25 for round trip.
- The round-trip permit allows the movement of a vehicle from point A to point B, and then returning to point A.
- **Validation** needs to be on both copies of the application.
- Municipalities may collect a \$1.00 service fee over and above the transit plate fee.
- Travel on a Transit Plate must be completed within 10 days.

STATE OF MAINE
BUREAU OF MOTOR VEHICLES
Transit Permit Application

Valid From		Through		Plate Number
VIN	Year	Make	Model	
Point of Origin		Point of Destination		One-Way <input type="checkbox"/> \$12.00
Route to be Traveled MOST DIRECT ROUTE				RND-Trip <input type="checkbox"/> \$25.00
Name		DOB / EIN		
Address				To Be Towed <input type="checkbox"/>
City	State	Zip Code		Transporting Passengers or Property <input type="checkbox"/>
This permit is valid only with machine validation or state seal.				
MV-159 -T Rev 05/2017 BMV COPY				Evidence of Insurance Shown: <input type="checkbox"/>

VETERAN PLATES

How Do I Know What Plate To Issue a Veteran?

There are multiple Special Veteran and Disabled Veteran categories:

1. Special Veteran (VT and VM-motorcycle)
2. 100% Disabled Veteran (DV-flag, VX-parking and XV-motorcycle)
3. Amputee or Blind Veteran (choice of plate)
4. Disability Special Veteran (DS)
5. Purple Heart (PH and PM-motorcycle)
6. Prisoner of War (PO)
7. Pearl Harbor Survivor (PS)
8. Medal of Honor (MO)
9. Gold Star Recognition (GS)

- The Veteran is required to submit their DD214 indicating Honorable Discharge from the military.
- The Veteran's Administration provides a letter explaining a Veteran MAY be eligible for exemptions.
- The Veteran's Administration letter is NOT an automatic eligibility for exemptions.

VETERAN PLATE DISTRIBUTION

Special Veteran (VT)



Special Veteran
Motorcycle (VM)

To Qualify for Veteran Plates:

- DD214-issued after discharge
- Active Duty for 3 Years
- Veteran Status on Maine License



Disabled Veteran (DV)



Disabled Veteran
Motorcycle (XV)



Disabled Veteran
Parking (VX)

- New Reg: Excise Exempt, Complete at Branch
- Requires VA Paperwork stating 100% Disabled or being paid at 100%
- Loss of Lower Extremities, or Legally Blind
- Re-Reg: Excise and State Fee Exempt



Purple Heart (PH)



Purple Heart MC (PM)

- New Reg: Excise Only!
- Complete at Branch
- Pays Excise Tax
- Registration & Title Fees Exempt
- DD214 indicating eligibility



Disability Special Veteran Parking (DS)

- New Reg: Excise Only! Complete at Branch
- PS-18 Application for Plaque Card

SPECIAL VETERAN



VT

- **Must pay Registration, Title fee, Excise Tax and Sales Tax.**
- **Maximum registered weight is 26,000 lbs. r.v.w.**
- **Allowed up to 3 sets of plates.**
- **May be issued in a company name if the company is solely owned by the Veteran.**
- **Surviving Spouse may retain and display Special Veterans plates. Upon remarriage, the surviving spouse may not use these plates but may retain as a keepsake.**



VM

SPECIAL VETERAN MOTORCYCLE:

- **Operator must possess a valid Maine license, permit, or motorcycle endorsement.**
- **Automatic March expiration.**
- **Titled if 300cc or greater.**



DISABLED VETERANS

100 % Permanently Disabled Veteran ~ Service Connected



DV

Disabled Veteran

- If the veteran is less than 100% permanently disabled (90%, 80% or less) but is being compensated at 100% total with permanent benefits, the veteran qualifies for BMV benefits at 100% capacity.



Must use
Placard to park
in handicapped
parking.

- Excise, Registration and Title Fee Exempt, but Vanity Plate is \$25.



VX

Disabled Veteran Parking

- The veteran's name must appear on the registration and title.



XV

Disabled Veteran Motorcycle

- Must pay Sales Tax.

DISABLED VETERANS

Amputee/ Loss of Use of Lower Limb(s) or Blind Veteran



PC

- Exemption allowed on One Vehicle Only.
- Vehicle must be a Government issued vehicle.
- May choose from the following plates: PC, VT, or DV.



VT

- Registration, Excise Tax, Title Fee, and Sales Tax are all exempt.



DV

- Vanity plate fees apply and are not exempt.
- More than one name may appear on the registration form provided one of them is the veteran's name.

DISABLED VETERANS

SPECIAL VETERAN DISABILITY PARKING:



DS

- Veterans that have a military/non-military disability.
- Form PS-18 must be submitted every 6 years.
- Must pay Registration, Title Fee, Excise Tax, and Sales Tax.

SPECIAL VETERAN



PURPLE HEART and PURPLE HEART MOTORCYCLE:



- Not entitled to free parking privileges for disabled veterans.
- Registration and Title Fees are Exempt.
- March expiration for motorcycles.
- Must pay excise and sales tax.
- Vanity Plate available for \$25.
- Maximum registered weight is 10,000 lbs. r.v.w. for vehicle.
- Unmarried surviving spouse may display plates.
- Remarried surviving spouse may retain plates as a keepsake only.
- Recognition plate available when recipient has no vehicle for a one-time fee of \$5.
- Recognition plate cannot be displayed and says “AWARD”.



PH



PM



Allowed 2 vehicles (PH) and 1 motorcycle (PM) plate.

SPECIAL VETERAN

PRISONER OF WAR



PO

- Issued through the office of the Secretary of State to former Prisoners of War and their spouse.
- No fee for surviving spouse to have the POW plate, but the appropriate military verification must be submitted.
- Excise Tax, and Sales Tax must be paid.
- Registration and Title Fee Exempt.
- Vanity plate not available in this plate.

PEARL HARBOR SURVIVOR



PS

- Only issued to the Pearl Harbor Survivor who was stationed in Pearl Harbor, Oahu, Hawaii, during the Japanese attack on December 7, 1941.
- First issued at BMV Main Office.
- Excise Tax, and Sales Tax must be paid.
- Registration and Title Fee Exempt.
- Vanity plate not available in this plate.
- The plate number always begins with zero.

SPECIAL VETERAN

GOLD STAR FAMILY RECOGNITION PLATE:



GS

- An application for Gold Star Family Member plates must be accompanied by proof that the applicant has been awarded the gold star medal. The Secretary of State shall verify the documentation presented by the applicant. Misrepresentation of documents is in violation of section 2103, subsection 5.
- The Secretary of State may issue Gold Star Family Member plates for display only on an automobile or pickup truck. A recipient may be issued Gold Star Family Member plates for no more than 2 vehicles.
- Exempt from registration and title fee only.
- Excise tax must be paid.
- Vanity plate fee \$25.

SPECIAL VETERAN

MEDAL OF HONOR:



MO

- Must apply with a copy of the military orders awarding the Medal of Honor.
- Exempt from Registration and Title Fee only.
- Excise Tax must be paid.
- Vanity plate Fee \$25.
- First registration must be processed at BMV Main Office.
- Registration Fee box will indicate No Fee Section 524.

ARMY



NAVY



AIR FORCE



SPECIAL VETERAN

- Members of the armed forces who are active duty and stationed full time at a **MAINE BASE** are **EXEMPT** from **EXCISE TAX**.
- The vehicle must be owned (and titled when applicable) by the military person, for any exemptions to be given. (A registration is not proof of ownership).
- This **DOES NOT** include National Guard or Reserves.

STATEMENT OF FACT MV-7 Active Duty Armed Services Members

Statement of Fact				
ACTIVE DUTY STATIONED IN MAINE EXCISE TAX EXEMPTION				
Name: _____	DOB: _____			
Unit: _____	Phone: _____			
Station/Base: _____				
Home of Record (legal address claimed for tax purposes): _____ _____				
Commander's Certification: This individual is permanently assigned to the unit and station identified above, is on active duty and <u>is not</u> a member of the Guard or Reserves.				
_____ <i>(Commander or Commander's Agent Name)</i>		_____ <i>(Signature)</i>		_____ <i>(Date)</i>
BMV USE	Plate #	Class Code:	Date:	Initials:
<small>This statement must be completed at the time of registration and re-registration.</small>				
<small>MV7 Rev 12/07</small>				

The Statement of Fact form (MV-7) must be completed by the customer and signed by their commanding officer for **every new registration and renewal**.

REVIEW QUESTIONS

- **What do I do if the wrong vehicle was registered?** _____
- **Can I register an Antique for a customer if they do not have another vehicle of their own?** _____
- **What are the qualifications needed to get a Special Registration Permit?** _____
- **If my customer is in the military and stationed in another state do they qualify for excise exemption?** _____
- **How often do I have to report to BMV if my town is a Limited New Manual town?** _____ **and if not, how often does my town need to file a report with BMV?** _____
- **If I process a registration and it doesn't print, what are my next steps?** _____
- **If I process a registration with errors and have to correct it, do I need to keep the original or is it considered a VOID?** _____
- **What if my MVR form number does not match the number entered when processing?** _____

Upon completion of today's class you shall receive a Certificate of Authorization to process Motor Vehicle Registrations at the

LIMITED NEW LEVEL

CONGRATULATIONS!





Please do not hesitate to call the Municipal Coordinators should you have any questions that you cannot find answers to in the Bureau of Motor Vehicles Manual.

(207) 624-9000 Ext. 52163