

# Bureau of Motor Vehicles

## Quick Tips

### SIGNATURES/MINORS



### Remember...

- If a minor is listed on an MVT-2 title application and/or a registration, a parent or legal guardian **MUST** also sign in the designated spot.

*Carol J. Smith, Mother*

If under 18, parent/legal guardian signature required

- If a minor is emancipated, include a copy of the emancipation paperwork.

<b>SIGNATURE(S) OF OWNER(S)</b>	best of my / our knowledge and belief. If representing a company, I further certify that I have been authorize
Authorized person may sign for a company	
<b>READ PENALTY BEFORE SIGNING</b>	Signature(s) of owner(s) as shown in block #1. All owners must sign. Power of attorney must accompany this form. <b>if under age 18 parent or guardian must also sign.</b>
	If owner is a company, authorized representative sign here. Office
<b>PENALTY</b>	A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose an application for certificate of title is guilty of a Class D crime.



# Bureau of Motor Vehicles

## Quick Tips

SPECIAL MOBILE EQUIPMENT

VS.

SPECIAL EQUIPMENT



*Ask...Is it driven or towed?*

- Special Mobile Equipment (TR)
  - Driven
  - Staggered Expiration
  - Title Exempt
  - Excise Tax Required
- Special Equipment (SE)
  - Towed
  - February Expiration
  - Title Exempt
  - Excise Tax Exempt



# Bureau of Motor Vehicles

## Quick Tips

## TRANSFERS

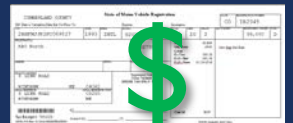


### *Be Careful...*

- When the customer says, “I want to transfer my plates to my new car.”

### *Ask...*

- Do they no longer own/use the previous vehicle which has registration time remaining and want to apply **CREDIT? (Transfer) OR**
- Do they just want to put the plates on the new vehicle? (New Reg/Old Plate)
- Confirm before processing the registration. Have that conversation! 😊



# Bureau of Motor Vehicles

## Quick Tips

### TITLES/REGISTRATIONS



### *Did you know?*

- If 2 names are listed on the MVT-2 title application, only one needs to appear on the registration. It is the customers' choice to register the vehicle in one or both names.

### *Exception:*

- If none of the titled owner(s) is to appear on the new registration, an **MV-39 Authorization for Registration** form needs to be completed.



# Bureau of Motor Vehicles

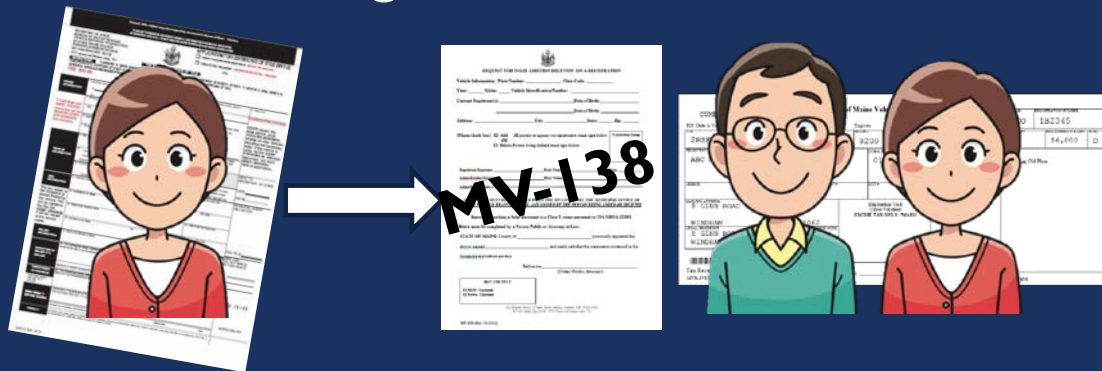
## Quick Tips



## TITLES/REGISTRATIONS

### *Did you know?*

- If one name is listed on the MVT-2 title application and two names are to appear on the new registration, an MV-138 Add/Delete form needs to be completed. This acts as a “consent” form and indicates both parties agree the “non-owner” can be on the registration.



# Bureau of Motor Vehicles

## *Quick Tips*

## INVENTORY



### *Did you know?*

- You are required to reconcile your inventory each time you submit your report? Inventory issues are easier to solve when reconciled on a regular basis.
- If you are having issues with an order, contact our **Stockroom**: 624-9030 or [stockroom.bmv@maine.gov](mailto:stockroom.bmv@maine.gov)
- Save the **MV-51** fillable form to your desktop. Submit your order directly or save it and send as an attachment to the stockroom email.



# Bureau of Motor Vehicles

## Quick Tips

### EXCISE TAX BASICS

(Title 36, Sections 1482, 1484)



### *Remember...*

- Excise tax for a **resident** of the State must be paid where the owner resides.
- Excise tax for a **non-resident** of the State must be paid where the owner is temporarily or occasionally residing (Think seasonal people).
- Excise tax for a business is paid where the business is located unless they have an additional permanent place of business where the vehicles are kept.
- When available, excise tax credit must be given regardless of where it was paid.



# Bureau of Motor Vehicles

## Quick Tips

### OFFICE CLOSURES



### *Important!*

- Please report any unusual office closures (due to COVID, facilities issues, etc.) to the Municipal Coordinators **ASAP!** 624-9000 x-52163, [municipal.bmv@maine.gov](mailto:municipal.bmv@maine.gov)
- Consider a mutual excise agreement with a neighboring town(s) to ensure continuation of motor vehicle services for your residents. Be Proactive!
- Send the agreement signed by all parties to BMV. This allows us to inform your residents of their options should they contact us.



# Bureau of Motor Vehicles

## Quick Tips

## ANTIQUES



### Remember...

- To qualify, the vehicle must be **more than** 25 model years old.
- Not to be used as a primary vehicle. Intended for parades and shows.
- An Antique Auto Affidavit (MV-65) is required for a first-time antique registration.
- 1995 model year & newer vehicles (including motorcycles 300cc+) are **required** to be titled. Follow title processing procedures.
- Motor Homes may not be registered as antiques.



Calendar Year	First Model Year Eligible
2021	1996
2022	1997

# Bureau of Motor Vehicles

## Quick Tips



## HVUT

(Heavy Vehicle Use Tax)

### Remember...

- HVUT is a federal tax collected by the **IRS**.
- Applies to commercial, apportioned and farm vehicles.
- Vehicles registered or boosted (for more than 60 days) to a registered weight of **55,000 lbs.** or more are required to pay.
- Registrant needs to provide receipted *Schedule I Form 2290*.
- If available, submit *Schedule I Form 2290* with your report.
- The customer's failure to provide proof within 60 days will lead to a **SUSPENSION**.

**SCHEDULE 1 (Form 2290)** **Schedule of Heavy Highway Vehicles**  
For the period July 1, 2019, through June 30, 2020  
Department of the Treasury Internal Revenue Service  
OMB No. 1545-0143  
▶ Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

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 \_\_\_\_\_  
Month of first use (See instructions) \_\_\_\_\_  
Y Y Y M M

**Part I Vehicles You Are Reporting** (enter VIN and category)

	Category A through W (Category W by suspended vehicles)
1	
2	
3	
4	
5	
6	

*Schedule I Form 2290*

# Bureau of Motor Vehicles

## Quick Tips

### VANITY PLATES



- Vanity plate requests should be processed as **excise-only**. Otherwise, plates issued are being returned to the branch offices unopened. This is a waste of resources.
- If a customer wants to order a vanity plate online, please instruct them to wait 30-45 days to ensure the completed registration is posted in the BMV system. Otherwise, that vanity plate may be applied to an improper registration.
- You are authorized to renew a vanity plate if it is **less than** 1 year expired. If it is **more than** 1 year expired, call for permission (624-9000 x-52163) to renew.
- A customer risks losing a vanity plate if it is expired **more than a year**. In these cases, the same vanity cannot be issued to multiple class codes.

# Bureau of Motor Vehicles

## Quick Tips

### TRAILERS



### *Remember...*

- It is the **SELLER'S** responsibility (not BMV's) to provide the **BUYER** with the appropriate trailer information (Year, Make, Model, VIN). BMV will not look up a prior owner's registration to provide this to your customer.
- Handing over the previous owner's plate "to look up the information" does not take the place of valid bill of sale.
- The **SELLER** can contact BMV for a registration record that has the needed information to include in the bill of sale.

# Bureau of Motor Vehicles

## *Quick Tips*

### DUPLICATE TITLES



- If a customer requests a title application, please confirm that they need an **MVT-2** (applying for a new title) or an **MVT-8** (applying for a duplicate title).
- A fillable **MVT-8** application is available for download.
- A customer can apply online for a duplicate title.
- Refer to the BMV website for title processing times as well as other title information.

# Bureau of Motor Vehicles

## Quick Tips

### IMPORT DOCUMENTATION



#### *Checklist for bringing a vehicle in from another country:*

- The original **MCO** or original **registration**. Photocopies are not accepted.
- Department of Transportation **HS-form 7 Declaration**.
- Customs Entry Summary (**Form 7501** or **CF-3299** or **CF-368**).
- Completed **MVT-10** Inspection of the Vehicle Identification Number.
- Returning Military may have **DD-1252** or **DD-788** Special Circumstances forms.
- An **HS-7** and **Entry Summary** form are NOT required for trailers and special equipment. However, a **camper trailer** DOES require an **MVT-10**.

# Bureau of Motor Vehicles



## Quick Tips

## ANTIQUES

Updated MV-65



**NEW**

### Note:

- The Antique Auto Affidavit (MV-65) **HAS BEEN UPDATED**. Please ensure you are using this new version which can be accessed from the website.
- The BMV website now lists the restrictions for antique autos and motorcycles.
- Remember, a vehicle must be **more than** 25 model years old to qualify.
- 1995 model year & newer vehicles (including motorcycles 300cc+) are **required** to be titled even if registered as an antique. Follow title processing procedures.



Calendar Year	First Model Year Eligible
2021	1996
2022	1997



# Bureau of Motor Vehicles

## Quick Tips

### STREET RODS/CUSTOM VEHICLES



Class Code: (SR)



Class Code: (CV)

- A replica or modified antique auto manufactured prior to 1949.
- \$30/year.
- Inspection required.
- Plates available at BMV Branch Offices.
- MV-65 required for first time registration.

- A motor vehicle more than 25 years old and of model year after 1948.
- Has been **altered** from the original design or a body made from **non-original** material.
- “Modified Vehicle” must appear on registration.
- MV-65 required for first time registration.
- Inspection required.
- Once registered, class code cannot change.

# Bureau of Motor Vehicles

## Quick Tips

### Incorrect Maine Dealer MVT-2 Applications



#### Remember:

- Review the dealer-completed MVT-2 (blue copy).
- Has the dealer filled in boxes 15 & 16?
- If not, then **STOP**. Customer needs to contact dealership for that information.
- If Box 15 lists "MCO" do you have the Window Sticker (Monroney Label) to calculate the MSRP **MSRP= Total MSRP-Destination/Delivery Charge**
- Does your MSRP amount differ from the dealership?
- If so, photocopy the **MVT-2** & **Window Sticker**, write in the correct amount and fax both to the **Title Department, 624-9254**.

15. Previous titleno.	16. State of origin

5. MSRP

New: Recorded on Monroney Label

Used: Recorded on prior title

Notrequired

MSRP Amount <sup>\$24,795</sup>

~~\$23,950~~

# Bureau of Motor Vehicles

## Quick Tips

### KEI-CLASS, DELICAS & MILITARY VEHICLES



- Japanese Kei-class vehicles (“mini-trucks”) and Mitsubishi Delicas are vehicles manufactured in Asia for use in third world countries.
- They do not meet emission standards and may include right-hand steering.
- Military vehicles: Not intended for normal highway use. Used for convoys.
- The National Highway Traffic Safety Administration (NHTSA) has ruled these do not meet Federal Motor Vehicle Safety Standards (FMVSS).
- **THESE TYPES OF VEHICLES CANNOT BE REGISTERED FOR ON-ROAD USE.**
- When in doubt, call a municipal coordinator.



# Bureau of Motor Vehicles

## Quick Tips



## Registered Weights

- **G**ross **V**ehicle **W**eight **R**ating (G.V.W.R.) is the maximum weight of the vehicle and load as determined by the final-stage manufacturer. This rating appears on the vehicle.
- **G**ross **V**ehicle **W**eight (G.V.W.) is the ACTUAL total weight of the vehicle and load.
- **R**egistered **V**ehicle **W**eight (R.V.W.) is the weight specified on the registration. It must account for the total weight of that vehicle's configuration.

- **R.V.W.** =   
Vehicle Weight + Trailer Weight + Load

- The customer chooses at which weight to register the vehicle (R.V.W.)

- **TOW-BEHIND CAMPER TRAILERS ARE EXEMPT FROM R.V.W. CALCULATIONS**

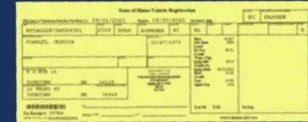
# Bureau of Motor Vehicles

## Quick Tips

### Information Exchange



- Customers are **STRONGLY ENCOURAGED** to provide their most recent registration prior to renewal. This leads to less confusion and registration errors.



#### *You may...*

- Request a faxed copy from a previous municipality. Keep in mind, they may be as busy as you.
- Request a copy of a registration from BMV. In most cases, BMV will have the most up-to-date information.

#### *You may NOT...*

- Provide the customer with a photocopy of a registration.
- Fax or email a copy to an inspection station or other entity.
- Give out any information on someone else's registration.

# Bureau of Motor Vehicles

## *Quick Tips*

### LEASED VEHICLES

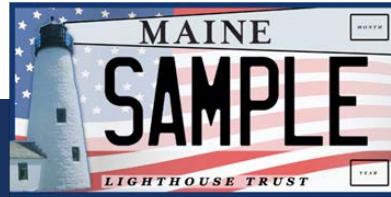


- **You need to see a copy of the lease agreement.**
- The registration is limited to the lessee(s) that are named in the lease.
- You cannot add/delete a name from an active leased vehicle.
- Include a copy of the lease with the MVT-2 .The lease agreement acts as an “ad hoc” power-of-attorney allowing the customer to sign on behalf of the lessor (owner of the vehicle).
- If a lease gets bought out, it is done as a **New Reg** or **New Reg/Transfer**.
- Sales tax is due. The customer should present a bill of sale.

# Bureau of Motor Vehicles

## Quick Tips

### MAINE LIGHTHOUSE TRUST



- **Effective October 18, 2021**, BMV will begin issuing the *Maine Lighthouse Trust* plate.
- A customer may present a voucher which offers evidence of the payment of the \$20 specialty plate fee.
- **Do not issue prior to October 18<sup>th</sup>, 2021, even if you have received this inventory.**



# Bureau of Motor Vehicles

## Quick Tips

### TRAILERS

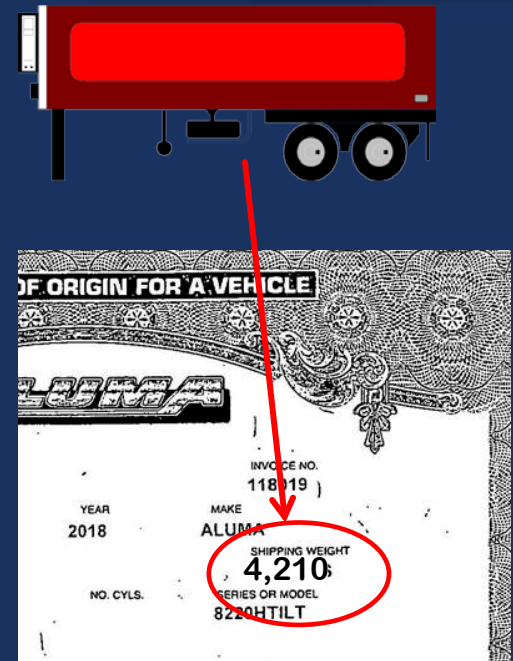


### Remember...

- A trailer requires a title if it is a 1995 & newer, AND the weight of the trailer, by itself, is **more than** 3,000 lbs.

### Tip...

- An MCO will indicate SHIPPING WEIGHT. That is the weight of the unloaded trailer.





# Bureau of Motor Vehicles

## Quick Tips

### SR-22 VERIFICATION



### *New Procedure:*

- You can now receive an SR-22 verification by phone!
- Call the *Financial Responsibility Section* at **624-9000 ext. 52109**
- Include the initials of the BMV clerk who verified the SR-22.

### *Reminder:*

- An SR-22 needs to be verified on any new registration, re-registration and duplicate registration.
- An SR-22 does not apply to trailers or special equipment.

A red arrow points down from the top right towards a form. The form is a white document with black text. It includes a box for 'TOTAL MILEAGE' with the number '123,456' inside. Below this are several lines of text with checkboxes and 'X' marks. The text includes 'How under suspension?', 'Insurance with the Bureau of Motor Vehicles?', 'School bus', 'bus', 'rental', and 'limousine'. At the bottom right of the form, it says 'TO APPLICANT'. The initials 'OK-CH' are written in blue ink on the right side of the form.

# Bureau of Motor Vehicles

## Quick Tips

### DIVORCE AWARDS



- When someone is awarded a vehicle in a **divorce decree**, it is not treated as a change of ownership provided the party was listed on the previous title.
- The divorce decree must provide enough information to identify the vehicle.
- Process as a **re-registration** or, if during the reg period, a **correction**.
- The name of the person not awarded the vehicle is removed without an MVT-138.
- A \$33 title fee is due. Include the portion of the decree that lists the vehicle awarded.
- If the person awarded the vehicle was not named on the previous title, this is a “change of ownership” and is processed as a **new** registration.

# Bureau of Motor Vehicles

## Quick Tips

## DISABLED VETERANS



- Effective October 18, 2021, any veteran who:
  - Has a permanent disability that is service-related;
  - Presents paperwork indicating the veteran is either 100% disabled or being compensated at 100%;
  - Is a titled owner or lessee of the vehicle;
- That disabled veteran is entitled to a **free registration, title fee exemption** and an **automatic excise exemption** on one vehicle.
- Sales tax and any vanity fees apply. Agent fees are optional.
- Disabled Veteran plates are available at any BMV branch office.

(DV)



(VX)



(XV)



# Bureau of Motor Vehicles

## *Quick Tips*

## REPLACEMENT STICKERS



- When issuing replacement stickers, complete the **MV-14** form. A fillable version is now available on the Municipal Services website.
- Encourage your customers to remove old, peeling stickers.
- Cleaning the plate, especially as we get to the winter months, helps ensure a firm grip.
- Stickers that **tear** or **do not stick** can be replaced at “no fee”.
- Indicate the “no fee” reason on the MV-14. Otherwise, the customer gets charged.
- A corrected registration does not need to be issued just for replacement stickers. The completed MV-14 accounts for the sticker discrepancy between the plate and registration.


# Bureau of Motor Vehicles

## Quick Tips

## TRANSIT PLATES



- Transit Plates (MV-159) are **not** to be used in lieu of registration or to circumvent the registration requirements.
- **ALL** fields must be completed on the MV-159. Do not forget the plate number!
- Please **validate** somewhere on the form.
- Proof of insurance is required if the vehicle is to be driven. Proof of insurance **is not** required if the vehicle is being towed.
- Transit plates can be issued to trailers & motorcycles.



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					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"/>
<small>This permit is valid only with machine validation or state seal.</small>					
<small>MV-159 - T Rev 05/2017 BMV COPY</small>				<small>Evidence of Insurance Shown: _____</small>	